

CITY OF MUSKEGON

CITY COMMISSION MEETING

JUNE 30, 2015

CITY COMMISSION CHAMBERS @ 5:30 P.M.

AGENDA

- ☐ **CALL TO ORDER:**
- ☐ **PRAYER:**
- ☐ **PLEDGE OF ALLEGIANCE:**
- ☐ **ROLL CALL:**
- ☐ **HONORS AND AWARDS:**
- ☐ **INTRODUCTIONS/PRESENTATION:**
- ☐ **CITY MANAGER'S REPORT:**
- ☐ **CONSENT AGENDA:**
 - A. Approval of Minutes. CITY CLERK**
 - B. Micro Brewer – Pigeon Hill Brewing Co., LLC. CITY CLERK**
 - C. Aloha Hawaiian Shave Ice Concession Contract for City of Muskegon Parks. PUBLIC WORKS**
 - D. One Way Front Snow Plow. PUBLIC WORKS**
 - E. Installation of Decorative Fence at St. Joseph Park. COMMUNITY & NEIGHBORHOOD SERVICES**
 - F. Upgrade Access Card System for City Facilities. PUBLIC WORKS**
 - G. Approval of Bid Award for 1477 Nolan. COMMUNITY & NEIGHBORHOOD SERVICES**
 - H. Assignment of the Water Supply Agreement. PUBLIC WORKS**
 - I. City-County Human Resources Agreement. CITY MANAGER**
 - J. City's Policy with Respect to Freedom of Information Act Requests. CITY CLERK**
- ☐ **PUBLIC HEARINGS:**
- ☐ **COMMUNICATIONS:**
- ☐ **UNFINISHED BUSINESS:**

☐ **NEW BUSINESS:**

A. Fourth Quarter 2014-15 Budget Reforecast. FINANCE

B. Concurrence with the Housing Board of Appeals Notice and Order to Demolish the Following: PUBLIC SAFETY

1221 Sanford Street

1075 Washington Avenue

407 Marquette Avenue

1357 7th Street

C. Legal Services. CITY MANAGER

D. LC Walker Arena Flooring – Turf. CITY MANAGER

☐ **ANY OTHER BUSINESS:**

☐ **PUBLIC PARTICIPATION:**

- ▶ **Reminder: Individuals who would like to address the City Commission shall do the following:**
- ▶ Fill out a request to speak form attached to the agenda or located in the back of the room.
- ▶ Submit the form to the City Clerk.
- ▶ Be recognized by the Chair.
- ▶ Step forward to the microphone.
- ▶ State name and address.
- ▶ Limit of 3 minutes to address the Commission.
- ▶ (Speaker representing a group may be allowed 10 minutes if previously registered with City Clerk.)

☐ **CLOSED SESSION:**

☐ **ADJOURNMENT:**

ADA POLICY: THE CITY OF MUSKEGON WILL PROVIDE NECESSARY AUXILIARY AIDS AND SERVICES TO INDIVIDUALS WHO WANT TO ATTEND THE MEETING UPON TWENTY-FOUR HOUR NOTICE TO THE CITY OF MUSKEGON. PLEASE CONTACT ANN MARIE MEISCH, CITY CLERK, 933 TERRACE STREET, MUSKEGON, MI 49440 OR BY CALLING (231) 724-6705 OR TTY/TDD DIAL 7-1-1- TO REQUEST A REPRESENTATIVE TO DIAL (231) 724-6705.

Memorandum

To: Mayor and Commissioners

From: Frank Peterson

Re: City Commission Meeting

Date: June 24, 2015

We have a number of items on the agenda, and I thought you could use a little background on some of them as you prepare for our meeting next week.

1. Under the consent agenda, we are asking the Commission to approve:
 - a. Last meeting's minutes.
 - b. Approval of Pigeon Hill's request to brew beer at their future location.
 - c. Approval of a concession contract to allow Aloha Hawaiian Shaved Ice to operate in our City parks.
 - d. Approval of the purchase of snow plow equipment for the Department of Public Works
 - e. Installation of a new decorative fence on the rear and sides of St. Joseph Park. This is a move to improve the aesthetics of the park and also add to the safety and security of the site.
 - f. Approval of an upgrade to our access card system at city facilities. This is a vital security feature of our buildings – as it would control gate access to our main sites.
 - g. Approval of the construction costs to build the CNS home at 1477 Nolan.
 - h. Assignment of the water supply agreement with Norton Shores and Fruitport Township to the authority they recently formed to better manage their shared water upgrades.
 - i. Extension of the HR Services Agreement with Muskegon County. We are recommending the extension of this agreement for 5 years, with the only term effect being the annual cost – which would increase to \$82,500.
 - j. Resolution to adopt the FOIA Policy required by July 1, 2015.
2. New Business
 - a. 4th Quarter Reforecast. We are submitting the final reforecast for the 2014-15 fiscal year. As expected, we are recommending cash transfers to the Local Street Fund and the Engineering Services Fund to ensure their viability in the coming fiscal year. This transfer has created a slight GF deficit, but it is my opinion that most/all of this small deficit will be erased with likely increased income tax revenues that will accrue over the next 60 days.
 - b. We are asking the Commission to with the HBA's recommendation to demolish structures at 1221 Sanford, 1075 Washington, 407 Marquette, and 1357 7th. It is key that the Commission concurs with these recommendations to allow city staff to move forward with other structures also working their way through the system.
 - c. Acceptance of staff recommendation for legal service provider and authorization of staff to negotiate a contract for legal service. During the month of June, City staff solicited proposals for legal services. Six proposals were received. Staff initiated a review of the

proposals. Proposals submitted by Williams / Hughes in partnership with the County Prosecutor's Office and by Parmenter O'Toole were identified as the top proposals that could provide the City with Muskegon County for a number of decades. The two proposals were very similar in cost over the five-year term – with each offering cost savings depending on how prosecutions are handled. Staff is requesting that the commission authorize staff to negotiate a five year contract with Parmenter O'Toole, with the understand that a transition from the County Prosecutor for ordinance prosecution likely will be implemented in October to coincide with the County's fiscal year and allow them time to review staffing.

- d. City staff is asking for approval up to \$30,000 for the purchase of a used turf floor to accommodate indoor activities at the LC Walker Arena requiring the use of turf – football, lacrosse, soccer, etc.

If there are questions on any agenda items, please try to let staff know in advance, and we will be sure to have the appropriate data/research available at the meeting.

A handwritten signature in black ink, appearing to read "Frank Peterson". The signature is stylized with a large initial "F" and a cursive "P".

Frank Peterson
City Manager

Date: June 30, 2015
To: Honorable Mayor and City Commissioners
From: Ann Marie Meisch, City Clerk
RE: Approval of Minutes

SUMMARY OF REQUEST: To approve minutes of the June 8th Commission Worksession Meeting, and the June 9th City Commission Meeting.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the minutes.

City of Muskegon
City Commission Worksession
June 8, 2015
City Commission Chambers
5:30 PM

MINUTES

2015-40 (2)

Present: Commissioners German, Hood, Rinsema-Sybenga, Gawron, Johnson, Turnquist, and Spataro.

Absent: None.

Transmittal of 2015-16 Proposed Budget.

Four major street projects are budgeted with the assistance of one-time funds from the State. They include:

Completion of Muskegon /Webster
Getty Street – Apple to Evanston
Laketon – Lakeshore to Nevada
Musketawa Trail Connection

Staff is recommending an increase in sewer rates to 1.30 times the county's treatment rate.

Water fund has an anticipated increase in revenue. No rate increase is being recommended.

The other funds are balanced at this time.

The City Manager and Commission discussed the proposal for a Public Improvement Fund. This fund will be used to begin a proposed housing improvement program focused at improving the market-rate housing options in certain neighborhoods in the core city. The goal is to use the funds allocated under capital outlays to acquire vacant/abandoned/blighted properties in clusters and replace them with market-rate housing. The houses would be marketed/sold to buyers, and the sales proceeds would be used to replenish the fund and ultimately build more homes in the same manner. In addition to the funds budgeted here, city staff anticipates undertaking a fundraising effort to acquire more capital and expedite the redevelopment process.

Commissioner Turnquist questioned charging customers a user fee to use a credit card. City Manager Peterson explained the City currently pays \$30,000 in fees annually for customers who use a credit card.

Commissioner Johnson questioned the future use of the LC Walker Arena and fees/expenses associated with it.

Commissioner Rinsema-Sybenga asked about future street funding. Mr. Peterson forwarded proposed language to the Commission asking the electorate to consider raising the tax levy to twelve mills with two mills being used exclusively for the financing of street construction, repair, and maintenance in the City of Muskegon.

Commissioner Turnquist inquired about the proposed city service fee for our three business-type funds/ventures. The purpose of the fee is to account for the cost to provide (and/or make available) city services to these operations. This should not be confused with reimbursements

these funds provide for special services like vehicle maintenance, billing, administration, etc., as these are focused on the general city services that all tax payers typically enjoy. This fee would be implemented during the fourth quarter of fiscal year 2014-2015 and carry into the new fiscal year.

Commissioner Johnson questioned the proposed special assessment for lighting. Will customers be able to request new lighting by a special assessment. Mr. Peterson stated it is a possibility but rules would need to be put in place and districts would need to be created for the special assessment. The proposed budget requests that 50% of the lighting being assessed.

Mayor Pro Tem Spataro asked about the possibility of adding sidewalk on the Nelson road project. There is no funds at this time, but if they do come to light, we would add it.

Discussion of future road funding. Several Commissioners voiced support for asking the voters to consider a millage question. Mr. Peterson suggested having community meetings, but closer to the election.

Put the graduated multiplier budget in sewer rate increase on tomorrow's meeting.

Future Road Funding.

Put question on tomorrow's agenda.

Adjournment.

Motion by Commissioner Hood, seconded by Commissioner Johnson to adjourn at 6:53 p.m.

MOTION PASSES

**Ann Marie Cummings, MMC
City Clerk**

CITY OF MUSKEGON

CITY COMMISSION MEETING

JUNE 9, 2015

CITY COMMISSION CHAMBERS @ 5:30 P.M.

MINUTES

The Regular Commission Meeting of the City of Muskegon was held at City Hall, 933 Terrace Street, Muskegon, MI at 5:30 p.m., Tuesday, June 9, 2015.

Vice-Mayor Spataro opened the meeting with prayer, after which the Commission and public recited the Pledge of Allegiance to the Flag.

ROLL CALL FOR THE REGULAR COMMISSION MEETING:

Present: Mayor Stephen Gawron, Vice Mayor Lawrence Spataro, Commissioners Johnson, Hood, German, Rinsema-Sybenga, and Turnquist, City Manager Franklin Peterson, City Attorney John Schrier, and City Clerk Ann Meisch.

2015-41 HONORS AND AWARDS:

A. Recognition of Spring 2015 Citizen's Academy Graduates. PUBLIC SAFETY

Mayor, Stephen Gawron read the resolution and thanked the 2015 Citizen's Police Academy for their faithful attendance, completion and graduation from the ten week academy.

2015-42 CONSENT AGENDA:

A. Approval of Minutes CITY CLERK

SUMMARY OF REQUEST: To approve minutes of the May 26, 2015 City Commission Meeting.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approval of the minutes.

B. Fireworks Display Permit for Muskegon Country Club CITY CLERK

SUMMARY OF REQUEST: Melrose Pyrotechnics, Inc. is requesting approval of a fireworks display permit for July 3, 2015, at the Muskegon Country Club, 2801 Lakeshore Drive. Fire Marshall Metcalf will inspect the fireworks on the day of the event.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approval contingent on inspection of the fireworks and approval of insurance.

C. 2015-2016 Michigan Municipal League Membership Dues CITY CLERK

SUMMARY OF REQUEST: Approval to pay the 2015-2016 MML dues in the amount of \$9,647. This is an increase of \$152.

FINANCIAL IMPACT:	MML DUES	\$8,870
	Legal Defense Fund	\$ 877
	Total	\$9,647

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approval

D. CDBG Program Administration Agreement – City of Muskegon/City of Norton Shores PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: The City of Muskegon has contracted with the City of Norton Shores to administer their Community Development Block Grant (CDBG) program since 2006. The current Agreement concludes on June 30, 2015. The new Agreement includes some minor changes (such as ensuring reporting is consistent with Federal requirements, liens are recorded, administration payment be not less than \$22,000 and written procedures be established for receiving bids for home repairs) and extends the Agreement for two years (through June 30, 2017).

FINANCIAL IMPACT: The City of Norton Shores will pay the maximum allowable CDBG costs per program year to the City of Muskegon (minimum amount of \$22,000), minus \$1,000 to administer their CDBG program.

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the Agreement and authorize the Mayor and City Clerk to sign.

E. Extension of Vinyl Siding Supplier Contract for Fiscal Year 2015-2016 COMMUNITY AND NEIGHBORHOOD SERVICES DEPARTMENT

SUMMARY OF REQUEST: To approve the extension of the contract with Keene Lumber Company to be the Vinyl Siding Supplier for 2015-2016 fiscal year. Keene Lumber has agreed to honor the existing contract price of \$46.95 per building square for both white and color siding.

FINANCIAL IMPACT: Funding will be disbursed from the 2015-2016 Community Development Block Grant Vinyl Siding fund.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: To approve request.

COMMITTEE RECOMMENDATION: The funding for the Vinyl Siding Program was approved by the Citizen's District Council during the 2015-2016 allocation period.

F. Extension of Vinyl Siding Installer Contracts for Fiscal Year 2015-2016

COMMUNITY AND NEIGHBORHOOD SERVICES DEPARTMENT

SUMMARY OF REQUEST: To authorize Community and Neighborhood Services to extend the contracts through June 30, 2016 to Mark Tucker Construction, 1620 Fruitvale Road, Holton, MI, and Cutting Edge, 766 Chatterson Road, Muskegon, MI to install vinyl siding at an agreed price of \$50.00 per building square for the Vinyl Siding Program's 2015-2016 fiscal year.

FINANCIAL IMPACT: Funding will be disbursed from the 2015 - 2016 Community Development Block Grant Vinyl Siding fund up to June 30, 2016.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: To approve the request.

COMMITTEE RECOMMENDATION: The funding for the Vinyl Siding Program was approved by the Citizens District Council and City Commission during the 2015 – 2016 allocation period.

G. Scale for DPW Loader DPW/Equipment

SUMMARY OF REQUEST: Authorize staff to purchase one portable scale from Michigan CAT, the sole source provider to match our Loader.

FINANCIAL IMPACT: \$11,648.00

BUDGET ACTION REQUIRED: None. Amount is what was budgeted.

STAFF RECOMMENDATION: Authorize staff to purchase one portable scale from Michigan CAT, the sole source provider to match our loader.

H. City-MDOT Agreement; Latimer Dr. Resurfacing; Port City to Black Creek ENGINEERING

SUMMARY OF REQUEST: Approve the contract with MDOT for the resurfacing of Latimer between Port City & Black Creek and approve the resolution authorizing the Mayor and City Clerk to sign the contract.

FINANCIAL IMPACT: MDOT's participation is limited to the approved federal funds of \$240,000. The estimated total construction cost is \$297,500 plus engineering cost.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: Approve the contract and resolution authorizing the mayor and clerk to sign both.

I. Resolution in Support of Floodplain Management PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: Request for approval of resolution in support of

floodplain development reporting to the Federal Emergency Management Agency (FEMA) to be included in the National Flood Insurance Program (NFIP) for the purpose of significantly reducing flood hazards to persons, reducing property damage, and reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within the city.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the floodplain development resolution.

J. Amendment to the City Code of Ordinance – Floodplain Management
PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: Staff initiated request to amend the City Code of Ordinances to include a floodplain management ordinance, which is a new requirement by the Federal Emergency Management Agency (FEMA) as part of adoption of the new Flood Insurance Rate Maps that will be effective July 6, 2015. The Planning Department will serve as the designated enforcement agency.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the floodplain management ordinance.

K. Community Relations Committee Recommendation CITY CLERK

SUMMARY OF REQUEST: To concur with recommendations from the Community Relations Committee:

Accept the resignation of Steve Wisneski from the Planning Commission and Jessica Cook from the Downtown Development Authority.

Appoint Doris Rucks to the District Library Board; Ronald Pesch to the Downtown Development Authority; and Jill Montgomery-Keast to the Planning Commission.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To concur with recommendations

Motion by Commissioner Johnson, second by Commissioner German to approve the Consent Agenda as read.

ROLL VOTE: Ayes: Gawron, Hood, Spataro, German, Rinsema-Sybenga, Turnquist, Johnson

Nays: None

MOTION PASSES

2015-43 PUBLIC HEARINGS:

A. Transmittal of 2015-2016 Proposed Budget CITY MANAGER

SUMMARY OF REQUEST: At this time staff is transmitting to the City Commission the proposed budget for fiscal year 2015-16 which starts July 1, 2015. Both hardcopy and electronic versions of the budget have been distributed to Commissioners. Additionally, the budget is available for public inspections on the City's website and at the City Clerk's office or Hackley Public Library.

The proposed budget was reviewed in detail with staff at the June 8th work session. City ordinance requires that the budget be adopted by the Commission on or before the second Commission meeting in June.

FINANCIAL IMPACT: The budget is the City's financial plan for the coming fiscal year.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: Approval of the proposed budget for fiscal year 2015-2016.

Motion by Vice-Mayor Spataro, second by Commissioner Johnson to close the public hearing and approve the proposed budget.

ROLL VOTE: Ayes: Hood, Spataro, German, Rinsema-Sybenga, Turnquist, Johnson, and Gawron

Nays: None

MOTION PASSES

2015-44 NEW BUSINESS:

B. Resolution to Place a Question on the November Ballot CITY MANAGER

SUMMARY OF REQUEST: Resolution of the City Commission to propose for adoption by the voters of the City of Muskegon an Amendment to the City Charter concerning an additional millage exclusively for street improvements and street maintenance.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To adopt the resolution to propose an amendment to the City Charter concerning an additional millage exclusively for street improvements and street maintenance.

Motion by Commissioner Johnson, second by Commissioner Rinsema-Sybenga to adopt the resolution to propose an amendment to the City Charter concerning an additional millage exclusively for street improvements and street maintenance.

ROLL VOTE: Ayes: Spataro, German, Rinsema-Sybenga, Turnquist, Johnson, Gawron, and Hood

Nays: None

MOTION PASSES

B-1. Sewer Rate Adjustment FINANCE DIRECTOR

SUMMARY OF REQUEST: The city last adjusted sewer rates on January 1, 2010 (a 25%) increase). Since then, Sappi Paper closed its mill facility, which was the largest user of the county wastewater system. The County Wastewater Treatment Facility has had a difficult time adjusting to the loss of revenues from the closure of the Sappi Paper Mill. Consequently, the county has implemented a number of rate adjustments/increases over the past several years. Since 2010, the city has been absorbing those increases internally, which has reduced our cash reserves. Accordingly, we are asking the City Commission to approve a treatment rate for our customers that is based on a multiplier of the rate the county bills the city for wastewater treatment.

FINANCIAL IMPACT: It is anticipated that the proposed sewer rate adjustment will generate approximately \$790,000 in additional annual revenue for the city's sewer fund in the first year. The financial impact for a typical city residential user (7,500 gal/month) will be \$36.00 annually (\$3.00 monthly) for the first year.

BUDGET ACTION REQUIRED: None at this time. If the rate change is approved, it will be incorporated into future budget reforecasts together with the higher anticipated county treatment costs.

STAFF RECOMMENDATION: Adoption of the attached fee adjustment resolution.

Motion by Commissioner Rinsema-Sybenga, second by Hood to adopt the fee adjustment resolution.

ROLL VOTE: Ayes: Turnquist, Johnson, Gawron, Hood, Spataro, German, Rinsema-Sybenga

Nays: None

MOTION PASSES

ADJOURNMENT: The City Commission Meeting adjourned at 6:23 p.m.

Respectfully submitted,

Ann Marie Meisch, MMC
City Clerk

Date: June 30, 2015
To: Honorable Mayor and City Commissioners
From: Ann Marie Meisch, City Clerk
RE: Micro Brewer
Pigeon Hill Brewing Co., LLC
435-441 W. Western

SUMMARY OF REQUEST: The Liquor Control Commission is seeking local recommendation on a request from Pigeon Hill Brewing Co., LLC, for a Micro Brewer License to be located at 435-441 W. Western Avenue.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new license application and/or a new banquet facility permit.

Instructions for Local Legislative Body:

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

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

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

the following resolution was offered:

Moved by _____ and supported by _____
that the application from Pigeon Hill Brewing Company, LLC
(name of applicant)

for the following license(s): Micro Brewer

to be located at 435 - 441 W. Western Avenue, Muskegon, MI 49440

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

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

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Name and title of authorized clerk (please print): _____

Signature of authorized clerk and date: _____

Phone number and e-mail of authorized officer: _____

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



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC use only)

Application for New Licenses, Permits, or Transfer of Ownership or Interest in License
(Manufacturer and Wholesaler Applicants Located in Michigan Only)

PLEASE READ! Complete this form in its entirety and return it, along with corresponding documents and fees, to the address listed at the top of this form. You may provide a copy of this application to your local municipal board for review, if applicable.

Part 1 - If you are requesting a license as a part of your application please answer the questions below:

- Are you requesting a new license as a part of your application? ☒ Yes ☐ No
- Are you buying an existing license as a part of your application? ☐ Yes ☒ No
- Is this license being transferred as a result of a default or court action? ☐ Yes ☒ No
- Do you intend to actively use this license or hold it in escrow? ☒ Active Operation ☐ Escrow

Part 2 - Transaction Information: Check boxes applicable to your application ☒ New license ☐ New permit

- ☐ Transfer ownership ☐ Add space ☐ Transfer stock/interest ☐ Change status (self incorporation)
- ☐ Transfer location ☐ Drop space ☐ Transfer limited partnership interest

Name(s) of current licensee: _____

Current licensed address: _____

Part 3 - Applicant Information

Name of entity/person that will hold the license: Pigeon Hill Brewing Company, LLC

- Corporations/Limited Liability Company(s) - State the name as it is filed with the State of Michigan Corporation Division and provide a copy of your articles.
- Corporations/Limited Liability Company(s) must provide a list of stockholders/members in Part 7 of this form.
- If your company has not filed with the State of Michigan, you must submit a copy of a filed certificate of authority to transact business in Michigan along with your application.

What is the physical address of the premises where the license will be located? (Include street address, city, state and zip code)

435 - 441 W. Western Ave, Muskegon, MI 49440

What city, township or village is this business located? City of Muskegon

What county is this business located? Muskegon

Part 4 - Inspection Fees: Check box applicable to your application

- ☒ Inspection fee for one license type - inspection fee is \$70.00
- ☐ Inspection fee for two license types - inspection fee is \$140.00
- ☐ Inspection fee for three license types - inspection fee is \$210.00



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC use only)

Application for New Licenses, Permits, or Transfer of Ownership or Interest in License

(Manufacturer and Wholesaler Applicants Located in Michigan Only)

Part 5 - Licenses and Permits: Check the type of license and permits that you need to complete your request

MCL 436.1525(1) provides that license fees shall be paid at the time of filing applications. (All checks/money orders should be made payable to the State of Michigan)

License Type:	Base Fee:	Permits:	Base Fee:
☐ Brewer	\$50.00	☐ Sunday Sales Permit (AM)	\$160.00
☒ Micro Brewer (Under 30,000 gallons annually)	\$50.00	☐ Sunday Sales Permit (PM)	15% of license fee
☐ Wine Maker	\$100.00	☐ Catering Permit	\$100.00
☐ Small Wine Maker (Under 50,000 gallons annually)	\$25.00	☐ Beer and Wine Consumer Sampling Event Permit	\$70.00
☐ Winery Tasting Room	\$100.00	☐ Spirit Consumer Sampling Permit	\$70.00
☐ Spirit Tasting Room	\$100.00	☐ Outdoor Service	No charge *
☐ Brandy Tasting Room	\$100.00	☐ Entertainment Permit	No charge *
☐ Manufacturer of Brandy	\$100.00	☐ Dance Permit	No charge *
☐ Manufacturer of Mixed Spirit Drink	\$100.00	☐ Topless Activity Permit	No charge *
☐ Manufacturer of Spirits	\$1,000.00	☐ Living Quarters	No charge *
☐ Small Distiller (Under 60,000 gallons annually)	\$100.00	☐ Specific Purpose Permit (list activity below): Hours requested: _____	
☐ Outstate Seller of Beer	\$1,000.00	☐ Extended Hours Permit (check type below): ☐ Dance ☐ Entertainment Hours requested: _____	No charge *
☐ Outstate Seller of Wine	\$300.00	☐ Off-premise Storage	No charge
☐ Outstate Seller of Mixed Spirit Drink	\$300.00	☒ Direct Connection(s)	No charge
☐ Wholesaler	\$300.00		
* Plus \$50.00 for each additional vehicle used to deliver alcoholic beverages to retail licensees.			
☐ Warehouser	\$50.00		
☐ Industrial Manufacturer	\$10.00		
☐ Seller of Alcohol	\$10.00		
☐ Limited Alcohol Buyer	\$10.00		

*Note: MCL 436.1529(5)(b) provides that an inspection fee shall not be required for the issuance of a new permit, or the transfer of an existing permit, if the permit is issued or transferred simultaneously with the issuance or transfer of a license or an interest in a license.

AGENDA ITEM NO. _____

CITY COMMISSION MEETING _____

TO: Honorable Mayor and City Commission

FROM: Department of Public Works

DATE: June 30, 2015

SUBJECT: Aloha Hawaiian Shave Ice Concession Contract for City of Muskegon Parks.

SUMMARY OF REQUEST:

Staff is asking permission to enter into a 1-year contractual agreement with David Gelderloos of Aloha Hawaiian Shave Ice, at various City of Muskegon Parks/Facilities, located within the City of Muskegon, and as determined by staff, to sell shaved ice from a mobile trailer.

FINANCIAL IMPACT:

Concession revenue is 10% of gross receipts. Commission revenue is unknown at this time as this is the first year in business for the Concessionaire at City of Muskegon Parks.

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Authorize DPW staff to enter into concession agreement with David Gelderloos of Aloha Hawaiian Shave Ice.

COMMITTEE RECOMMENDATION:

ALOHA HAWAIIAN JUICE LOT

Large \$3.50	Medium \$3.00
Cherry Jubilee	Green Apple
Kiwi Strawberry	Root Beer
Exotic Banana	Pina Colada
Luscious Lime	Guava Grape
Tiger's Blood	Red Raspberry
Orange Mango	Blue Bubble Gum
Wild Watermelon	Cotton Candy
Pink Lemonade	Peach
Blue Hawaiian	Blue Raspberry





Date: 6/30/2015

To: Honorable Mayor and City Commissioners

From: DPW/Equipment

RE: One Way Front Snow Plow

SUMMARY OF REQUEST:

Authorize staff to Purchase two (2) Henderson One Way Front Snow Plows as per our specification. This authorization is being sought because our previous purchase was canceled due to two of the three plows not meeting our specification and we declined to accept the plows.

FINANCIAL IMPACT:

These units have a Net price of \$6706.50 per unit, for a total of \$13,413.00 for this purchase.

BUDGET ACTION REQUIRED:

None. Amount is what was budgeted.

STAFF RECOMMENDATION:

Authorize staff to purchase two (2), One Way Front Snow Plows by Henderson Manufacturing, from Arista Truck Systems of Grand Rapids, Michigan, as a sole source area supplier for these units.

Commission Meeting Date: June 30, 2015

Date: June 23, 2015

To: Honorable Mayor and City Commission

From: CNS/Blight Fight Committee

Re: Installation of Decorative Fence at St. Joseph Park

SUMMARY OF REQUEST:

Community and Neighborhood Services requests authorization to assist Blight Fight efforts in our target area for the St. Joseph Park, located on Monroe Avenue between 4th and 5th Streets, to install a 6 foot decorative fence (similar to the fence at Heritage Landing). The fence is estimated at 358 feet, and will enclose the park along three sides with a gate to allow access for DPW and other maintenance assistance. Hoping to deter criminal activity and beautify the neighborhood park, we applied for the Nelson Neighborhood Improvement Association grant to improve neighborhood conditions, create opportunities for neighbors and support safe environments at a 50% match; the lowest bid submitted is \$15,740.

FINANCIAL IMPACT:

The old fence has since been removed and the cost of the new fence will be shared between the Nelson Neighborhood Improvement Association (NNIA) and the City of Muskegon Blight Fight Grant at a cost of \$7,870 each.

BUDGET ACTION REQUIRED:

None at this time.

STAFF RECOMMENDATION:

To approve the purchase of the fencing for St. Joseph Park.

COMMITTEE RECOMMENDATION:

Blight Fight committee has applied for a grant to be combined with the CDBG funds as a public service activity to promote a safer playground.



May 7, 2015

City of Muskegon
Attn: Bernadette Young
Parks Department
1350 E. Keating Avenue
Muskegon, MI 49442
Phone: 231-724-6991
Fax: 231-722-4188
Email: bernadette.young@shorelinecity.com

SUBJECT: fencing - REVISION #2

We are pleased to provide you with a quote for materials, labor and supervision to install the following:

Option #1

- To install approximately 451 LF of 6' tall UAS-100 industrial aluminum ornamental fence with (1) 12' wide double gate.

Total \$15,740.00

Option #2

- To install approximately 451 LF of 6' tall UAS-100 industrial aluminum ornamental fence.

Total \$15,100.00

***Price includes electrician to mark power lines.**

****Once the contract is received, Justice Fence will need to allow Ultra Aluminum 3-4 weeks to construct the materials. Justice Fence will be on-site one week from delivery of materials.**

Any alterations or deviation from above specs involving extra cost will be executed on upon written orders and will become an extra charge added to the estimate. All temporary fencing quotes are based on six month rental unless otherwise specified. All agreements are contingent upon strikes, accidents, weather or delays beyond our control. Unknown underground obstructions causing delays may result in extra charges. Our workers are fully covered by Workman's Compensation Insurance. Material pricing is good for 30 days. **PROPOSAL IS GOOD FOR 30 DAYS.**

ACCEPTANCE OF PROPOSAL:

Signature: _____ Date: _____

Sincerely,

Brent Hartwell



NELSON NEIGHBORHOOD IMPROVEMENT ASSOCIATION (NNIA)
Community Development Committee

Name of Group/ Organization: *City of Muskegon*

Group/ Organization Mailing Address: *Planning Dept.
933 Terrace St.
P.O. Box 536
Muskegon, mi. 49443-0536*

Are you a current member of NNIA?

Yes - maybe not officially?

Name and Title of Contact Person:

*Cathy Brubaker-Clarke, Director of Community & Economic
Development*

Address:

Same as above

Phone Number:

231- 724-6980

Email Address:

cathy.brubaker-clarke@shorelinecity.com

Name of Project:

Nelson Park Fencing

Amount Requested: *\$10,000*

Project timeline (beginning and end date): *May - August 2015*

Please attach an information sheet describing how this project would benefit the neighborhood.

Attachment A: Planning Worksheet

Print or type the information requested below. Include all steps involved from the start of the project until the end. Make multiple copies of this blank page as needed.

	List All Your Action Steps (What are the steps/activities that need to be taken to make the project goal happen? How will you make it happen from start to finish?)	Who is Responsible? (Who is assigned to make sure that this step is done?)	Completion Date (When will this action step need to be completed?)	Outcome (O) and Documentation (D) (How are you going to know that the step is done and has been successfully completed?(O) How will you document it? (D)
1.	Determine actual cost of fencing, gate, etc., get 3 bids.	City - Bernadette Young, Cathy B.C.	5/15	Award contract to lowest qualified bidder
2.	Remove existing fence at Park	City - Bernadette Young, Oweeta Bailey YEP	6/15	City staff will work with YEP to remove fence. City was an agreement w/ YEP to perform various activities.
3.	Park clean-up day, neighborhood picnic (may be in conjunction with fence removal)	Nelson Neighborhood Improvement Association	6/15	The park will be cleaned up and made ready for installation of new fence.
4.	Installation of new fence	City - Contractor will do actual installation	6/15	This will be done soon after old fence is removed.
5.				
6.				
7.				

Additional information: The initial quote for the fence is \$37/ft. This is for a 6 foot high fence, similar to the one at Heritage Landing. It will be installed along 3 sides of the park (not the front). It is expected to be about 358 ft. Minimum amount expected to be \$16,946. May need to include a back gate. This project will benefit the neighborhood by not only beautifying the park, but also by reducing the number of people hanging out at the park involved in criminal activities. They will no longer be able to quickly run out the back

of the park if they see others approaching, particularly police. It is anticipated that they will no longer desire to hang out at this location, resulting in a pleasant park for the majority of Nelson Neighborhood residents.

AGENDA ITEM NO. _____

CITY COMMISSION MEETING _____

TO: Honorable Mayor and City Commission

FROM: Department of Public Works

DATE: June 30, 2015

SUBJECT: Upgrade access card system for City facilities

SUMMARY OF REQUEST:

Currently, public works uses 3 different software programs at various facilities to provide access for employees and for timekeeping. These systems are not compatible, are outdated and unreliable. Staff is requesting permission to purchase/upgrade its access card system at the Water Filtration Plant, the landfill gate and the time clock at the public service building to consolidate all systems into one program. Midstate Security provided the only bid at \$19,338.13 that will accomplish this goal and is the current provider for city hall and public service building doors and gates.

FINANCIAL IMPACT:

\$19,338.13. Expenditures would come from the Water Filtration and PSB Budgets.

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Authorize staff to contract with Midstate Security for access and time clock system upgrades for \$19,338.13.

COMMITTEE RECOMMENDATION:

To: The City Commission
From: Mohammed Al-Shatel Director of Public Works
Date: June 30, 2015
Subject: Upgrade access card system for City facilities

Currently, public works uses 3 different software programs at various facilities to provide access for employees and for timekeeping; AMAG at the water filtration plant and causeway landfill, WinDSX for gates and doors at the public service building and Kronos Timekeeper for timekeeping at the public service building. The current setup requires special cards and is burdensome.

Both the AMAG system and Timekeeper programs are outdated. Both have been in use for more than 10 years without software upgrades. Timekeeper is also unreliable and needs to be replaced before it crashes. The cost to upgrade the Timekeeper program at last check was \$25,414. Public Works uses this system simply for tracking punches in and out. It is not connected to our payroll system (BS&A). Other time clock options were investigated, but none will work with our current access cards and would require employees to carry 2 access cards at all times. This would not be practical and would be even more burdensome.

DPW solicited bids from 3 different companies with the feasibility of bringing all gates, doors, and timekeeping under one software system for reliability and ease of programming. Only one company can provide the software and hardware to achieve this goal. Midstate Security provided a bid of \$19,882.00 to provide software and hardware to bring the water filtration plant, landfill gates and public service building time clock into the system currently being used at city hall and public service building gates and doors (WinDSX).

Staff is requesting permission to proceed with contracting with Midstate Security to achieve the goal of having all doors, gates and timekeeping in one software program and under one vendor for reliability and efficiency.

Thank you for your consideration.

Summary Quotation for City of Muskegon Water Filtration Plant			
Description	Quantity	Unit Price	Total Price
1022 controller with non-volatile memory	4	995.41	\$ 3,981.64
WinDSX software (Access Version)	1	161.20	\$ 161.20
HID cards	100	2.49	\$ 248.91
Lantronix NIC	4	217.00	\$ 868.00
Transformer	4	23.25	\$ 93.00
Battery	4	27.90	\$ 111.60
Taxes (if applicable)			341.81 *
Labor, Travel, Shipping			5,351.01
Subcontract			\$0.00
Total			\$ 11,157

\$10,815.19

Summary Quotation for City of Muskegon DPW Time & Attendance Reader and Time Display Module, DPW			
Description	Quantity	Unit Price	Total Price
DSX 2 door controller with NV memory	1	948.48	\$ 948.48
HID Reader	1	237.12	\$ 237.12
DSX software (Access version)	1	166.40	\$ 166.40
Time Display Module	1	314.64	\$ 314.64
3pair, 22AWG shielded pr, plenum cable	50	0.48	\$ 240.00
Misc conduit, hdwe, wire mgmt, power	1	80.00	\$ 80.00
Program, Test & Tune, Train, Document	1	40.00	\$ 40.00
Taxes (if applicable)			121.60 *
Labor, Travel, Shipping			3,198.80
Subcontract			\$0.00
Total			\$ 5,347

\$5225.40

Summary Quotation for City of Muskegon DPW Landfill Gate			
Description	Quantity	Unit Price	Total Price
1022 controller w/non-volatile memory	1	995.41	\$ 995.41
Lantronics NIC	1	217.00	\$ 217.00
Transformer	1	23.25	\$ 23.25
Battery	1	27.90	\$ 27.90
Programming, testing, and training	1	77.50	\$ 77.50
Taxes (if applicable)			\$ 80.46 *
Labor, Travel, Shipping			\$ 1,956.61
Subcontract			\$ -
Total			\$ 3,378

\$3297.54

\$19,338.13

* Sales tax removed

Commission Meeting Date: June 30, 2015

Date: June 23, 2015

To: Honorable Mayor & City Commission

From: Community and Neighborhood Services
Department

RE: Approval of Bid Award for 1477 Nolan

SUMMARY OF REQUEST: To approve the bids and award the Building Contract for the construction of a single family dwelling at 1477 Nolan to Holden Construction for the City of Muskegon's HOME Program through CNS.

CNS received 3 bids as listed on the attached sheet; the cost estimate from our architect was \$159,850.

FINANCIAL IMPACT: The funding for this project has been secured through the HOME program 2014 grant allocation.

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To award Curtis Holden the building construction contract for 1477 Nolan, in the amount of \$140,027.

COMMITTEE RECOMMENDATION: None required.

BID RESULTS FOR 1477 NOLAN

TUESDAY, JUNE 23, 2015

Address	Contractor	Bid Amount as Read	Alternate Bid	Voluntary Bid
1477 Nolan	Holden Construction	141,227	-	-
	Mike Murphy RJM Remodel	150,113	-	-
	JD Fisher Builders	174,200	-	-
Cost Estimate by Spec Writer	\$159,850			

Date: June 30, 2015
To: Honorable Mayor and City Commissioners
From: DPW
RE: Assignment of the water supply agreement

SUMMARY OF REQUEST:

Assign the water supply agreement the city has with Norton Shores/Fruitport Township to the newly formed authority, West Michigan Regional Water Authority. Thus making the agreement between the City of Muskegon and the West Michigan Regional Authority.

The assignment would in way alter or modify any other parts of the signed agreement.

FINANCIAL IMPACT:

None

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Assign the agreement to the West Michigan Regional Water Authority instead of Norton Shores / Fruitport TWP.

COMMITTEE RECOMMENDATION:

TO: Honorable Mayor and City Commissioners

FROM: Frank Peterson, City Manager

DATE: June 30, 2015

RE: City-County

SUMMARY OF REQUEST:

The City currently contracts with Muskegon County for the provision of human resources services. This program is administered by the County Human Resources Department. The Agreement is set to expire June 30, 2015. City staff is requesting that the City Commission extend the agreement for five years to June 30, 2020. All terms of the agreement would remain the same, with the exception of the annual fee for the service - which will increase from \$75,000 to \$82,500.

FINANCIAL IMPACT:

\$7,500 annual increase over the current contract.

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

To approve the request and authorize the Mayor and Clerk to sign an agreement.

COMMITTEE RECOMMENDATION: None.

**AGREEMENT BETWEEN THE CITY OF MUSKEGON
AND THE
MUSKEGON COUNTY BOARD OF COMMISSIONERS**

THIS AGREEMENT, entered into as of the 1st of July 1 2014, between the City of Muskegon, a municipal Corporation, by its City Commission, ("City"), the City of Muskegon Civil Service Commission ("CSC"), and the County of Muskegon, by its Board of Commissioners, ("County"), is as follows:

PURPOSE

The purpose of this Agreement is to provide for human resources services to be administered by the County Human Resources Department ("Human Resources Department"), which will provide a wide range of Human Resources services which will be described in detail in the following agreement.

I. **RELATIONSHIP OF THE PARTIES** - The County Department of Human Resources Department shall perform all of the services under this Agreement as an Independent Contractor and not as an employee of the City of Muskegon. This Agreement does not create a partnership, joint venture, or any other relationship.

II. **TERM** - The agreement shall commence July 1, 2014, and terminate June 30, 2015, provided that either party may terminate the Agreement with six (6) months notice. The notice shall be sent by certified mail to the County Human Resources Director and the Chair of the CSC if terminated by the City. The notice shall be sent by certified mail to the City Manager and the Chair of the CSC if terminated by the County. The notice shall be sent by certified mail to the County Human Resources Director and the City Manager if the CSC terminates the appointment of Deborah Groeneveld as Personnel Director or terminates the Agreement.

III. **SCOPE OF SERVICE FOR THE CITY** - The Human Resources Department will provide recruitment, advertising, pre-employment physicals and orientation services for new city employees under the guidelines of the City of Muskegon Charter, Civil Service Rules and Regulations, and appropriate collective bargaining agreements. The Human Resources Department will also provide class and pay administration, benefit administration and maintain a complete set of personnel records for the City. The County will also assist City departments with the Employee Assistance Program (EAP), CDL drug testing, and unemployment. The County will also assist City departments and the CSC with disciplines, layoffs, recalls, and terminations.

IV. **SCOPE OF SERVICE FOR THE CSC** - The Human Resources Department will provide recommendations to the CSC as to rules relating to the examination and selection process in the classified service of the City. The Human Resources Department will provide assistance to the CSC in classifying positions, enforcing the administration of the Civil Service Rules, holding examinations for the filling of positions in the classified service, preparing and maintaining an eligibility list of persons passing examinations for positions, and certifying names of person to appointing officers for appointment to a classified position. The Human Resources Department will provide assistance to the CSC in the processing of requests for a leave of absence, temporary appointments, layoffs and recall of personnel, appeals of employees to the CSC relating to a discharge, reduction in rank or compensation, pursuant to the City Charter and Civil Service Rules, as modified by any applicable collective bargaining agreement.

V. **COUNTY HUMAN RESOURCES DEPARTMENT OBLIGATIONS** - The County agrees to perform the services and provide the materials set forth herein:

A. **QUALIFIED STAFF** - All County employees engaged in the performance of this Agreement shall be professional in manner and appearance and be trained in Human Resources Administration policies and procedures. The County Human Resources Director shall be responsible to ensure all duties are performed adequately.

B. **EQUIPMENT AND SUPPLIES** - The County will provide all equipment and supplies needed for the routine performance of its duties without additional expenses, except as otherwise set forth herein.

C. **MANUALS** - The current City of Muskegon Civil Service Charter and collective bargaining agreements shall be the documents followed for all recruitment activities. All other manuals needed to perform all functions will be provided by the County. (ex: ADA, Fair Labor Standards, FMLA Manuals).

D. **PERSONNEL RECORDS** - The County will maintain the master personnel files in the Muskegon County Human Resources Department. The personnel files shall be the property of the City.

E. **PUBLIC RELATIONS** - Good public relations are vital to the success of the Human Resources administration program. During the terms of this Agreement, County employees shall endeavor to promote understanding and amicable relations with City Departments and members of the public.

F. **RECRUITMENT AND CERTIFICATION OF APPLICANTS** - The County at the direction of the City and/or CSC shall advertise and compile applications for job openings. Qualified applicants will be tested and certified for employment selection. The City shall be responsible for any costs incurred for any testing material designated by the City and/or CSC. The City shall also be responsible for any advertising costs incurred over five hundred (\$500) dollars per agreement year.

G. **PHYSICALS AND ORIENTATIONS** - The County shall direct selected applicants through the physical and orientation process prior to starting employment. Selected applicants will be given orientations on employment procedures, policies and benefits at the direction of the City. The City shall be responsible for any costs incurred for the physical, back screen and drug test of selected applicants.

H. **CLASS AND PAY ADMINISTRATION** - County staff will maintain, modify or develop at the direction of the City class specifications for classes of work at the City.

I. **BENEFIT ADMINISTRATION** - The County shall provide assistance to the City and/or CSC with issues pertaining to FMLA (Family Medical Leave Act), UI (Unemployment Insurance), and the City's EAP (Employee Assistance Program). The City shall designate and

provide the legal services for any contested unemployment proceeding filed during the existence of this agreement. Any counsel retained to handle a proceeding shall work under the direction of the Human Resources Director. The City shall be responsible for any costs incurred for unemployment claims and the City EAP program.

J. **COMPUTERIZED INFORMATION TECHNOLOGY** – The County will provide staff, equipment, and software to maintain electronic records of recruitment activities using an applicant tracking system (SIGMA/NEOGOV) and testing software (OPAC), and human resources forms processing for current employees.

K. **LABOR RELATIONS RELATED ISSUES** - The County will provide services to the City and/or CSC on issues of discipline, layoff, recall and termination hearings. The City shall designate and provide the legal services for any labor related issue during the existence of this agreement. Any counsel retained to handle a proceeding shall work under the direction of the Human Resources Director.

L. **RECORDS MAINTENANCE AND ACCESS** – The County agrees to maintain personnel records with the most current information the Municipality makes available.

1. All changes of employee status, wages, trainings and certifications will be kept in the personnel file of the employee.
2. City staff and CSC Commissioners will be afforded access to personnel files per a policy or procedure designated by the City and CSC.
3. Personnel files are to be maintained at the County Human Resources Department during the term of this agreement, unless mutually agreed that these records may be maintained at another location.

VI. CITY AND CSC **OBLIGATIONS** - The City and CSC shall undertake the following:

A. **CSC FILES AND RECORDS** - The CSC shall provide Chapter XV of the City of Muskegon Charter, current Civil Service Rules, policies and procedures, personnel records, recruitment procedures, and all other documents maintained by the City of Muskegon Personnel Director to the Human Relations Department.

B. **CITY FILES AND RECORDS** - The City shall provide policies and procedures concerning class and pay administration, benefit administration or any Human Resources function presently performed by City employees, except as otherwise provided above, to the Human Relations Department.

C. **CIVIL SERVICE DIRECTOR** - The CSC shall appoint Deborah Groeneveld as the City of Muskegon Personnel Director, whom shall serve at the pleasure of the CSC. Deborah Groeneveld shall receive no additional compensation for serving as the City's Personnel Director and shall not be an employee of the City. Deborah Groeneveld shall be responsible, subject to delegation, to satisfying the obligations to be provided to the CSC.

VII. **FEES AND PAYMENTS** - The County will perform all the above services for the Municipality, subject to fees and expenses set forth and under the terms and conditions herein:

A. **FEES** - The fee for the agreement year, which is from July 1, 2014 to June 30, 2015, shall be \$75,000, in addition to UI (unemployment insurance), pre-employment physical, testing and advertising costs as otherwise set forth herein.

B. **PAYMENTS** - The Municipality shall remit the annual fee in equal quarterly payments of \$18,750 each. The payment is owed regardless of whether Deborah Groeneveld is appointed by the CSC as the City's Personnel Director.

VIII. **MISCELLANEOUS**

A. **SECTION HEADINGS** - The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

B. **SEVERABILITY** - If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

C. **ENTIRE AGREEMENT AND AMENDMENT** - In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel. This agreement is subject to obligations, if any, provided for in collective bargaining agreements involving the City, the City of Muskegon Charter and the City of Muskegon Civil Service Rules and Regulations.

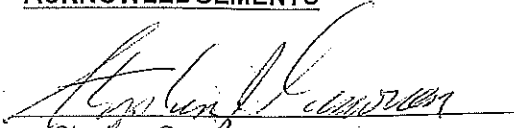
D. **SUCCESSORS AND ASSIGNS** - All representations, covenants, and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

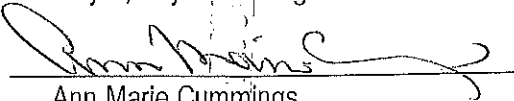
E. **TERMS AND CONDITIONS** - The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.

F. **EXECUTION OF COUNTERPARTS** - This Agreement may be executed in any number of counterparts and each such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

ACKNOWLEDGEMENTS

City of Muskegon

By: 
Stephen Gawron
Mayor, City of Muskegon

By: 
Ann Marie Cummings
Muskegon City Clerk

County of Muskegon:

By: _____
Kenneth Mahoney
Chairman, Board of Commissioners

By: _____
Nancy A. Waters
Muskegon County Clerk

City of Muskegon
Civil Service Commission

By: _____
David Newsome,
Chair, Civil Service Commission

Date: June 30, 2015
To: Honorable Mayor and City Commissioners
From: Ann Marie Meisch, City Clerk
RE: City's Policy with Respect to Freedom of
Information Act Requests

SUMMARY OF REQUEST: To approve the City's policy with respect to FOIA requests to comply with State law.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval.

CITY OF MUSKEGON

RESOLUTION # _____

RESOLUTION APPROVING THE CITY'S POLICY WITH RESPECT TO FOIA REQUESTS.

WHEREAS, it is the policy of the City of Muskegon ("City") that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

WHEREAS, the City's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

WHEREAS, the City acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The City acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

WHEREAS, the City will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The City's policy is to disclose public records consistent with and in compliance with State law.

NOW THEREFORE BE IT RESOLVED, that the City Commission adopt the Freedom of Information Act Policy effective July 1, 2015.

Adopted: June 30, 2015

AYES:

NAYS:

Ann Marie Meisch, MMC
City Clerk

City of Muskegon

FOIA Procedures and Guidelines

Preamble: Statement of Principles

It is the policy of the City of Muskegon (“City”) that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The City’s policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The City acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The City acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

The City will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The City’s policy is to disclose public records consistent with and in compliance with State law.

The City has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

Section 1: General Policies

The City, acting pursuant to the authority at MCL 15.236, designates the City Clerk as the FOIA Coordinator. He or she is authorized to designate other City staff to act on his or her behalf to accept and process written requests for the City’s public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a City spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review City spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with City Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect City systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The City is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other City staff is obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the City on file for a period of at least one year.

The City will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the City cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the City's Written Public Summary must be publicly available by providing free copies both in the City's response to a written request and upon request by visitors at the City's office.

This Procedures and Guidelines document and the City's Written Public Summary will be maintained on the City's website at: www.muskegon-mi.gov, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City may be submitted on the City's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the City on the City's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the City's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable City personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any City office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or otherwise provided to him or her in digital form in lieu of paper copies. The City will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by the City on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the City will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The City will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the City's website.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a FOIA request. However, because these Procedures and Guidelines, and the Written Public Summary are maintained on the City's website at: www.muskegon-mi.gov, a link to the Procedures and Guidelines and the Written Public Summary may be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the City will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the City to process the request and also provide a best efforts estimate of a time frame it will take the City to provide the records to the requestor. The best efforts estimate shall be nonbinding on the City, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the City; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the City Supervisor (or "clerk," or "manager" etc.) or seek judicial review in the Muskegon County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The City shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect City records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal City operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the City in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the City's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the City; and

- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the City;
- The City is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the City.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will **not** be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information **unless** failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the City's usual FOIA requests, not compared to the City's operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the City:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one City department or whether various City offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the City to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.

- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The City may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of 6 times the state minimum hourly wage (i.e., \$48.90 per hour as of July 1, 2015).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The City will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the City's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The City will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the City must:

- Reduce the labor costs by 5% for each day the City exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following applies:
 - The City's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or

- The written request included the words, characters, or abbreviations for “freedom of information,” “information,” “FOIA,” “copy” or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The City may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the City twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the City by filing an appeal of the denial with the office of the City Manager.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The City FOIA Appeal Form (To Appeal a Denial of Records), may be used.

Within 10 business days of receiving the appeal the City will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the City shall respond to the written appeal. The City shall not issue more than 1 notice of extension for a particular written appeal.

If the City fails to respond to a written appeal, or if the City upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the City, he or she may file a civil action in Muskegon County Circuit Court within 180 days after the City's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the City to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. The court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the City has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the City to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the City to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the City by submitting a written appeal for a fee reduction to the office of the City Manager.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The City FOIA Appeal Form (To Appeal an Excess Fee) may be used.

Within 10 business days after receiving the appeal, the City will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City will respond to the written appeal. The City shall not issue more than 1 notice of extension for a particular written appeal.

Where the City reduces or upholds the fee, the determination must include a certification from the City that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the City's determination of an appeal, the requesting person may commence a civil action in Muskegon County Circuit Court for a fee reduction.

If a civil action is commenced against the City for an excess fee, the City is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless **one** of the following applies:

- The City does not provide for appeals of fees,
- The City failed to respond to a written appeal as required, or
- The City issued a determination to a written appeal.

If a court determines that the City required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the City has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the City to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by City or the City Administration these Procedures and Guidelines are controlling. To the extent that any administrative

rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the City or the City Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the City or the City Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the City of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Section 11: Appendix of City FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

Date: June 25, 2015
To: Honorable Mayor and City Commissioners
From: Finance Director
RE: Fourth Quarter 2014-15 Budget Reforecast

SUMMARY OF REQUEST: At this time staff is transmitting the ***Fourth Quarter 2014-15 Budget Reforecast*** which outlines proposed changes to the budget that have come about as result of changes in revenue projections, policy priorities, labor contracts, updated economic conditions, or other factors.

FINANCIAL IMPACT: Significant fourth quarter proposed adjustments to the budget are as follows:

- General Fund revenues are reforecast to be \$149,000 higher than the third quarter reforecast.
- General Fund expenditures are estimated to be \$322,500 higher than the third quarter reforecast. The significant changes include; 1) transfer of \$150,000 from the General Fund to the Local Streets Fund, 2) transfer of \$60,000 from the General Fund to the Engineering Services Fund and, 3) environmental services expenditures increased by \$94,000.
- There are relatively minor changes proposed within the budgets of some of the other budgeted funds.

BUDGET ACTION REQUIRED: City commission approval of this reforecast will formally amend the City's 2014-15 budget.

STAFF RECOMMENDATION: Approval.

**City of Muskegon
2014-15 Budget Summary
Summary of Budgeted Funds**

Fund Name		Projected Beginning Fund Balance/Working Capital	Projected Revenues	Projected Expenditures	Projected Ending Fund Balance/Working Capital	Increase (Decrease) Fund Balance/Working Capital
1	General	\$ 5,796,097	\$ 24,522,603	\$ 24,684,394	\$ 5,634,306	\$ (161,791)
2	Major Streets	1,352,922	7,009,844	5,517,352	2,845,414	1,492,492
3	Local Streets	737,511	1,146,838	1,499,390	384,959	(352,552)
4	Criminal Forfeitures Fund	189,410	18,700	36,400	171,710	(17,700)
5	Budget Stabilization Fund	1,700,000	-	-	1,700,000	-
6	Tree Replacement Fund	1,156	1,550	1,000	1,706	550
7	Brownfield Authority Fund (Betten)	(1,331,453)	124,878	165,383	(1,371,958)	(40,505)
8	Brownfield Authority Fund (Former Mall)	-	132,180	132,180	-	-
9	Tax Increment Finance Authority Fund	829	38,040	38,000	869	40
10	Downtown Development Authority Debt Fund	93,778	238,500	329,838	2,440	(91,338)
11	Local Development Finance Authority III Fund (SZ)	42,847	428,423	440,000	31,270	(11,577)
12	Arena Improvement	28,012	76,200	75,000	29,212	1,200
13	Sidewalk Improvement	343,756	40,000	156,875	226,881	(116,875)
14	Public Improvement	370,268	270,500	67,000	573,768	203,500
15	State Grants	107,977	1,170,300	1,191,516	86,761	(21,216)
16	Marina & Launch Ramp	167,641	204,800	180,919	191,522	23,881
17	Public Service Building	568,069	1,191,789	1,092,305	667,553	99,484
18	Engineering Services	79,207	433,500	401,930	110,777	31,570
19	Equipment	802,987	2,279,500	2,559,599	522,888	(280,099)
20	General Insurance	1,509,014	4,048,046	4,041,188	1,515,872	6,858
21	Sewer	3,545,607	7,147,500	7,983,445	2,709,662	(835,945)
22	Water	2,656,611	6,459,250	6,391,257	2,724,604	67,993
Total All Budgeted Funds		\$ 18,762,246	\$ 56,982,940	\$ 56,984,971	\$ 18,760,216	\$ (2,031)

CITY OF MUSKEGON
GENERAL FUND

HISTORICAL SUMMARY

Year		Revenues & Transfers In		Expenditures & Transfers Out		Fund Balance at Year-End
2001	\$	23,446,611	\$	23,235,978	\$	3,162,367
2002		23,617,163		23,971,534		2,807,996
2003		23,328,756		23,705,334		2,431,418
2004		23,401,793		23,388,019		2,445,192
2005		23,732,641		23,658,227		2,519,606
2006		24,669,210		24,498,776		2,690,040
2007		25,031,403		24,800,810		2,920,633
2008		25,563,632		26,100,539		2,383,726
2009		24,105,019		24,850,082		1,638,663
2010*		16,142,764		11,742,973		6,038,454
2010-11		24,029,686		25,556,758		4,511,382
2011-12		24,126,111		23,617,448		5,020,045
2012-13		23,628,096		22,708,893		5,653,558
2013-14		23,960,758		23,818,219		5,796,097

Fiscal 2014-15 Budget Summary

FUND BALANCE AT START OF YEAR

\$ 5,796,097

MEANS OF FINANCING:

Taxes	15,408,000	62.8%
Licenses and Permits	1,369,220	5.6%
Federal Grants	84,296	0.3%
State Grants	15,000	0.1%
State Shared Revenue	3,917,141	16.0%
Other Charges	2,458,965	10.0%
Fines and Fees	427,000	1.7%
Other Revenue	625,481	2.6%
Other Financing Sources	<u>217,500</u>	<u>0.9%</u>
	24,522,603	100.0%

ESTIMATED REQUIREMENTS:

Customer Value Added Activities	18,873,201	76.5%
Business Value Added Activities	4,376,797	17.7%
Fixed Budget Items	<u>1,434,396</u>	<u>5.8%</u>
	24,684,394	100.0%

ESTIMATED FUND BALANCE AT END OF YEAR

\$ 5,634,306

OPERATING SURPLUS / (DEFICIT)

\$ (161,791)

*** Six-month transition period to new fiscal year**

City of Muskegon
Annual Budget & Quarterly Budget Reforecast - General Fund

	Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
Available Fund Balance - BOY	\$ 5,020,045	\$ 5,653,598	\$ 4,751,031	\$ 5,796,097	\$ 5,653,558	\$ 5,796,097	\$ 1,045,066	
Taxes								
101-00000-4100 PROPERTY TAX	5,686,870	5,502,231	5,538,000	4,931,762	4,742,546	5,640,000	\$ 102,000	BC Cobb loss, but now @ 10 mills
101-00000-4101 CHARGE BACK COLLECTED	-	-	-	-	-	-	-	
101-00000-4102 IN LIEU OF TAX	96,346	93,886	95,000	-	-	95,000	-	
101-00000-4103 IFT/CFT TAX	58,087	91,292	82,000	101,459	81,946	82,000	-	
101-00000-4104 PROPERTY TAX SANITATION	1,484,252	1,436,072	1,661,000	1,466,464	1,237,972	1,661,000	-	BC Cobb loss, but now @ 3 mills
101-00000-4140 INCOME TAX	7,506,472	7,831,423	7,650,000	7,396,070	7,032,236	7,930,000	280,000	
	\$ 14,832,027	\$ 14,954,904	\$ 15,026,000	\$ 13,895,755	\$ 13,094,700	\$ 15,408,000	\$ 382,000	
Licenses and permits								
101-00000-4202 BUSINESS LICENSES & PERMITS	31,623	38,200	29,500	55,150	30,425	45,000	15,500	
101-00000-4203 LIQUOR LICENSES & TAX REBATE	44,955	55,009	50,000	52,986	55,009	53,720	3,720	
101-00000-4204 CABLE TV LICENSES OR FEES	358,785	358,755	350,000	274,437	265,164	350,000	-	
101-00000-4205 HOUSING LICENSES	45,575	10,232	8,000	(4,955)	8,245	-	(8,000)	Decrease due to SAFEbuilt contract
101-00000-4206 INSPECTION FEE	190	340	-	126	245	-	-	
101-00000-4207 CEMETERY-BURIAL PERMITS	89,170	89,459	90,000	80,112	83,759	90,000	-	
101-00000-4208 BUILDING PERMITS	278,166	488,042	405,000	301,930	451,121	350,000	(55,000)	Several large projects planned
101-00000-4209 ELECTRICAL PERMITS	67,128	108,657	86,000	81,406	102,332	86,000	-	
101-00000-4210 PLUMBING PERMITS	26,519	48,221	47,000	26,399	45,639	40,000	(7,000)	
101-00000-4211 HEATING PERMITS	62,305	72,051	61,000	63,217	67,418	70,000	9,000	
101-00000-4212 POLICE GUN REGISTRATION	-	1,650	1,500	75	1,650	1,500	-	
101-00000-4213 RENTAL PROPERTY REGISTRATION	117,535	185,697	150,000	140,057	169,622	150,000	-	
101-00000-4221 VACANT BUILDING FEE	108,284	105,751	125,000	102,220	91,101	125,000	-	Increased blight fight efforts
101-00000-4224 TEMPORARY LIQUOR LICENSE	8,050	8,075	10,000	6,975	7,250	8,000	(2,000)	
	\$ 1,238,285	\$ 1,570,139	\$ 1,413,000	\$ 1,180,135	\$ 1,378,980	\$ 1,369,220	\$ (43,780)	
Federal grants								
101-00000-4300 FEDERAL GRANTS	117,324	83,324	46,370	67,671	66,526	84,296	37,926	JAG/BPV/FEMA/WEMET
	\$ 117,324	\$ 83,324	\$ 46,370	\$ 67,671	\$ 66,526	\$ 84,296	\$ 37,926	
State grants								
101-00000-4400 STATE GRANTS	13,819	14,557	15,000	7,406	7,587	15,000	-	Police 302 Training
	\$ 13,819	\$ 14,557	\$ 15,000	\$ 7,406	\$ 7,587	\$ 15,000	\$ -	
State shared revenue								
101-00000-4502 STATE SALES TAX CONSTITUTIONAL	2,667,026	2,729,570	2,913,387	1,885,167	1,810,147	2,800,405	(112,982)	Based on current state estimates
101-00000-4503 STATE EVIP PAYMENTS	1,033,845	1,083,651	1,159,506	744,488	722,434	1,116,736	(42,770)	Based on current state estimates
	\$ 3,700,871	\$ 3,813,221	\$ 4,072,893	\$ 2,629,655	\$ 2,532,581	\$ 3,917,141	\$ (155,752)	
Other charges for sales and services								
101-00000-4603 TAX COLLECTION FEE	267,293	259,755	289,276	262,954	229,269	289,276	-	1% admin fee on all mills
101-00000-4604 GARBAGE COLLECTION	46,624	43,723	40,000	39,033	37,508	40,000	-	
101-00000-4606 ADMINISTRATION FEES	250,000	250,000	250,000	229,167	229,167	250,000	-	
101-00000-4607 REIMBURSEMENT ELECTIONS	329	13,342	300	14,796	13,342	31,000	30,700	
101-00000-4608 INDIRECT COST ALLOCATION	1,171,536	983,104	965,889	878,203	901,179	965,889	-	
101-00000-4609 PROCUREMENT CARD REBATE	54,556	64,268	41,000	42,505	64,268	41,000	-	
101-00000-4611 SPECIAL EVENTS REIMBURSEMENT	66,596	90,233	75,000	64,094	78,948	75,000	-	
101-00000-4612 CEMETERY SALE OF LOTS	31,482	28,817	25,000	17,483	26,667	25,000	-	
101-00000-4614 REIMBURSEMENT LOT CLEAN UP	32,462	26,813	10,000	14,541	21,662	10,000	-	Decrease due to SAFEbuilt contract
101-00000-4615 POLICE DEPARTMENT INCOME	67,322	89,488	65,000	88,133	74,896	90,000	25,000	
101-00000-4617 FIRE DEPARTMENT INCOME	2,843	5,691	3,500	2,080	5,646	3,000	(500)	

City of Muskegon
Annual Budget & Quarterly Budget Reforecast - General Fund

		Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
101-00000-4619	MISC. SALES AND SERVICES	2,452	36,281	3,000	7,697	1,645	3,000	-	
101-00000-4620	FIRE PROTECTION-STATE PROP	117,776	82,526	82,500	80,227	82,526	85,000	2,500	
101-00000-4621	ZONING & ENCROACHMENT FEES	11,164	12,265	11,000	11,090	11,775	11,000	-	
101-00000-4622	MISC. CLERK FEES	2,827	2,445	2,800	4,084	2,336	3,400	600	
101-00000-4624	TAX ABATEMENT APPLICATION FEES	5,904	750	6,000	3,822	750	6,000	-	
101-00000-4625	MISC. TREAS. FEES	42,948	48,369	50,000	8,951	8,860	50,000	-	
101-00000-4631	REIMBURSEMENT SCHOOL OFFICER	25,276	19,498	22,500	20,259	19,498	22,500	-	
101-00000-4633	OBSOLETE PROPERTY FEES	-	250	-	-	250	-	-	
101-00000-4634	PASSPORTS	4,160	5,565	3,500	10,900	5,155	11,000	7,500	
101-00000-4635	START UP CHARGE/REFUSE	10,615	9,350	10,000	5,885	8,580	10,000	-	
101-00000-4636	REFUSE BAG & BULK SALES	23,852	22,790	23,000	25,452	20,466	23,000	-	
101-00000-4637	APPLIANCE STICKER	25	75	300	100	75	300	-	
101-00000-4642	LIEN LOOK UPS	15,700	14,270	15,000	12,315	13,095	15,000	-	
101-00000-4648	FALSE ALARM FEES/POLICE	5,265	14,220	11,500	8,010	11,475	10,000	(1,500)	
101-00000-4649	CEMETERY-MISC. INCOME	17,369	16,288	15,000	15,477	14,032	15,000	-	
101-00000-4650	SENIOR CITIZENS TRANSPORTATION	8,382	-	-	-	6	-	-	
101-00000-4651	REIMBURSEMENT LOT MOWING	43,648	47,760	20,000	17,232	39,203	20,000	-	Decrease due to SAFEbuilt contract
101-00000-4652	MUSKEGON HEIGHTS ZONING	-	2,958	1,600	4,900	1,523	1,600	-	
101-00000-4654	FIRE RESPONSE FEE	-	4,500	3,000	6,500	4,500	5,000	2,000	
101-00000-4656	SITE PLAN REVIEW	3,600	2,700	3,500	3,400	2,400	3,500	-	
101-00000-4657	COLUMBARIUM NICHE	1,725	-	1,000	1,000	-	1,000	-	
101-00000-4658	IMPOUND FEES	38,844	34,700	35,000	39,100	31,450	35,000	-	
101-00000-4659	LANDLORDS ALERT	40	-	-	-	-	-	-	
101-00000-4660	MISC RECREATION INCOME	6,667	6,602	6,500	4,394	6,452	6,500	-	
101-00000-4661	LEASE GREAT LAKES NAVAL MEMORIAL	15,000	15,000	15,000	13,750	12,500	15,000	-	
101-00000-4663	FLEA MARKET AT FARMERS MARKET	30,935	26,410	35,000	22,135	22,669	35,000	-	
101-00000-4664	FARMERS MARKET INCOME	42,599	58,440	40,000	54,652	43,409	40,000	-	
101-00000-4665	LEASE BILLBOARDS	6,800	6,800	6,800	6,800	6,800	6,800	-	
101-00000-4669	SMITH RYERSON	-	-	-	2,110	-	-	-	
101-00000-4670	PICNIC SHELTER	19,600	20,673	35,000	20,575	18,480	35,000	-	
101-00000-4671	MCGRAFT PARK	61,053	47,651	46,000	50,761	46,911	46,000	-	
101-00000-4672	SAFEBUILT LOT MOWING	-	395	-	42,253	-	40,000	40,000	
101-00000-4673	RENTAL - CENTRAL DISPATCH	44,938	46,782	45,000	30,150	30,459	45,000	-	
101-00000-4674	RENTAL - CITY HALL	16,244	23,022	19,200	23,119	21,521	19,200	-	
101-00000-4675	RENTALS - BEACH	2,500	2,500	10,000	-	2,500	-	(10,000)	
101-00000-4676	SAFEBUILT - TRASH PICKUP	-	-	-	19,937	-	19,000	19,000	
101-00000-4678	PLANNING DEPT ENFORCEMENT	-	-	-	100	-	-	-	
101-00000-4693	FARMERS MARKET EVENT RENTAL	-	-	-	1,000	-	-	-	
101-00000-4694	FARMERS MARKET EBT FEES	-	-	-	32	-	-	-	
		\$ 2,618,951	\$ 2,487,069	\$ 2,343,665	\$ 2,231,158	\$ 2,173,853	\$ 2,458,965	\$ 115,300	
Fines and fees									
101-00000-4701	INCOME TAX-PENALTY & INTEREST	174,801	173,321	170,000	185,470	165,040	190,000	20,000	
101-00000-4702	DELINQUENT FEES	30,872	47,975	30,000	417	4,398	30,000	-	
101-00000-4703	INTEREST/LATE INVOICES	-	12	-	-	12	-	-	
101-00000-4704	PENALTIES/INTEREST/FINES	2,318	2,086	2,000	1,897	1,885	2,000	-	
101-00000-4706	LATE FEE ON INVOICES OVER 45 DAYS	-	-	-	1,607	-	-	-	
101-00000-4751	CIVIL INFRACTIONS	-	1,450	25,000	7,950	100	10,000	(15,000)	Increased blight fight efforts
101-00000-4754	TRAFFIC FINES & FEES	77,803	75,451	62,000	89,141	69,571	75,000	13,000	Moratorium on 2-6 AM parking ban
101-00000-4755	COURT FEES	125,184	102,465	130,000	117,057	92,797	120,000	(10,000)	
		\$ 410,978	\$ 402,760	\$ 419,000	\$ 403,539	\$ 333,803	\$ 427,000	\$ 8,000	

City of Muskegon
Annual Budget & Quarterly Budget Reforecast - General Fund

		Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
Other revenue									
101-00000-4800	MISC. & SUNDRY	9,208	4,573	5,000	6,589	2,583	5,000	-	
101-00000-4802	REIMB:DEMOS AND BOARD-UPS	10,639	9,670	10,000	4,937	8,270	10,000	-	
101-00000-4803	CDBG PROGRAM REIMBURSEMENTS	333,929	320,459	344,706	243,447	242,013	344,706	-	
101-00000-4805	CONTRIBUTIONS	3,755	7,355	11,000	9,400	7,055	11,000	-	
101-00000-4806	BIKE/PROPERTY AUCTIONS-POLICE	6,058	-	2,000	1,676	-	2,000	-	
101-00000-4808	SALE OF PROPERTY AND EQUIPMENT	-	2,000	-	-	2,000	-	-	
101-00000-4811	FISHERMANS LANDING REIMBURSEMENT	17,471	18,196	16,500	13,951	18,196	13,900	(2,600)	
101-00000-4814	PROMOTIONAL PRODUCTS	25	118	25	226	118	25	-	
101-00000-4818	RECOVERY OF BAD DEBT	7,122	392	2,000	1,672	392	2,000	-	
101-00000-4821	CONTRIBUTIONS/GRANTS	2,250	-	79,000	10,000	-	80,350	1,350	Fire Radios/Rap grant/Forfeitures
101-00000-4823	CONTRIBUTIONS - DISC GOLF COURSE IMPROVE	4,480	-	-	-	-	-	-	
101-00000-4825	CONTRIBUTIONS - VETERAN'S PARK MAINT	16,155	64,387	16,500	19,081	19,387	16,500	-	
101-00000-4829	COMMUNITY FOUNDATION GRANT - MCGRIFT PAR	4,800	-	-	5,369	5,198	-	-	
101-00000-4830	CONTRIBUTIONS - WEST MI ECON DEV PARTNERSI	-	-	-	-	4,000	-	-	
101-00000-4832	CONSUMERS ENERGY ESSENTIAL SERVICES	-	-	100,000	100,000	-	100,000	-	Anticipated Consumers settlement
101-00000-4841	GRANT: COMMUNITY FOUNDATION	10,000	25,000	54,000	12,600	25,000	40,000	(14,000)	PM improvements/recreation/trails
		\$ 425,892	\$ 452,150	\$ 640,731	\$ 428,948	\$ 334,212	\$ 625,481	\$ (15,250)	
Interest & Operating Transfers									
101-00000-4902	OP. TRANS FROM SPECIAL REVENUE	52,995	79,922	106,500	31,349	79,922	106,500	-	Increase due to BRA RZ phaseout
101-00000-4903	OP. TRANS FROM DEBT SERVICE	50,000	50,000	38,000	34,833	45,833	38,000	-	Declining Hotel TIF Captured Values
101-00000-4904	OP. TRANS FROM CAPITAL PROJECTS	-	3,035	176,000	-	-	-	(176,000)	Public Improvement Fund PM Park
101-00000-4906	OP. TRANS FROM INTERNAL SERVICE FUND	200,000	-	-	-	-	-	-	One-time revenue (MMRMA) in FY13
101-00000-4908	OP. TRANS FROM NONEXPENDABLE	20,653	-	23,000	-	-	23,000	-	
101-00000-4970	INTEREST INCOME	69,568	27,037	50,000	7,053	18,076	50,000	-	
101-00000-4971	UNREALIZED GAIN (LOSS) ON INVESTMENT	(123,263)	15,907	-	(10,063)	23,111	-	-	
101-00000-4980	SALE OF FIXED ASSETS	-	-	-	-	-	-	-	
		\$ 269,953	\$ 175,901	\$ 393,500	\$ 63,172	\$ 166,942	\$ 217,500	\$ (176,000)	
Total general fund revenues and other sources									
		\$ 23,628,100	\$ 23,954,025	\$ 24,370,159	\$ 20,907,439	\$ 20,089,184	\$ 24,522,603	\$ 152,444	

Annual Budget & Quarterly Budget Reforecast - General Fund
General Fund Expenditure Summary By Function

		Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
I. Customer Value Added Activities									
40301	Police Department								
5100	SALARIES & BENEFITS	7,650,897	7,627,359	8,255,003	7,030,242	6,898,356	8,124,003	(131,000)	
5200	SUPPLIES	63,751	106,028	99,225	71,101	85,045	99,225	-	
5300	CONTRACTUAL SERVICES	893,404	814,379	818,350	827,953	764,534	832,350	14,000	
5400	OTHER EXPENSES	16,611	15,615	15,000	13,760	14,032	15,000	-	
5700	CAPITAL OUTLAYS	17,591	8,192	34,925	38,007	8,192	44,925	10,000	
		\$ 8,642,254	\$ 8,571,573	\$ 9,222,503	\$ 7,981,063	\$ 7,770,159	\$ 9,115,503	\$ (107,000)	
		\$ 8,642,254	\$ 8,571,573	\$ 9,222,503	\$ 7,981,063	\$ 7,770,159	\$ 9,115,503	\$ (107,000)	
50336	Fire Department								
5100	SALARIES & BENEFITS	2,842,619	3,093,073	3,230,934	3,058,945	2,785,374	3,345,182	114,248	
5200	SUPPLIES	103,835	148,475	117,700	146,843	128,819	143,700	26,000	
5300	CONTRACTUAL SERVICES	420,775	436,164	181,800	150,935	402,401	150,000	(31,800)	
5400	OTHER EXPENSES	3,514	7,468	7,600	6,203	6,901	7,600	-	
5700	CAPITAL OUTLAYS	42,880	38,000	56,025	50,320	33,007	56,025	-	
		\$ 3,413,623	\$ 3,723,180	\$ 3,594,059	\$ 3,413,246	\$ 3,356,502	\$ 3,702,507	\$ 108,448	
50338	New Central Fire Station								
5100	SALARIES & BENEFITS	-	-	-	-	-	-	-	
5200	SUPPLIES	-	-	-	-	-	-	-	
5300	CONTRACTUAL SERVICES	58,416	71,068	60,000	59,701	62,413	75,000	15,000	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ 58,416	\$ 71,068	\$ 60,000	\$ 59,701	\$ 62,413	\$ 75,000	\$ 15,000	
50387	Fire Safety Inspections								
5100	SALARIES & BENEFITS	164,533	-	-	-	-	-	-	
5200	SUPPLIES	1,547	5,118	-	8,442	2,857	-	-	
5300	CONTRACTUAL SERVICES	306,646	576,474	599,000	366,080	494,693	450,000	(149,000)	
5400	OTHER EXPENSES	950	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	(742)	6,580	-	-	6,580	-	-	
		\$ 472,934	\$ 588,172	\$ 599,000	\$ 374,522	\$ 504,130	\$ 450,000	\$ (149,000)	
		\$ 3,944,973	\$ 4,382,420	\$ 4,253,059	\$ 3,847,469	\$ 3,923,045	\$ 4,227,507	\$ (25,552)	
60523	General Sanitation								
5100	SALARIES & BENEFITS	19,689	20,629	22,000	17,365	18,653	22,000	-	
5200	SUPPLIES	-	-	-	-	-	-	-	
5300	CONTRACTUAL SERVICES	1,522,242	1,587,853	1,696,309	1,177,509	1,187,288	1,600,000	(96,309)	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
5900	OTHER FINANCING USES	200,000	200,000	-	-	183,333	150,000	150,000	
		\$ 1,741,931	\$ 1,808,482	\$ 1,718,309	\$ 1,194,874	\$ 1,389,274	\$ 1,772,000	\$ 53,691	

Annual Budget & Quarterly Budget Reforecast - General Fund
General Fund Expenditure Summary By Function

		Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
60550	Stormwater Management								
5100	SALARIES & BENEFITS	-	-	-	-	-	-	-	
5200	SUPPLIES	-	-	-	-	-	-	-	
5300	CONTRACTUAL SERVICES	12,994	11,444	10,000	4,000	8,780	10,000	-	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ 12,994	\$ 11,444	\$ 10,000	\$ 4,000	\$ 8,780	\$ 10,000	\$ -	
60448	Streetlighting								
5100	SALARIES & BENEFITS	-	-	-	-	-	-	-	
5200	SUPPLIES	-	-	-	-	-	-	-	
5300	CONTRACTUAL SERVICES	655,118	647,680	670,000	480,856	534,178	650,000	(20,000)	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ 655,118	\$ 647,680	\$ 670,000	\$ 480,856	\$ 534,178	\$ 650,000	\$ (20,000)	
60707	Senior Citizen Transit								
5100	SALARIES & BENEFITS	31,420	3,379	-	-	3,029	-	-	
5200	SUPPLIES	-	-	-	-	-	-	-	
5300	CONTRACTUAL SERVICES	10,396	5,000	-	-	5,000	-	-	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ 41,816	\$ 8,379	\$ -	\$ -	\$ 8,029	\$ -	\$ -	
60446	Community Event Support								
5100	SALARIES & BENEFITS	13,668	14,204	10,000	13,451	10,424	20,000	10,000	
5200	SUPPLIES	1,015	964	1,200	416	964	1,200	-	
5300	CONTRACTUAL SERVICES	4,586	7,202	10,000	5,355	6,700	10,000	-	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ 19,269	\$ 22,370	\$ 21,200	\$ 19,222	\$ 18,088	\$ 31,200	\$ 10,000	
70751	Parks Maintenance								
5100	SALARIES & BENEFITS	342,929	353,365	396,463	294,982	318,505	360,000	(36,463)	
5200	SUPPLIES	54,898	70,127	89,688	48,136	56,591	89,688	-	
5300	CONTRACTUAL SERVICES	603,317	636,391	651,969	528,046	498,436	662,969	11,000	
5400	OTHER EXPENSES	4	-	-	260	-	-	-	
5700	CAPITAL OUTLAYS	8,314	6,376	5,000	5,354	6,376	5,000	-	
		\$ 1,009,462	\$ 1,066,259	\$ 1,143,120	\$ 876,778	\$ 879,908	\$ 1,117,657	\$ (25,463)	

Annual Budget & Quarterly Budget Reforecast - General Fund
General Fund Expenditure Summary By Function

		Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
70757	Mc Graft Park Maintenance								
5100	SALARIES & BENEFITS	3,935	6,149	8,299	2,897	5,455	8,299	-	
5200	SUPPLIES	2,851	5,369	4,900	3,922	3,273	4,900	-	
5300	CONTRACTUAL SERVICES	15,456	39,324	33,550	16,053	36,690	33,550	-	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	1,220	390	1,000	310	390	11,000	10,000	
		\$ 23,462	\$ 51,232	\$ 47,749	\$ 23,182	\$ 45,808	\$ 57,749	\$ 10,000	
70756	Municipal Marina								
5100	SALARIES & BENEFITS	-	-	-	-	-	-	-	
5200	SUPPLIES	-	-	-	-	-	-	-	
5300	CONTRACTUAL SERVICES	-	-	-	214	-	-	-	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ -	\$ -	\$ -	\$ 214	\$ -	\$ -	\$ -	
70771	Forestry								
5100	SALARIES & BENEFITS	-	-	-	-	-	-	-	
5200	SUPPLIES	-	-	-	26	-	-	-	
5300	CONTRACTUAL SERVICES	-	-	-	-	-	-	-	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ -	\$ -	\$ -	\$ 26	\$ -	\$ -	\$ -	
70276	Cemeteries Maintenance								
5100	SALARIES & BENEFITS	89,049	92,987	82,932	81,753	83,496	87,000	4,068	
5200	SUPPLIES	5,258	8,696	7,950	3,454	4,948	7,950	-	
5300	CONTRACTUAL SERVICES	259,567	276,689	254,436	236,115	236,482	265,000	10,564	
5400	OTHER EXPENSES	1,563	-	8,230	-	-	-	(8,230)	
5700	CAPITAL OUTLAYS	7,466	8,457	-	1,841	7,821	8,230	8,230	
		\$ 362,903	\$ 386,829	\$ 353,548	\$ 323,163	\$ 332,747	\$ 368,180	\$ 14,632	
70585	Parking Operations								
5100	SALARIES & BENEFITS	1,076	1,977	2,000	759	1,977	2,000	-	
5200	SUPPLIES	-	150	-	521	150	-	-	
5300	CONTRACTUAL SERVICES	4,189	4,154	3,800	3,742	3,663	3,800	-	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	6,777	-	7,000	7,000	
		\$ 5,265	\$ 6,281	\$ 5,800	\$ 11,799	\$ 5,790	\$ 12,800	\$ 7,000	
70357	Graffiti Removal								
5100	SALARIES & BENEFITS	3,122	1,626	4,000	2,157	1,156	4,000	-	
5200	SUPPLIES	91	46	200	1,332	46	200	-	
5300	CONTRACTUAL SERVICES	640	490	4,661	171	343	4,661	-	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ 3,853	\$ 2,162	\$ 8,861	\$ 3,660	\$ 1,545	\$ 8,861	\$ -	

Annual Budget & Quarterly Budget Reforecast - General Fund
General Fund Expenditure Summary By Function

		Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
70863	Farmers' Market & Flea Market								
5100	SALARIES & BENEFITS	27,276	33,799	35,000	36,227	28,373	35,000	-	
5200	SUPPLIES	2,913	4,073	3,150	7,407	776	10,000	6,850	
5300	CONTRACTUAL SERVICES	33,051	38,824	54,254	79,171	30,289	110,000	55,746	
5400	OTHER EXPENSES	25	-	500	1,004	-	500	-	
5700	CAPITAL OUTLAYS	-	22	5,000	-	22	3,000	(2,000)	
		\$ 63,265	\$ 76,718	\$ 97,904	\$ 123,809	\$ 59,460	\$ 158,500	\$ 60,596	
70865	Farmers' Market EBT Program								
5100	SALARIES & BENEFITS	-	-	-	-	-	-	-	
5200	SUPPLIES	-	-	-	841	-	-	-	
5300	CONTRACTUAL SERVICES	-	-	-	180	-	-	-	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ -	\$ -	\$ -	\$ 1,021	\$ -	\$ -	\$ -	
		\$ 3,939,338	\$ 4,087,836	\$ 4,076,491	\$ 3,062,604	\$ 3,283,607	\$ 4,186,947	\$ 110,456	

Annual Budget & Quarterly Budget Reforecast - General Fund
General Fund Expenditure Summary By Function

		Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
70775	General Recreation								
5100	SALARIES & BENEFITS	3,062	-	-	-	-	-	-	
5200	SUPPLIES	96	-	200	-	-	200	-	
5300	CONTRACTUAL SERVICES	92,786	105,498	95,700	93,011	104,700	100,300	4,600	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ 95,944	\$ 105,498	\$ 95,900	\$ 93,011	\$ 104,700	\$ 100,500	\$ 4,600	
80387	Environmental Services								
5100	SALARIES & BENEFITS	331,404	217,401	151,555	114,558	203,247	151,555	-	
5200	SUPPLIES	10,649	6,336	8,300	4,737	5,582	8,300	-	
5300	CONTRACTUAL SERVICES	194,996	443,623	659,775	713,809	315,386	803,775	144,000	
5400	OTHER EXPENSES	547	225	1,000	527	182	1,000	-	
5700	CAPITAL OUTLAYS	3,897	8,580	3,500	69	8,580	3,500	-	
		\$ 541,493	\$ 676,165	\$ 824,130	\$ 833,700	\$ 532,977	\$ 968,130	\$ 144,000	
		\$ 637,437	\$ 781,663	\$ 920,030	\$ 926,711	\$ 637,677	\$ 1,068,630	\$ 148,600	
10875	Other - Contributions to Outside Agencies								
	MUSKEGON AREA TRANSIT (MATS)	80,164	77,430	78,850	58,050	58,771	78,850	-	
	NEIGHBORHOOD ASSOCIATION GRANTS	17,738	16,500	21,000	21,436	16,500	21,000	-	
	MUSKEGON AREA FIRST	45,566	45,566	45,660	34,174	45,566	45,660	-	
	VETERANS MEMORIAL DAY COSTS	4,463	6,692	7,000	-	-	7,000	-	
	WEST MI ECONOMIC DEVELOPMENT PARTNERSHIP	-	-	3,000	-	-	3,000	-	
	DOWNTOWN MUSKEGON NOW	42,995	79,922	106,500	112,104	79,922	112,104	5,604	
	LAKESIDE BUSINESS DISTRICT	2,500	2,500	2,500	2,500	2,500	2,500	-	
	211 SERVICE	2,500	2,500	2,500	2,500	2,500	2,500	-	
	MLK DIVERSITY PROGRAM	1,000	1,000	1,000	1,000	1,000	1,000	-	
	MUSKEGON AREA LABOR MANAGEMENT (MALMC)	1,000	1,000	1,000	1,000	1,000	1,000	-	
	SUPPLEMENTAL MERS CONTRIBUTION	-	300,000	-	-	300,000	-	-	
	Contributions To Outside Agencies	\$ 197,926	\$ 533,110	\$ 269,010	\$ 232,764	\$ 507,759	\$ 274,614	\$ 5,604	
		\$ 197,926	\$ 533,110	\$ 269,010	\$ 232,764	\$ 507,759	\$ 274,614	\$ 5,604	
Total Customer Value Added Activities		\$ 17,361,928	\$ 18,356,602	\$ 18,741,093	\$ 16,050,611	\$ 16,122,247	\$ 18,873,201	\$ 132,108	
As a Percent of Total General Fund Expenditures		76.5%	77.1%	76.9%	77.4%	76.8%	76.5%	42.0%	

Annual Budget & Quarterly Budget Reforecast - General Fund
General Fund Expenditure Summary By Function

		Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
II. Business Value Added Activities									
10101	City Commission								
5100	SALARIES & BENEFITS	66,891	69,679	68,461	62,125	63,121	68,461	-	
5200	SUPPLIES	8,515	17,211	11,000	93	8,578	11,000	-	
5300	CONTRACTUAL SERVICES	14,961	10,056	14,500	914	9,972	14,500	-	
5400	OTHER EXPENSES	847	3,177	2,000	668	3,096	2,000	-	
5700	CAPITAL OUTLAYS	2,295	980	1,500	880	900	1,500	-	
		\$ 93,509	\$ 101,103	\$ 97,461	\$ 64,680	\$ 85,667	\$ 97,461	\$ -	
10102	City Promotions & Public Relations								
5100	SALARIES & BENEFITS	-	-	-	-	-	-	-	
5200	SUPPLIES	474	733	800	478	665	800	-	
5300	CONTRACTUAL SERVICES	9,357	8,519	8,550	19,452	7,457	68,550	60,000	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ 9,831	\$ 9,252	\$ 9,350	\$ 19,930	\$ 8,122	\$ 69,350	\$ 60,000	
10172	City Manager								
5100	SALARIES & BENEFITS	263,747	278,055	268,328	195,774	258,241	233,328	(35,000)	
5200	SUPPLIES	538	2,572	1,400	1,695	2,554	1,400	-	
5300	CONTRACTUAL SERVICES	4,196	15,649	15,000	7,053	14,980	15,000	-	
5400	OTHER EXPENSES	336	2,466	3,000	3,929	2,451	3,000	-	
5700	CAPITAL OUTLAYS	1,092	1,429	2,000	268	1,429	2,000	-	
		\$ 269,909	\$ 300,171	\$ 289,728	\$ 208,719	\$ 279,655	\$ 254,728	\$ (35,000)	
10145	City Attorney								
5100	SALARIES & BENEFITS	-	-	-	-	-	-	-	
5200	SUPPLIES	830	1,713	2,000	-	850	2,000	-	
5300	CONTRACTUAL SERVICES	320,106	386,649	345,000	279,467	319,362	345,000	-	
5400	OTHER EXPENSES	-	-	-	-	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ 320,936	\$ 388,362	\$ 347,000	\$ 279,467	\$ 320,212	\$ 347,000	\$ -	
		\$ 694,185	\$ 798,888	\$ 743,539	\$ 572,796	\$ 693,656	\$ 768,539	\$ 25,000	
20228	Affirmative Action								
5100	SALARIES & BENEFITS	79,907	59,704	81,801	66,996	54,814	81,801	-	
5200	SUPPLIES	239	260	750	175	190	750	-	
5300	CONTRACTUAL SERVICES	1,051	10,152	2,027	1,089	9,897	2,027	-	
5400	OTHER EXPENSES	151	240	800	456	238	800	-	
5700	CAPITAL OUTLAYS	1,092	2,337	1,000	-	2,337	1,000	-	
		\$ 82,440	\$ 72,693	\$ 86,378	\$ 68,716	\$ 67,476	\$ 86,378	\$ -	

Annual Budget & Quarterly Budget Reforecast - General Fund
General Fund Expenditure Summary By Function

		Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
20215	City Clerk & Elections								
5100	SALARIES & BENEFITS	266,352	274,536	273,434	266,648	250,664	294,934	21,500	
5200	SUPPLIES	32,880	23,123	26,900	25,394	21,022	28,900	2,000	
5300	CONTRACTUAL SERVICES	29,335	27,236	37,324	28,652	31,019	44,524	7,200	
5400	OTHER EXPENSES	2,497	2,303	3,500	1,499	1,935	3,500	-	
5700	CAPITAL OUTLAYS	6,189	5,630	2,500	2,044	4,520	2,500	-	
		\$ 337,253	\$ 332,828	\$ 343,658	\$ 324,237	\$ 309,160	\$ 374,358	\$ 30,700	
20220	Civil Service								
5100	SALARIES & BENEFITS	3,429	-	-	-	-	-	-	
5200	SUPPLIES	-	455	500	-	455	500	-	
5300	CONTRACTUAL SERVICES	82,446	87,652	85,050	72,972	66,963	100,050	15,000	\$15K MML consul
5400	OTHER EXPENSES	2,563	3,385	2,800	2,034	3,385	2,800	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ 88,438	\$ 91,492	\$ 88,350	\$ 75,006	\$ 70,803	\$ 103,350	\$ 15,000	
		\$ 508,131	\$ 497,013	\$ 518,386	\$ 467,959	\$ 447,439	\$ 564,086	\$ 45,700	
30202	Finance Administration								
5100	SALARIES & BENEFITS	187,092	252,343	335,776	308,144	221,080	340,776	5,000	
5200	SUPPLIES	2,961	2,705	2,975	2,333	2,246	2,475	(500)	
5300	CONTRACTUAL SERVICES	172,202	101,753	62,562	53,955	95,288	62,614	52	
5400	OTHER EXPENSES	1,166	853	1,000	837	853	900	(100)	
5700	CAPITAL OUTLAYS	725	420	500	1,156	380	1,200	700	
		\$ 364,146	\$ 358,074	\$ 402,813	\$ 366,425	\$ 319,847	\$ 407,965	\$ 5,152	
30209	Assessing Services								
5100	SALARIES & BENEFITS	3,312	3,260	4,500	3,086	3,260	4,500	-	
5200	SUPPLIES	-	-	-	-	-	-	-	
5300	CONTRACTUAL SERVICES	326,878	299,218	318,500	295,099	299,218	318,500	-	
5400	OTHER EXPENSES	-	-	-	105	-	-	-	
5700	CAPITAL OUTLAYS	-	-	-	-	-	-	-	
		\$ 330,190	\$ 302,478	\$ 323,000	\$ 298,290	\$ 302,478	\$ 323,000	\$ -	
30805	Arena Administration								
5100	SALARIES & BENEFITS	-	-	-	-	-	-	-	
5200	SUPPLIES	-	-	-	-	-	-	-	
5300	CONTRACTUAL SERVICES	237,423	282,096	238,000	237,792	237,232	238,000	-	
5400	OTHER EXPENSES	-	-	135,000	133,379	15,000	135,000	-	
5700	CAPITAL OUTLAYS	1,538	1,476	1,550	1,415	1,476	1,550	-	
		\$ 238,961	\$ 283,572	\$ 374,550	\$ 372,586	\$ 253,708	\$ 374,550	\$ -	

Annual Budget & Quarterly Budget Reforecast - General Fund
General Fund Expenditure Summary By Function

		Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
30205	Income Tax Administration								
5100	SALARIES & BENEFITS	310,903	331,614	227,780	201,969	299,282	227,780	-	
5200	SUPPLIES	7,917	12,397	10,760	10,495	11,223	10,760	-	
5300	CONTRACTUAL SERVICES	68,153	55,226	70,550	70,274	45,099	75,050	4,500	
5400	OTHER EXPENSES	318	480	1,000	532	422	1,000	-	
5700	CAPITAL OUTLAYS	1,475	4,513	2,500	1,148	4,513	2,500	-	
		\$ 388,766	\$ 404,230	\$ 312,590	\$ 284,418	\$ 360,539	\$ 317,090	\$ 4,500	
30253	City Treasurer								
5100	SALARIES & BENEFITS	301,576	251,627	390,457	326,353	231,706	390,457	-	
5200	SUPPLIES	69,608	69,867	66,000	57,785	60,518	66,000	-	
5300	CONTRACTUAL SERVICES	111,392	110,272	109,000	98,341	100,222	109,000	-	
5400	OTHER EXPENSES	882	314	800	941	314	800	-	
5700	CAPITAL OUTLAYS	51	2,101	1,000	617	597	1,000	-	
		\$ 483,509	\$ 434,181	\$ 567,257	\$ 484,037	\$ 393,357	\$ 567,257	\$ -	
30248	Information Systems Administration								
5100	SALARIES & BENEFITS	308,966	319,560	322,796	300,246	290,055	322,796	-	
5200	SUPPLIES	159	854	2,590	216	854	1,513	(1,077)	
5300	CONTRACTUAL SERVICES	25,747	30,605	50,514	37,984	28,597	49,744	(770)	
5400	OTHER EXPENSES	6,947	9,573	12,000	1,025	8,715	1,024	(10,976)	
5700	CAPITAL OUTLAYS	49,526	54,524	6,319	33,795	50,027	22,894	16,575	
		\$ 391,345	\$ 415,116	\$ 394,219	\$ 373,266	\$ 378,248	\$ 397,971	\$ 3,752	
		\$ 2,196,917	\$ 2,197,651	\$ 2,374,429	\$ 2,179,022	\$ 2,008,177	\$ 2,387,833	\$ 13,404	
60265	City Hall Maintenance								
5100	SALARIES & BENEFITS	41,519	36,184	36,907	27,302	33,237	36,907	-	
5200	SUPPLIES	11,581	10,806	13,275	10,241	9,716	13,275	-	
5300	CONTRACTUAL SERVICES	183,702	169,998	230,600	149,177	139,916	230,600	-	
5400	OTHER EXPENSES	-	-	500	-	-	500	-	
5700	CAPITAL OUTLAYS	7,495	16,132	6,900	(1,732)	12,911	6,900	-	
		\$ 244,297	\$ 233,120	\$ 288,182	\$ 184,988	\$ 195,780	\$ 288,182	\$ -	
		\$ 244,297	\$ 233,120	\$ 288,182	\$ 184,988	\$ 195,780	\$ 288,182	\$ -	

Annual Budget & Quarterly Budget Reforecast - General Fund
General Fund Expenditure Summary By Function

		Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
80400	Planning, Zoning and Economic Development								
5100	SALARIES & BENEFITS	276,971	280,607	307,732	280,740	252,189	313,167	5,435	
5200	SUPPLIES	3,228	2,589	4,000	2,513	2,203	3,200	(800)	
5300	CONTRACTUAL SERVICES	15,171	46,280	72,710	32,328	30,466	46,090	(26,620)	
5400	OTHER EXPENSES	2,418	3,093	3,500	1,381	2,848	2,500	(1,000)	
5700	CAPITAL OUTLAYS	2,434	2,558	2,500	140	2,558	3,200	700	
		\$ 300,222	\$ 335,127	\$ 390,442	\$ 317,102	\$ 290,264	\$ 368,157	\$ (22,285)	
		\$ 300,222	\$ 335,127	\$ 390,442	\$ 317,102	\$ 290,264	\$ 368,157	\$ (22,285)	
	Total Business Value Added Activities	\$ 3,943,752	\$ 4,061,799	\$ 4,314,978	\$ 3,721,867	\$ 3,635,316	\$ 4,376,797	\$ 61,819	
	As a Percent of Total General Fund								
	Expenditures	17.4%	17.1%	17.7%	17.9%	17.3%	17.7%	19.6%	
III. Fixed Budget Items									
30999	Transfers To Other Funds								
	MAJOR STREET FUND	250,000	-	-	-	-	-	-	
	LOCAL STREET FUND	280,000	540,000	-	-	495,000	-	-	
	LDFA DEBT SERVICE FUND (SMARTZONE)	160,000	160,000	227,000	208,083	146,666	227,000	-	
	DDA DEBT SERVICE FUND	-	-	-	70,000	-	70,000	70,000	
	ENGINEERING SERVICES FUND	-	-	-	-	-	60,000	60,000	
	GENERAL INSURANCE FUND	28,046	28,046	28,046	14,023	25,709	28,046	-	
		\$ 718,046	\$ 728,046	\$ 255,046	\$ 292,106	\$ 667,375	\$ 385,046	\$ 130,000	

Annual Budget & Quarterly Budget Reforecast - General Fund
General Fund Expenditure Summary By Function

	Actual FY2013	Actual FY2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
30851 General Insurance	233,873	244,653	240,000	306,811	230,828	257,000	\$ 17,000	
30906 Debt Retirement	279,678	276,257	273,000	281,886	276,258	282,000	9,000	
10891 Contingency and Bad Debt Expense	65,933	99,013	46,000	3,188	1,889	150,000	104,000	
90000 Major Capital Improvements	<u>105,683</u>	<u>54,887</u>	<u>499,500</u>	<u>90,101</u>	<u>54,887</u>	<u>360,350</u>		
91112 CHARGEPOINT CAR CHARGING	-	1,340	-	-	-	-	-	
91301 MCGRAFT PARK IMPROVEMENTS	-	-	-	-	1,340	-	-	
91302 VETERAN'S PARK UPGRADES	-	-	12,000	45,000	-	15,500	3,500	
91303 PARKS IMPROVEMENTS: PM & BEUKEMA	-	-	15,000	-	-	30,000	15,000	
91304 BOARDWALK REPAIRS	-	-	-	-	-	-	-	
91116 ADA PROJECT 2011-2012	5,748	240	20,000	-	240	20,000	-	
91119 CITY HALL TUCK POINTING & ROOF OVER PD	38,021	-	-	-	-	-	-	
91120 VOIP PHONE SYSTEM	21,380	19,400	20,000	19,400	19,400	20,000	-	
91125 BS&A FINANCIAL MANAGEMENT SOFTWARE	2,105	-	-	-	-	-	-	
91129 JEFFERSON & APPLE CITY HALL PARKING LOT	28,056	-	-	-	-	-	-	
91206 CITY HALL HVAC CLEANING	9,880	-	-	-	-	-	-	
91305 CITY HALL WINDOWS	-	-	40,000	-	-	10,000	(30,000)	
91401 PM PARK PLAYGROUND EQUIPMENT	-	-	220,000	-	-	15,000	(205,000)	
91402 CEMETERY GIS	-	-	50,000	-	-	26,000	(24,000)	
91403 FORCE CONTIUM TOOLS/EQUIPMENT (TASERS)	-	-	30,000	-	-	31,350	1,350	
91404 FIRE HURST TOOLS (CUTTER)	-	-	12,000	-	-	12,000	-	
91405 FIRE STATION # 4 ROOF REPLACEMENT	-	-	18,000	5,798	-	18,000	-	
91406 REPLACE FIRE DEPARTMENT RADIOS	-	-	62,500	-	-	62,500	-	
CITY HALL ELEVATOR REPAIRS	-	-	-	-	-	65,000	65,000	
DIGITAL SIGN AT FARMERS' MARKET	-	-	-	-	-	35,000	35,000	
99148 JAG GRANT	493	-	-	-	-	-	-	
99152 DOJ JAG GRANT MUSKEGON HEIGHTS	-	33,907	-	19,903	33,907	-	-	
Total Fixed-Budget Items	\$ 1,403,213	\$ 1,402,856	\$ 1,313,546	\$ 974,092	\$ 1,231,237	\$ 1,434,396	\$ 120,850	
As a Percent of Total General Fund Expenditures	6.2%	5.9%	5.4%	4.7%	5.9%	5.8%	38.4%	
Total General Fund	\$ 22,708,893	\$ 23,821,257	\$ 24,369,617	\$ 20,746,570	\$ 20,988,800	\$ 24,684,394	\$ 314,777	

Recap: Total General Fund By Line Item Expenditure Classification

5100 Salaries & Benefits	\$ 13,635,344	\$ 13,623,117	\$ 14,516,158	\$ 12,692,719	\$ 12,315,694	\$ 14,473,946	\$ (42,212)
5200 Operating Supplies	385,834	500,667	475,463	408,596	410,125	507,936	32,473
5300 Contractual Services	7,122,498	8,121,381	7,972,501	6,667,025	6,866,251	8,012,268	39,767
5400 Other Expenses	107,272	148,205	244,230	171,728	62,261	327,924	83,694
5700 Capital Outlays	260,221	223,584	633,219	232,510	207,503	545,274	(87,945)
5900 All Other Financing Uses	1,197,724	1,204,303	528,046	573,992	1,126,966	817,046	289,000
Total General Fund	\$ 22,708,893	\$ 23,821,257	\$ 24,369,617	\$ 20,746,570	\$ 20,988,800	\$ 24,684,394	\$ 314,777

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
202 Major Streets and State Trunklines Fund								
Available Fund Balance - BOY	\$ 2,507,008	\$ 2,153,684	\$ 1,379,902	\$ 1,352,922	\$ 2,153,684	\$ 1,352,922	\$ (26,980)	
Means of Financing								
Special assessments	\$ 125,674	\$ 93,846	\$ 105,000	\$ -	\$ -	\$ 105,000	\$ -	
Federal & state grants	796,438	1,009,784	1,298,000	3,720,962	4,309	4,243,000	2,945,000	
State shared revenue	2,564,176	2,791,647	2,621,844	2,231,129	2,154,447	2,621,844	-	
Interest income	24,246	16,390	20,000	8,536	3,627	20,000	-	
Operating transfers in	250,000	-	-	-	-	-	-	
Other	35,793	60,088	20,000	17,057	39,310	20,000	-	
	\$ 3,796,327	\$ 3,971,755	\$ 4,064,844	\$ 5,977,684	\$ 2,201,693	\$ 7,009,844	\$ 2,945,000	
60900 Operating Expenditures								
5100 Salaries & Benefits	\$ 548,724	\$ 601,105	\$ 719,196	\$ 532,708	\$ 562,644	\$ 719,196	\$ -	
5200 Operating Supplies	173,777	220,708	259,200	224,214	109,044	292,656	33,456	
5300 Contractual Services	972,191	1,015,176	972,415	1,503,018	917,759	1,056,000	83,585	
5400 Other Expenses	22,340	4,579	500	491	525	500	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	232,791	232,414	231,265	231,884	232,414	232,000	735	Debt service on 2011 MTF bonds
	\$ 1,949,823	\$ 2,073,982	\$ 2,182,576	\$ 2,492,315	\$ 1,822,386	\$ 2,300,352	\$ 117,776	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	2,199,828	2,698,535	2,195,000	360,578	1,506,477	3,217,000	1,022,000	
5700 Capital Outlays	-	-	-	-	-	-	-	
	\$ 2,199,828	\$ 2,698,535	\$ 2,195,000	\$ 360,578	\$ 1,506,477	\$ 3,217,000	\$ 1,022,000	
	\$ 4,149,651	\$ 4,772,517	\$ 4,377,576	\$ 2,852,893	\$ 3,328,863	\$ 5,517,352	\$ 1,139,776	
Available Fund Balance - EOY	\$ 2,153,684	\$ 1,352,922	\$ 1,067,170	\$ 4,477,713	\$ 1,026,514	\$ 2,845,414	\$ 1,778,244	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
203 Local Streets Fund								
Available Fund Balance - BOY	\$ 826,851	\$ 422,159	\$ 515,308	\$ 737,511	\$ 422,159	\$ 737,511	\$ 222,203	
Means of Financing								
Special assessments	\$ 127,402	\$ 39,557	\$ 80,000	\$ -	\$ -	\$ 35,000	\$ (45,000)	Special Assessments nearing end
Federal & state grants	-	-	32,000	-	-	32,000	-	
Metro act fees	143,669	115,854	140,000	-	-	140,000	-	
State shared revenue	644,593	764,860	757,838	527,591	601,237	757,838	-	
Interest income	18,057	9,311	17,000	2,841	2,447	17,000	-	
Operating transfers in	680,000	740,000	-	-	678,333	150,000	150,000	
Other	5,899	26,075	15,000	23,606	10,661	15,000	-	
	\$ 1,619,620	\$ 1,695,657	\$ 1,041,838	\$ 554,038	\$ 1,292,678	\$ 1,146,838	\$ 105,000	
60900 Operating Expenditures								
5100 Salaries & Benefits	\$ 417,786	\$ 424,262	\$ 478,890	\$ 371,106	\$ 384,230	\$ 478,890	\$ -	
5200 Operating Supplies	114,772	152,326	140,000	98,155	186,068	140,000	-	
5300 Contractual Services	591,674	568,974	820,000	532,293	521,168	820,000	-	
5400 Other Expenses	(140)	2,961	500	20	-	500	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	-	-	-	-	-	-	-	
	\$ 1,124,092	\$ 1,148,523	\$ 1,439,390	\$ 1,001,574	\$ 1,091,466	\$ 1,439,390	\$ -	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	900,220	231,782	732,000	72,021	94,539	60,000	(672,000)	
	\$ 900,220	\$ 231,782	\$ 732,000	\$ 72,021	\$ 94,539	\$ 60,000	\$ (672,000)	
	\$ 2,024,312	\$ 1,380,305	\$ 2,171,390	\$ 1,073,595	\$ 1,186,005	\$ 1,499,390	\$ (672,000)	
Available Fund Balance - EOY	\$ 422,159	\$ 737,511	\$ (614,244)	\$ 217,954	\$ 528,832	\$ 384,959	\$ 999,203	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
257 Budget Stabilization Fund								
Available Fund Balance - BOY	\$ 1,500,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ -	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & state grants	-	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest income	-	-	-	-	-	-	-	
Operating transfers in - General Fund	-	-	-	-	-	-	-	
Operating transfers in - TIFA Fund	-	-	-	-	-	-	-	
Operating transfers in - Insurance Fund	200,000	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	
	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
70805 Operating Expenditures								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	-	-	-	-	-	-	-	
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Available Fund Balance - EOY	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ -	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
264 Criminal Forfeitures Fund								
Available Fund Balance - BOY	\$ 149,174	\$ 172,578	\$ 183,748	\$ 189,410	\$ 172,578	\$ 189,410	\$ 5,662	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & state grants	-	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest income	840	889	700	857	808	700	-	
Operating transfers in - General Fund	-	-	-	-	-	-	-	
Operating transfers in - TIFA Fund	-	-	-	-	-	-	-	
Operating transfers in - Insurance Fund	-	-	-	-	-	-	-	
Other	24,915	15,943	18,000	705	15,942	18,000	-	
	\$ 25,755	\$ 16,832	\$ 18,700	\$ 1,562	\$ 16,750	\$ 18,700	\$ -	
70805 Operating Expenditures								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	2,286	-	5,000	-	-	5,000	-	
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	65	-	-	1,380	-	-	-	
5900 Other Financing Uses	-	-	15,000	31,349	-	31,400	16,400	Force Contium Equipment (tasers)
	\$ 2,351	\$ -	\$ 20,000	\$ 32,729	\$ -	\$ 36,400	\$ 16,400	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 2,351	\$ -	\$ 20,000	\$ 32,729	\$ -	\$ 36,400	\$ 16,400	
Available Fund Balance - EOY	\$ 172,578	\$ 189,410	\$ 182,448	\$ 158,243	\$ 189,328	\$ 171,710	\$ (10,738)	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
285 Tree Replacement Fund								
Available Fund Balance - BOY	\$ 4,999	\$ 1,479	\$ 2,029	\$ 1,156	\$ 1,479	\$ 1,156	\$ (873)	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & state grants	5,000	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest income	14	7	50	5	6	50	-	
Operating transfers in - General Fund	-	-	-	-	-	-	-	
Operating transfers in - TIFA Fund	-	-	-	-	-	-	-	
Operating transfers in - Insurance Fund	-	-	-	-	-	-	-	
Other	2,496	-	1,500	200	-	1,500	-	
	\$ 7,510	\$ 7	\$ 1,550	\$ 205	\$ 6	\$ 1,550	\$ -	
70805 Operating Expenditures								
5100 Salaries & Benefits	\$ 3,659	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	5,350	330	1,000	-	329	1,000	-	
5300 Contractual Services	2,021	-	-	-	-	-	-	
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	-	-	-	-	-	-	-	
	\$ 11,030	\$ 330	\$ 1,000	\$ -	\$ 329	\$ 1,000	\$ -	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 11,030	\$ 330	\$ 1,000	\$ -	\$ 329	\$ 1,000	\$ -	
Available Fund Balance - EOY	\$ 1,479	\$ 1,156	\$ 2,579	\$ 1,361	\$ 1,156	\$ 1,706	\$ (873)	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
295 Brownfield Redevelopment Authority (Betten Project)								
Available Fund Balance - BOY	\$ (1,503,400)	\$ (1,409,027)	\$ (1,439,323)	\$ (1,331,453)	\$ (1,409,027)	\$ (1,331,453)	\$ 107,870	
Means of Financing								
Property taxes	\$ 156,765	\$ 126,684	\$ 124,278	\$ 127,658	\$ 126,684	\$ 124,278	\$ -	
Federal & state grants	-	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest income	716	575	600	358	520	600	-	
Operating transfers in - General Fund	-	-	-	-	-	-	-	
Operating transfers in - TIFA Fund	-	-	-	-	-	-	-	
Operating transfers in - Insurance Fund	-	-	-	-	-	-	-	
Other	-	-	-	4,794	-	-	-	
	\$ 157,481	\$ 127,259	\$ 124,878	\$ 132,810	\$ 127,204	\$ 124,878	\$ -	
70805 Operating Expenditures								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	-	-	-	-	-	-	-	
5400 Other Expenses	-	-	7,803	-	-	7,803	-	1/2 SET Capture to MEDC
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	63,108	49,685	157,580	46,150	49,685	157,580	-	
	\$ 63,108	\$ 49,685	\$ 165,383	\$ 46,150	\$ 49,685	\$ 165,383	\$ -	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 63,108	\$ 49,685	\$ 165,383	\$ 46,150	\$ 49,685	\$ 165,383	\$ -	
Available Fund Balance - EOY	\$ (1,409,027)	\$ (1,331,453)	\$ (1,479,828)	\$ (1,244,793)	\$ (1,331,508)	\$ (1,371,958)	\$ 107,870	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
296 Brownfield Redevelopment Authority (Mall Area Project)								
Available Fund Balance - BOY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Means of Financing								
Property taxes	\$ 42,995	\$ 79,922	\$ 106,500	\$ 132,180	\$ 79,922	\$ 132,180	\$ 25,680	
Federal & state grants	-	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest income	-	-	-	83	-	-	-	
Operating transfers in - General Fund	-	-	-	-	-	-	-	
Operating transfers in - TIFA Fund	-	-	-	-	-	-	-	
Operating transfers in - Insurance Fund	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	
	\$ 42,995	\$ 79,922	\$ 106,500	\$ 132,263	\$ 79,922	\$ 132,180	\$ 25,680	
70805 Operating Expenditures								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	-	-	-	-	-	-	-	
5400 Other Expenses	-	-	-	-	-	10,255	10,255	1/2 SET Capture to MEDC
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	42,995	79,922	106,500	-	79,922	121,925	15,425	
	\$ 42,995	\$ 79,922	\$ 106,500	\$ -	\$ 79,922	\$ 132,180	\$ 25,680	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 42,995	\$ 79,922	\$ 106,500	\$ -	\$ 79,922	\$ 132,180	\$ 25,680	
Available Fund Balance - EOY	\$ -	\$ -	\$ -	\$ 132,263	\$ -	\$ -	\$ -	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
290 Local Development Finance Authority III Fund - Edison Landing (Smartzone)								
Available Fund Balance - BOY	\$ 96,745	\$ 30,266	\$ 42,358	\$ 42,847	\$ 30,266	\$ 42,847	\$ 489	
Means of Financing								
Property taxes	\$ 85,627	\$ 137,742	\$ 101,273	\$ 102,092	\$ 137,742	\$ 101,273	\$ -	
Federal & state grants	-	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest income	150	139	150	113	124	150	-	
Operating transfers in - General Fund	160,000	160,000	227,000	208,083	146,667	227,000	-	
Other	75,000	100,000	100,000	100,953	100,000	100,000	-	Comm Foundation & Lakefront LLC
	\$ 320,777	\$ 397,881	\$ 428,423	\$ 411,241	\$ 384,533	\$ 428,423	\$ -	
70805 Operating Expenditures								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	-	-	500	-	-	500	-	
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	387,256	385,300	439,500	87,529	90,423	439,500	-	
	\$ 387,256	\$ 385,300	\$ 440,000	\$ 87,529	\$ 90,423	\$ 440,000	\$ -	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 387,256	\$ 385,300	\$ 440,000	\$ 87,529	\$ 90,423	\$ 440,000	\$ -	
Available Fund Balance - EOY	\$ 30,266	\$ 42,847	\$ 30,781	\$ 366,559	\$ 324,376	\$ 31,270	\$ 489	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
305 Tax Increment Finance Authority Fund								
Available Fund Balance - BOY	\$ 19,639	\$ 14,163	\$ 975	\$ 829	\$ 14,163	\$ 829	\$ (146)	
Means of Financing								
Property taxes	\$ 44,439	\$ 36,624	\$ 38,000	\$ 38,966	\$ 36,624	\$ 38,000	\$ -	
Federal & state grants	-	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest income	85	42	40	6	38	40	-	
Operating transfers in - General Fund	-	-	-	-	-	-	-	
Operating transfers in - TIFA Fund	-	-	-	-	-	-	-	
Operating transfers in - Insurance Fund	-	-	-	-	-	-	-	
Other	-	-	-	250	-	-	-	
	\$ 44,524	\$ 36,666	\$ 38,040	\$ 39,222	\$ 36,662	\$ 38,040	\$ -	
70805 Operating Expenditures								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	-	-	-	-	-	-	-	
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	50,000	50,000	38,000	34,833	45,833	38,000	-	
	\$ 50,000	\$ 50,000	\$ 38,000	\$ 34,833	\$ 45,833	\$ 38,000	\$ -	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 50,000	\$ 50,000	\$ 38,000	\$ 34,833	\$ 45,833	\$ 38,000	\$ -	
Available Fund Balance - EOY	\$ 14,163	\$ 829	\$ 1,015	\$ 5,218	\$ 4,992	\$ 869	\$ (146)	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
394 Downtown Development Authority Fund								
Available Fund Balance - BOY	\$ 186,771	\$ 167,477	\$ 85,396	\$ 93,778	\$ 167,477	\$ 93,778	\$ 8,382	
Means of Financing								
Property taxes	\$ 313,432	\$ 257,660	\$ 244,067	\$ 167,705	\$ 249,307	\$ 167,700	\$ (76,367)	Declining taxable values
Federal & state grants	-	-	-	-	-	-	-	
State proposal A reimbursement revenue	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest income	1,435	928	800	535	874	800	-	
Operating transfers in - General Fund	-	-	-	-	-	70,000	70,000	
Operating transfers in - PIF	-	-	-	-	-	-	-	
Operating transfers in - Insurance Fund	-	-	-	-	-	-	-	
Other	-	-	-	48,981	-	-	-	
	\$ 314,867	\$ 258,588	\$ 244,867	\$ 217,221	\$ 250,181	\$ 238,500	\$ (6,367)	
70805 Operating Expenditures								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	-	-	250	-	-	250	-	
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	334,161	332,287	329,588	40,370	48,144	329,588	-	
	\$ 334,161	\$ 332,287	\$ 329,838	\$ 40,370	\$ 48,144	\$ 329,838	\$ -	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 334,161	\$ 332,287	\$ 329,838	\$ 40,370	\$ 48,144	\$ 329,838	\$ -	
Available Fund Balance - EOY	\$ 167,477	\$ 93,778	\$ 425	\$ 270,629	\$ 369,514	\$ 2,440	\$ 2,015	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
408 Arena Improvement Fund								
Available Fund Balance - BOY	\$ 23,779	\$ 4,867	\$ 14,067	\$ 28,012	\$ 4,867	\$ 28,012	\$ 13,945	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & state grants	-	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	8,165	34,475	14,000	76,848	17,128	76,000	62,000	
Interest income	97	501	200	161	494	200	-	
Operating transfers in	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	
	\$ 8,262	\$ 34,976	\$ 14,200	\$ 77,009	\$ 17,622	\$ 76,200	\$ 62,000	
30906 Operating Expenditures								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	-	-	5,000	4,620	-	10,000	5,000	Add \$5,000 Energy Efficiency Improv
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	27,174	11,831	-	36,121	9,836	65,000	65,000	
5900 Other Financing Uses	-	-	-	-	-	-	-	
	\$ 27,174	\$ 11,831	\$ 5,000	\$ 40,741	\$ 9,836	\$ 75,000	\$ 70,000	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	-	-	-	-	-	-	-	
5400 Other Expenses	-	-	-	-	-	-	-	
5900 Other Financing Uses	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 27,174	\$ 11,831	\$ 5,000	\$ 40,741	\$ 9,836	\$ 75,000	\$ 70,000	
Available Fund Balance - EOY	\$ 4,867	\$ 28,012	\$ 23,267	\$ 64,280	\$ 12,653	\$ 29,212	\$ 5,945	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
403 Sidewalk Improvement Fund								
Available Fund Balance - BOY	\$ 575,774	\$ 469,488	\$ 358,348	\$ 343,756	\$ 469,488	\$ 343,756	\$ (14,592)	
Means of Financing								
Special assessments	\$ 39,349	\$ 29,339	\$ 35,000	\$ -	\$ -	\$ 35,000	\$ -	
Federal & state grants	-	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest income	6,681	3,974	5,000	1,566	2,130	5,000	-	
Operating transfers in	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	
	\$ 46,030	\$ 33,313	\$ 40,000	\$ 1,566	\$ 2,130	\$ 40,000	\$ -	
30906 Operating Expenditures								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	-	-	-	-	-	-	-	
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	152,080	152,140	156,875	156,875	152,140	156,875	-	
	\$ 152,080	\$ 152,140	\$ 156,875	\$ 156,875	\$ 152,140	\$ 156,875	\$ -	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	236	-	-	-	-	-	-	
5400 Other Expenses	-	6,905	-	-	-	-	-	
5900 Other Financing Uses	-	-	-	-	-	-	-	
	\$ 236	\$ 6,905	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 152,316	\$ 159,045	\$ 156,875	\$ 156,875	\$ 152,140	\$ 156,875	\$ -	
Available Fund Balance - EOY	\$ 469,488	\$ 343,756	\$ 241,473	\$ 188,447	\$ 319,478	\$ 226,881	\$ (14,592)	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
404 Public Improvement Fund								
Available Fund Balance - BOY	\$ 559,637	\$ 677,857	\$ 335,357	\$ 370,268	\$ 677,857	\$ 370,268	\$ 34,911	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Property taxes	-	-	-	-	-	-	-	
Federal & state grants	-	-	62,000	-	-	62,000	-	Nims Park & Farmers Market
Charges for services	-	-	-	685,037	200,000	-	-	
Sales of property	1	32,161	5,000	11,491	28,855	5,000	-	
Interest income	3,554	3,846	3,500	2,315	3,557	3,500	-	
Operating transfers in	-	-	-	-	-	-	-	
Other	320,409	200,000	200,000	-	62	200,000	-	MMRMA dividends earmarked for - economic development and fire equipment replacement
	\$ 323,964	\$ 236,007	\$ 270,500	\$ 698,843	\$ 232,474	\$ 270,500	\$ -	
30936 Operating Expenditures								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	-	-	5,000	-	-	5,000	-	
5400 Other Expenses	-	-	-	-	537,039	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	-	-	132,000	-	-	-	(132,000)	
	\$ -	\$ -	\$ 137,000	\$ -	\$ 537,039	\$ 5,000	\$ (132,000)	
90000 Project Expenditures								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ 3,907	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	-	48	-	5,133	48	-	-	
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	205,744	543,548	132,000	5,558	6,383	62,000	(70,000)	Mrkt Kitchen/Nims Pk
	\$ 205,744	\$ 543,596	\$ 132,000	\$ 14,598	\$ 6,431	\$ 62,000	\$ (70,000)	
	\$ 205,744	\$ 543,596	\$ 269,000	\$ 14,598	\$ 543,470	\$ 67,000	\$ (202,000)	
Available Fund Balance - EOY	\$ 677,857	\$ 370,268	\$ 336,857	\$ 1,054,513	\$ 366,861	\$ 573,768	\$ 236,911	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
482 State Grants Fund								
Available Fund Balance - BOY	\$ 147,766	\$ 126,257	\$ 126,257	\$ 107,977	\$ 126,257	\$ 107,977	\$ (18,280)	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & state grants	49,875	226,120	2,260,000	-	204,758	1,168,300	(1,091,700)	Vets' Park Upgrades
Sales of Property	-	-	-	-	-	-	-	
Interest income	1,708	1,813	2,000	1,475	1,813	2,000	-	
Operating transfers in	-	-	-	-	-	-	-	
Other	-	33,163	-	3,092	-	-	-	SCHOOL BLIGHT CONTRIBUTION
	\$ 51,583	\$ 261,096	\$ 2,262,000	\$ 4,567	\$ 206,571	\$ 1,170,300	\$ (1,091,700)	
30936 Operating Expenditures								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	-	-	-	-	-	-	-	
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	-	3,035	-	-	-	-	-	
	\$ -	\$ 3,035	\$ -	\$ -	\$ -	\$ -	\$ -	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	73,092	20,093	23,216	20,093	20,093	23,216	-	LOAN REPAYMENT
5700 Capital Outlays	-	256,248	2,260,000	752	240,752	1,168,300	(1,091,700)	Vets' Park Upgrades
	\$ 73,092	\$ 276,341	\$ 2,283,216	\$ 20,845	\$ 260,845	\$ 1,191,516	\$ (1,091,700)	
	\$ 73,092	\$ 279,376	\$ 2,283,216	\$ 20,845	\$ 260,845	\$ 1,191,516	\$ (1,091,700)	
Available Fund Balance - EOY	\$ 126,257	\$ 107,977	\$ 105,041	\$ 91,699	\$ 71,983	\$ 86,761	\$ (18,280)	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
594 Marina & Launch Ramp Fund								
Available Cash Balance - BOY	\$ 263,362	\$ 206,007	\$ 204,680	\$ 167,641	\$ 206,007	\$ 167,641	\$ (37,039)	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & state grants	88,046	208,294	200,000	-	53,587	-	(200,000)	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	220,853	219,491	180,000	216,624	206,073	200,000	20,000	
Interest income	1,383	1,203	800	-	-	800	-	
Operating transfers in	-	-	-	1,055	1,124	-	-	
Other	13,377	8,849	4,000	7,932	1,026	4,000	-	
	\$ 323,659	\$ 437,837	\$ 384,800	\$ 225,611	\$ 261,810	\$ 204,800	\$ (180,000)	
70756 Operating Expenditures - Marina								
5100 Salaries & Benefits	\$ 27,517	\$ 23,345	\$ 27,669	\$ 23,695	\$ 20,784	\$ 27,669	\$ -	
5200 Operating Supplies	7,010	12,105	8,700	9,089	9,431	8,700	-	
5300 Contractual Services	169,707	144,970	113,762	93,928	104,706	115,000	1,238	
5400 Other Expenses	89	-	250	-	-	250	-	
5700 Capital Outlays	1,709	188	16,800	2,301	90	16,800	-	
5900 Other Financing Uses	-	-	-	-	-	-	-	
Other Cash Uses (e.g. Debt Principal)	70,590	86,765	-	-	-	-	-	
	\$ 276,622	\$ 267,373	\$ 167,181	\$ 129,013	\$ 135,011	\$ 168,419	\$ 1,238	
70759 Operating Expenditures - Ramps								
5100 Salaries & Benefits	\$ 186	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	
5200 Operating Supplies	946	485	1,000	467	269	1,000	-	
5300 Contractual Services	6,808	8,187	10,500	6,612	8,187	10,500	-	
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	-	-	-	-	-	-	-	
Other Cash Uses (e.g. Debt Principal)	-	-	-	-	-	-	-	
	\$ 7,940	\$ 8,672	\$ 12,500	\$ 7,079	\$ 8,456	\$ 12,500	\$ -	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	96,452	200,158	400,000	-	36,363	-	(400,000)	
5700 Capital Outlays	-	-	-	-	-	-	-	
	\$ 96,452	\$ 200,158	\$ 400,000	\$ -	\$ 36,363	\$ -	\$ (400,000)	
	\$ 381,014	\$ 476,203	\$ 579,681	\$ 136,092	\$ 179,830	\$ 180,919	\$ (398,762)	
Available Cash Balance - EOY	\$ 206,007	\$ 167,641	\$ 9,799	\$ 257,160	\$ 287,987	\$ 191,522	\$ 181,723	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
661 Equipment Fund								
Available Cash Balance - BOY	\$ 1,819,863	\$ 1,821,689	\$ 518,832	\$ 802,987	\$ 1,821,689	\$ 802,987	\$ 284,155	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & state grants	-	83,112	-	-	83,112	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	2,171,472	2,244,879	2,100,000	2,029,673	2,076,670	2,152,000	52,000	
Interest income	27,585	23,977	27,500	18,931	23,430	27,500	-	
Operating transfers in	-	-	-	-	-	-	-	
Other	87,613	92,251	100,000	70,948	67,570	100,000	-	
	\$ 2,286,670	\$ 2,444,219	\$ 2,227,500	\$ 2,119,552	\$ 2,250,782	\$ 2,279,500	\$ 52,000	
60932 Operating Expenditures								
5100 Salaries & Benefits	\$ 417,357	\$ 421,306	\$ 434,465	\$ 383,900	\$ 381,561	\$ 434,465	\$ -	
5200 Operating Supplies	855,383	1,102,665	930,700	787,354	980,449	930,700	-	
5300 Contractual Services	775,120	765,263	777,434	738,058	715,448	777,434	-	
5400 Other Expenses	828	274	2,000	10	195	2,000	-	
5700 Capital Outlays	421,622	1,045,926	363,500	453,517	940,175	415,000	51,500	
5900 Other Financing Uses	-	-	-	-	-	-	-	
Other Cash Uses (e.g. Debt Principal)	(185,466)	127,487	-	-	-	-	-	
	\$ 2,284,844	\$ 3,462,921	\$ 2,508,099	\$ 2,362,839	\$ 3,017,828	\$ 2,559,599	\$ 51,500	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	-	-	-	-	-	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 2,284,844	\$ 3,462,921	\$ 2,508,099	\$ 2,362,839	\$ 3,017,828	\$ 2,559,599	\$ 51,500	
Available Cash Balance - EOY	\$ 1,821,689	\$ 802,987	\$ 238,233	\$ 559,700	\$ 1,054,643	\$ 522,888	\$ 284,655	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
642 Public Service Building Fund								
Available Cash Balance - BOY	\$ 383,301	\$ 435,245	\$ 532,387	\$ 568,069	\$ 435,245	\$ 568,069	\$ 35,682	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & state grants	-	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	1,085,289	1,085,289	1,087,448	994,848	994,848	1,085,289	(2,159)	
Interest income	2,201	2,372	6,000	2,809	2,164	6,000	-	
Operating transfers in	-	-	-	-	-	-	-	
Other	210	-	-	3,993	-	100,500	100,500	
	\$ 1,087,700	\$ 1,087,661	\$ 1,093,448	\$ 1,001,650	\$ 997,012	\$ 1,191,789	\$ 98,341	
60442 Operating Expenditures								
5100 Salaries & Benefits	\$ 586,104	\$ 601,173	\$ 618,075	\$ 548,315	\$ 540,645	\$ 618,075	\$ -	
5200 Operating Supplies	18,315	10,498	16,650	22,681	9,322	20,000	3,350	
5300 Contractual Services	296,295	284,852	302,480	248,562	257,923	302,480	-	
5400 Other Expenses	691	-	750	264	-	750	-	
5700 Capital Outlays	10,389	49,520	22,300	34,146	37,481	35,000	12,700	
5900 Other Financing Uses	-	-	-	-	-	-	-	
Other Cash Uses and Adjustments (e.g. Debt Principal)	2,896	(6,231)	-	-	-	-	-	
	\$ 914,690	\$ 939,812	\$ 960,255	\$ 853,968	\$ 845,371	\$ 976,305	\$ 16,050	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	121,066	15,025	20,000	5,963	15,025	116,000	96,000	
5700 Capital Outlays	-	-	-	-	-	-	-	
	\$ 121,066	\$ 15,025	\$ 20,000	\$ 5,963	\$ 15,025	\$ 116,000	\$ 96,000	
	\$ 1,035,756	\$ 954,837	\$ 980,255	\$ 859,931	\$ 860,396	\$ 1,092,305	\$ 112,050	
Available Cash Balance - EOY	\$ 435,245	\$ 568,069	\$ 645,580	\$ 709,788	\$ 571,861	\$ 667,553	\$ 21,973	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
643 Engineering Services Fund								
Available Cash Balance - BOY	\$ 53,417	\$ 123,887	\$ 148,756	\$ 79,207	\$ 123,887	\$ 79,207	\$ (69,549)	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & state grants	-	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	451,922	418,570	437,000	226,899	387,614	350,000	(87,000)	
Interest income	564	311	500	223	269	500	-	
Operating transfers in	-	-	-	-	-	60,000	60,000	
Other	72,362	23,289	80,000	-	-	23,000	(57,000)	
	\$ 524,848	\$ 442,170	\$ 517,500	\$ 227,122	\$ 387,883	\$ 433,500	\$ (84,000)	
60447 Operating Expenditures								
5100 Salaries & Benefits	\$ 320,345	\$ 325,756	\$ 334,452	\$ 157,534	\$ 299,470	\$ 200,000	\$ (134,452)	
5200 Operating Supplies	7,713	9,599	9,730	5,686	6,878	9,730	-	
5300 Contractual Services	99,008	92,783	99,613	129,710	84,953	170,000	70,387	
5400 Other Expenses	1,636	418	1,000	1,352	292	1,000	-	
5700 Capital Outlays	5,432	7,821	11,200	9,426	7,104	11,200	-	
5900 Other Financing Uses	-	-	-	-	-	-	-	
Other Cash Uses and Adjustments (e.g. Debt Principal)	13,297	(10,129)	-	-	-	-	-	
	\$ 447,431	\$ 426,248	\$ 455,995	\$ 303,708	\$ 398,697	\$ 391,930	\$ (64,065)	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	6,947	60,602	10,000	20,888	47,700	10,000	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
	\$ 6,947	\$ 60,602	\$ 10,000	\$ 20,888	\$ 47,700	\$ 10,000	\$ -	
	\$ 454,378	\$ 486,850	\$ 465,995	\$ 324,596	\$ 446,397	\$ 401,930	\$ (64,065)	
Available Cash Balance - EOY	\$ 123,887	\$ 79,207	\$ 200,261	\$ (18,267)	\$ 65,373	\$ 110,777	\$ (89,484)	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
677 General Insurance Fund								
Available Cash Balance - BOY	\$ 1,933,642	\$ 880,314	\$ 892,982	\$ 1,509,014	\$ 880,314	\$ 1,509,014	\$ 616,032	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & state grants	-	-	-	-	-	-	-	
State shared revenue	-	-	-	-	-	-	-	
Charges for services	3,021,299	3,183,208	3,250,000	2,955,568	2,941,755	3,250,000	-	
Interest income	23,989	20,411	20,000	22,133	20,033	20,000	-	
Retiree Health Reimbursement	798,600	892,904	750,000	797,080	740,018	750,000	-	
MMRMA dividend payment	-	327,008	-	-	327,008	-	-	
Operating transfers in	28,046	28,046	28,046	14,023	25,709	28,046	-	
Other	-	-	-	-	-	-	-	
	\$ 3,871,934	\$ 4,451,577	\$ 4,048,046	\$ 3,788,804	\$ 4,054,523	\$ 4,048,046	\$ -	
30851 Operating Expenditures								
5100 Salaries & Benefits	\$ 32,185	\$ 59,061	\$ 32,988	\$ 63,442	\$ 55,423	\$ 32,988	\$ -	
5200 Operating Supplies	540	690	200	-	510	200	-	
5300 Contractual Services	4,029,298	4,076,112	4,000,000	3,542,725	3,498,320	4,000,000	-	
5400 Other Expenses	490	1,548	1,000	3,471	1,343	6,000	5,000	
5700 Capital Outlays	3,310	1,861	2,000	425	1,476	2,000	-	
5900 Other Financing Uses	600,000	-	-	-	-	-	-	
Other Cash Uses and Adjustments (e.g. Debt Principal)	259,439	(316,395)	-	-	-	-	-	
	\$ 4,925,262	\$ 3,822,877	\$ 4,036,188	\$ 3,610,063	\$ 3,557,072	\$ 4,041,188	\$ 5,000	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	-	-	-	-	-	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 4,925,262	\$ 3,822,877	\$ 4,036,188	\$ 3,610,063	\$ 3,557,072	\$ 4,041,188	\$ 5,000	
Available Cash Balance - EOY	\$ 880,314	\$ 1,509,014	\$ 904,840	\$ 1,687,755	\$ 1,377,765	\$ 1,515,872	\$ 611,032	

City of Muskegon

Annual Budget & Quarterly Budget Reforecast - Other Funds

	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments
590 Sewer Fund								
Available Cash Balance - BOY	\$ 3,701,462	\$ 4,158,969	\$ 3,918,909	\$ 3,545,607	\$ 4,158,969	\$ 3,545,607	\$ (373,302)	
Means of Financing								
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & state grants	-	118,946	-	332,774	-	480,000	480,000	SAW Grant & S-2 Grant
State shared revenue	-	-	-	-	-	-	-	
Charges for services	7,044,257	6,502,167	6,500,000	5,378,361	5,571,030	6,500,000	-	
Interest income	20,783	20,384	17,500	14,894	18,794	17,500	-	
Repayment of DDA advance	-	-	-	-	-	-	-	
Operating transfers in	-	-	-	-	-	-	-	
Other	27,335	156,279	150,000	130,397	142,807	150,000	-	
	\$ 7,092,375	\$ 6,797,776	\$ 6,667,500	\$ 5,856,426	\$ 5,732,631	\$ 7,147,500	\$ 480,000	
30548 Operating Expenditures Administration								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	304,916	291,653	288,957	278,817	271,401	288,957	-	
5400 Other Expenses	13,278	24,535	12,000	8,948	10,544	12,000	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	-	-	-	-	-	-	-	
Other Cash Uses and Adjustments (e.g. Debt Principal)	(179,300)	(101,420)	-	-	-	-	-	
	\$ 138,894	\$ 214,768	\$ 300,957	\$ 287,765	\$ 281,945	\$ 300,957	\$ -	
60559 Operating Expenditures Maintenance								
5100 Salaries & Benefits	\$ 511,494	\$ 519,306	\$ 678,382	\$ 451,930	\$ 468,602	\$ 678,382	\$ -	
5200 Operating Supplies	45,803	61,771	49,440	37,494	40,543	49,440	-	
5300 Contractual Services	418,548	411,519	431,666	315,549	376,867	431,666	-	
5400 Other Expenses	-	228	2,000	254	175	2,000	-	
5700 Capital Outlays	6,780	6,561	16,000	3,499	4,814	16,000	-	
5900 Other Financing Uses	-	-	-	-	-	-	-	
	\$ 982,625	\$ 999,385	\$ 1,177,488	\$ 808,726	\$ 891,001	\$ 1,177,488	\$ -	
60557 Operating Expenditures Treatment								
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5200 Operating Supplies	-	-	-	-	-	-	-	
5300 Contractual Services	5,286,893	5,679,994	5,400,000	5,114,959	4,497,534	5,750,000	350,000	5.2% County increase eff 10/01/14
5400 Other Expenses	-	-	-	-	-	-	-	
5700 Capital Outlays	-	-	-	-	-	-	-	
5900 Other Financing Uses	-	-	-	-	-	-	-	
	\$ 5,286,893	\$ 5,679,994	\$ 5,400,000	\$ 5,114,959	\$ 4,497,534	\$ 5,750,000	\$ 350,000	
90000 Project Expenditures								
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5300 Contractual Services	226,456	516,991	321,000	529,299	439,252	755,000	434,000	
5700 Capital Outlays	-	-	-	-	-	-	-	
	\$ 226,456	\$ 516,991	\$ 321,000	\$ 529,299	\$ 439,252	\$ 755,000	\$ 434,000	
	\$ 6,634,868	\$ 7,411,138	\$ 7,199,445	\$ 6,740,749	\$ 6,109,732	\$ 7,983,445	\$ 784,000	
Available Cash Balance - EOY	\$ 4,158,969	\$ 3,545,607	\$ 3,386,964	\$ 2,661,284	\$ 3,781,868	\$ 2,709,662	\$ (677,302)	

City of Muskegon										
Annual Budget & Quarterly Budget Reforecast - Other Funds										
	Actual 2013	Actual 2014	Original Budget Estimate FY2015	Actual to Date 5/31/15	Actual to Date 5/31/14	4Q Reforecast FY2015	Increase (Decrease) From Original	Comments		
591 Water Fund										
Available Cash Balance - BOY	\$ 2,782,590	\$ 2,303,174	\$ 2,874,858	\$ 2,656,611	\$ 2,303,174	\$ 2,656,611	\$ (218,247)			
Means of Financing										
Special assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Federal & state grants	6,188	-	7,000	-	-	7,000	-			
State shared revenue	-	-	-	-	-	-	-			
Charges for services - City	3,240,046	3,441,294	3,499,250	3,033,571	2,983,633	3,499,250	-			
Charges for services - Wholesale	2,132,729	2,166,505	2,403,347	1,761,999	1,806,972	2,470,000	66,653	added Norton & Fruitport 2 mnths		
Maintenance services - Township	166,225	125,608	165,000	162,876	111,511	165,000	-			
Interest income	10,982	9,664	20,000	11,648	8,890	20,000	-			
Lease of facilities	202,460	185,178	173,000	153,255	171,387	173,000	-			
Repayment of DDA advance	-	-	-	-	-	-	-			
Operating transfers in	-	-	-	-	-	-	-			
Other	167,861	199,272	125,000	92,576	76,820	125,000	-			
	\$ 5,926,491	\$ 6,127,521	\$ 6,392,597	\$ 5,215,925	\$ 5,159,213	\$ 6,459,250	\$ 66,653			
30548 Operating Expenditures Administration										
5100 Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
5200 Operating Supplies	-	-	-	-	-	-	-			
5300 Contractual Services	555,273	516,566	517,549	493,273	477,398	517,549	-			
5400 Other Expenses	18,607	18,376	17,000	5,879	9,027	17,000	-			
5700 Capital Outlays	-	-	-	-	-	-	-			
5900 Other Financing Uses	349,535	321,010	320,857	301,276	329,539	320,857	-	Water System Bond Interest		
Other Cash Uses and Adjustments (e.g. Debt Principal)	1,053,438	1,597,117	1,330,000	1,330,000	1,295,000	1,330,000	-	Water System Bond Principal		
	\$ 1,976,853	\$ 2,453,069	\$ 2,185,406	\$ 2,130,428	\$ 2,110,964	\$ 2,185,406	\$ -			
60559 Operating Expenditures Maintenance										
5100 Salaries & Benefits	\$ 864,872	\$ 872,603	\$ 807,068	\$ 887,253	\$ 778,036	\$ 984,000	\$ 176,932			
5200 Operating Supplies	184,091	249,806	218,035	192,848	205,493	190,000	(28,035)			
5300 Contractual Services	391,921	415,345	331,864	381,144	373,427	360,000	28,136			
5400 Other Expenses	83,511	75,911	60,000	69,319	67,374	60,000	-			
5700 Capital Outlays	16,599	6,164	16,000	3,842	6,006	16,000	-			
5900 Other Financing Uses	-	-	-	-	-	-	-			
	\$ 1,540,994	\$ 1,619,829	\$ 1,432,967	\$ 1,534,406	\$ 1,430,336	\$ 1,610,000	\$ 177,033			
60558 Operating Expenditures Filtration										
5100 Salaries & Benefits	\$ 668,538	\$ 657,699	\$ 739,908	\$ 589,872	\$ 600,385	\$ 700,000	\$ (39,908)			
5200 Operating Supplies	242,374	207,400	280,000	175,628	179,922	280,000	-			
5300 Contractual Services	530,021	470,724	621,851	423,047	403,221	621,851	-			
5400 Other Expenses	3,650	3,133	4,500	3,603	2,890	4,500	-			
5700 Capital Outlays	84,549	29,911	42,500	55,639	29,903	64,500	22,000	Reliability Study cost added		
5900 Other Financing Uses	-	-	-	-	-	-	-			
Replacement Reserve - DWRF	-	-	-	-	-	-	-			
	\$ 1,529,132	\$ 1,368,867	\$ 1,688,759	\$ 1,247,789	\$ 1,216,321	\$ 1,670,851	\$ (17,908)			
90000 Project Expenditures										
5200 Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
5300 Contractual Services	1,358,928	332,319	675,000	536,568	186,135	925,000	250,000			
5700 Capital Outlays	-	-	-	-	-	-	-			
	\$ 1,358,928	\$ 332,319	\$ 675,000	\$ 536,568	\$ 186,135	\$ 925,000	\$ 250,000			
	\$ 6,405,907	\$ 5,774,084	\$ 5,982,132	\$ 5,449,191	\$ 4,943,756	\$ 6,391,257	\$ 409,125			
Available Cash Balance - EOY	\$ 2,303,174	\$ 2,656,611	\$ 3,285,323	\$ 2,423,345	\$ 2,518,631	\$ 2,724,604	\$ (560,719)			

COMMISSION MEETING DATE: JUNE 30, 2015

TO: Honorable Mayor and Commissioners

FROM: Jeffrey Lewis, Director of Public Safety

RE: Concurrence with the Housing Board of Appeals Notice and Order to Demolish. Dangerous Building Case #: EN150272

SUMMARY OF REQUEST: This is to request that the City Commission Concur with the findings of the Housing Board of Appeals that the structure located at **1221 SANFORD ST** is unsafe, substandard, a public nuisance and that it be demolished within thirty (30) days. It is further requested that administration be directed to obtain bids for the demolition of the structure and that the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder or staff may issue infraction tickets to the owner, agent or responsible party if they do not demolish the structure.

Case# & Project Address: #EN150272 – 1221 SANFORD

Location and ownership: This structure is located on Sanford St. between Merrill and Strong Avenues and is owned by WINTERS BEVERLY A.

Staff Correspondence: A dangerous building inspection was conducted on 11/24/14 for the exterior. The Notice and Order to Repair was issued on 3/5/15. On 4/2/15 the HBA tabled the case so the owner could work with SAFEbuilt for a full inspection of the Trades and to create a reasonable timeline for the repairs. There had been no contact from the owner and on 5/7/15 the HBA declared the structure substandard and dangerous.

Financial Impact: CDBG or General Funds

Budget action required: None

State Equalized value: \$ 22,100

Estimated cost to repair: \$ 32,000

Staff Recommendation: To concur with the Housing Board of Appeals decision to demolish.

Additional Information (History): Ms. Winters did attend the HBA meeting on 4/2/15 and the HBA tabled the case until the May meeting so the owner could work with SAFEbuilt for a detailed inspection and to have a reasonable timeline for the repairs to be completed so it may be brought before the members at the May meeting for approval. There was no inspection scheduled and a reasonable timeline for the repairs was not submitted. Ms. Winters did not attend the 5/7/15 meeting. The board declared the structure as dangerous. This property is just outside the blight fight area North of Muskegon High School.

Owner Contact: All letters were posted on the structure and mailed to the owner's home address by certified mail. Some of the certified mailing cards were signed by Ms. Winters and others were returned to the City as unclaimed.

Permits obtained: None.

If you disagree with the decision of the City Commission, you have the right to file a petition for superintending control in the Circuit Court for the County of Muskegon within 21 days after the City Commission concurs.



Front of home.



Hole in foundation.



Rotted wood & foundation under door.



Electric meter gone & siding missing.

CITY OF MUSKEGON- CODE COMPLIANCE DEPARTMENT
933 TERRACE ST STE 202; MUSKEGON, MI 49440
(231) 724-6702 (Office); (231) 724-6790 (Fax)

DANGEROUS BUILDING REPORT - 1221 SANFORD ST

Inspection noted:

Siding & Trim:

1. Siding has holes in it or is rotted or missing.
2. Siding is loose or falling off.
3. Has broken siding.
4. Has trim that has holes in it or is rotted, loose, or missing.
5. Has aluminum siding that is loose, falling off or is missing.
6. Wood is not protected, rotted, and exposed to the elements.
7. Trim is bare wood and is exposed to the elements.

Porch, Steps & Foundation:

1. Concrete steps are deteriorated.
2. Steps are missing.
3. Foundation walls have missing mortar or open cracks.
4. Foundation walls have peeling paint. Paint must be properly scraped prior to painting.
5. There are trees/bushes growing out of or close to the foundation causing issues with the foundation.
6. Foundation is not secure.

Windows & Door:

1. Window sill is broken, missing or rotted.
2. Window screen(s) is/are torn or damaged.
3. Window frame is rotted.
4. Door will not secure properly.
5. Many windows are boarded.

This listing is a list of exterior items. An interior inspection had not been completed. You would need to contact SAFEbuilt for a Trades inspection to get a complete listing of any additional items that need to be completed.

BASED UPON A RECENT INSPECTION OF THE ABOVE PROPERTY, IT HAS BEEN DETERMINED THAT THE STRUCTURE MEETS THE DEFINITION OF A DANGEROUS AND/OR SUBSTANDARD BUILDING AS SET FORTH IN SECTION 10-61 OF THE MUSKEGON CITY CODE.

COMMISSION MEETING DATE: JUNE 30, 2015

TO: Honorable Mayor and Commissioners

FROM: Jeffrey Lewis, Director of Public Safety

RE: Concurrence with the Housing Board of Appeals Notice and Order to Demolish. Dangerous Building Case #: EN150188

SUMMARY OF REQUEST: This is to request that the City Commission Concur with the findings of the Housing Board of Appeals that the structure located at **1075 WASHINGTON AVE** is unsafe, substandard, a public nuisance and that it be demolished within thirty (30) days. It is further requested that administration be directed to obtain bids for the demolition of the structure and that the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder or staff may issue infraction tickets to the owner, agent or responsible party if they do not demolish the structure.

Case# & Project Address: #EN150188 – 1075 WASHINGTON

Location and ownership: This structure is located on Washington Ave. between Franklin and Barclay Streets and is owned by BONATESTA S P A LLC.

Staff Correspondence: A dangerous building inspection was conducted on different days with the first 11/4/14 & the last being on 5/5/15. The Notice and Order to Repair was issued on 3/5/15. On 5/7/15 the HBA declared the structure substandard and dangerous. There had been a fire at this location on 9/29/14 & a 2nd one on 5/6/15 in the early morning hours.

Financial Impact: CDBG or General Funds

Budget action required: None

State Equalized value: \$ 27,000

Estimated cost to repair: \$ 48,000

Staff Recommendation: To concur with the Housing Board of Appeals decision to demolish.

Additional Information (History): The owner had been in attendance for both of the HBA meetings (4/2/15 & 5/7/15). He had filed bankruptcy which has since been discharged on 4/7/2015. No fire inspection had been performed after the 1st fire. The fire inspection was performed on 5/4/15 with another fire happening in the early morning hours of the next day. While the owner was in the bankruptcy proceedings he could not access the home nor could the bank or a representative of the bank. At the HBA meeting of 4/2/15 Mr. Ferrari did state that he would have access to the home soon so he could schedule a fire inspection & get a dumpster there to start cleaning out the burnt areas. On 5/4/15 SAFEbuilt Trades inspectors did a fire inspection and created a list. During the night/early morning hours another fire had been started on 5/5/15 which did damage to another area of the home.

Owner Contact: The owner did attend both of the HBA meetings. The HBA determined declared the structure at the 2nd meeting.

Permits obtained: No permits had been obtained.

If you disagree with the decision of the City Commission, you have the right to file a petition for superintending control in the Circuit Court for the County of Muskegon within 21 days after the City Commission concurs.

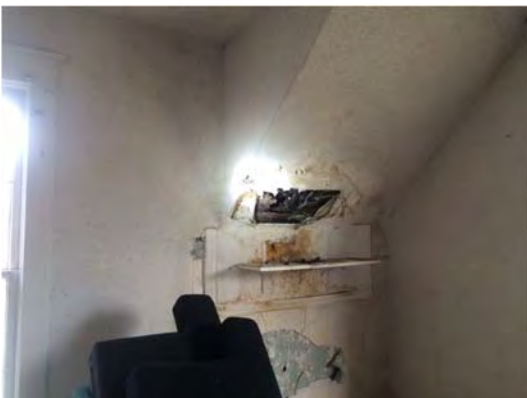


Front of home.



Rear of structure.

Pictures taken by SAFEbuilt during their 5/4/15 fire inspection:





SAFEbuilt

**DB/Fire Inspection
Building Inspector**

**1075 Washington
Muskegon, MI 49441
5-05-2015**

1. Entire single story rear of house is to be demolished and removed from site. This includes the foundation also. If this portion of the house is to be rebuilt a new foundation must be installed to accommodate. Top Portion of Roof structure Rear house area to be removed along with all ceiling rafters and interior ceiling drywall on all upper level back rooms to expose any fire damaged structural members.
2. Repair or replace any and all structural material on exterior rear wall due to fire damage including wall studs, wall sheeting and wall top plates, including new installation of house wrap and vinyl siding.
3. Install new Roof Trusses or Roof rafters to any fire damaged roof structure of house. Trusses or Rafters to match existing pitch of house and to be designed for a ground snow load of 60 psf. Trusses to be decked with 7/16 OSB Sheeting for Trusses and 1/2 OSB Sheeting for Rafters. Deck sheeting to be covered per code with Snow & Ice guard, then Asphalt shingles to be installed with continuous ridge cap venting. Soffit and fascia to be installed around perimeter of new roof.
4. Interior removal of all damaged wall drywall/plaster, insulate exterior walls when able. Create attic access 22"by30" with 30" of clear space above. Install new drywall all ceilings and walls were damaged were damage to rear of structure took place. Tape, finish, prime and paint.
5. Remove all damaged flooring material and replace with new.
6. Install attic and Wall insulation per Energy Code R value requirement.
7. All undamaged Kitchen cabinets to be cleaned along with all fixtures in house, ie countertops, vanities, sinks, toilets, showers.
8. Upstairs bathroom to be totally rebuilt down to bar stud walls, with the installation of all new plumbing fixtures, vanity, sink, toilet, and shower unit.

9. All windows to be fixed or replace all exterior doors to be replaced.
10. Entire roof to be stripped and re-decked, then covered with snow and Ice guard per code, 15 pound felt and re-shingled.
11. Because of second fire on 5-5-15 this office recommends the demolition and removal of entire structure and foundation.

**ALL PERMITS FOR THIS WORK ARE REQUIRED
BUILDING, ELECTRICAL, PLUMBING, AND MECHANICAL**

PLUMBING INSPECTOR COMMENTS FROM 5/4/15 INSPECTION

1. Plumb second floor bath to code.
2. New fixtures, new posi-temp tub and shower valve.
3. Clean & test drains.
4. Replace water pipe as needed.

MECHANICAL INSPECTOR COMMENTS FROM 5/4/15 INSPECTION

5. Certify furnace as safe.
6. Certify water heater as safe.
7. Pressure test gas line.
8. New duct as needed, clean existing duct.

ELECTRICAL INSPECTOR COMMENTS FROM 5/4/15 INSPECTION

9. Upper rear – rewire unit to code; install hard wired, interconnected battery back-up smoke alarms to code.
10. Upper front – install hard wired, interconnected battery back-up smoke alarms to code.
11. Lower unit - rewire unit to code; install hard wired, interconnected battery back-up smoke alarms to code.
12. Electric service to be replaced to code for entire building for 3 unit.

COMMISSION MEETING DATE: JUNE 30, 2015

TO: Honorable Mayor and Commissioners

FROM: Jeffrey Lewis, Director of Public Safety

RE: Concurrence with the Housing Board of Appeals Notice and Order to Demolish. Dangerous Building Case #: EN150339

SUMMARY OF REQUEST: This is to request that the City Commission Concur with the findings of the Housing Board of Appeals that the structure located at **407 MARQUETTE AVE** is unsafe, substandard, a public nuisance and that it be demolished within thirty (30) days. It is further requested that administration be directed to obtain bids for the demolition of the structure and that the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder or staff may issue infraction tickets to the owner, agent or responsible party if they do not demolish the structure.

Case# & Project Address: #EN150339 – 407 MARQUETTE

Location and ownership: This structure is located on Marquette Ave. between Wood and Charles Streets and is owned by LINDA E DENNIE-MALONE COMMUNITY CENTER.

Staff Correspondence: A dangerous building inspection was conducted on 3/12/15. The Notice and Order to Repair was issued on 3/27/15. On 5/7/15 the HBA declared the structure substandard and dangerous.

Financial Impact: General Funds

Budget action required: None

State Equalized value: \$ 14,700

Estimated cost to repair: \$ 85,000

Staff Recommendation: To concur with the Housing Board of Appeals decision to demolish.

Additional Information (History): This property had been declared as a dangerous building 9/27/11 while Perry Dennie owned the structure. Mr. Dennie deeded the property to his sister Linda E Dennie-Malone Community Center. Due to the time that had elapsed; the City Attorney recommended starting the case over. There is now a large hole in the back of the building. Mr. Dennie did appear before the HBA regarding this property on 5/7/15. This property is zoned R-1 so there is a limit on what may be done on the property as the structure has been vacant for over 2 years and lost its non-conforming status.

Owner Contact: The property was posted with the notices & letters were also sent out by certified mail. The certified mailings were signed by Mr. Dennie. Mr. Dennie scheduled a trades inspection after the HBA declared the structure as a dangerous building.

Permits obtained: None. Due to the zoning being R-1 (single family residential) there is a limit on what may be done at this location as the structure lost its non-conforming status.

If you disagree with the decision of the City Commission, you have the right to file a petition for superintending control in the Circuit Court for the County of Muskegon within 21 days after the City Commission concurs.





DANGEROUS BUILDING INSPECTION REPORT
06/12/2015

Owner LINDA E DENNIE-MALONE COMMUNITY CTR
PO BOX 1784
MUSKEGON, MI 49443

Enforcement #
Property Address: 407 MARQUETTE AVE
Parcel # 24-205-012-0004-00

Date completed: 5/28/15

DEFICENCIES:

407 Marquette Ave

This building is on the Dangerous building list and my inspection revealed the following.

1. The roof need to be replaced
2. The building need to be rewired. Including egress lighting
3. The building needs and new heating and cooling system
4. The back wall has fallen down
5. The plumbing system needs to be replaced
6. The walls need to be repaired and repainted
7. The building will need to meet the energy code.
8. The floor needs to be replaced.
9. The windows need to be replaced

The cost of repairing this building is way beyond the value of the structure.

Kirk Briggs, Building Official

Date

COMMISSION MEETING DATE: JUNE 30, 2015

TO: Honorable Mayor and Commissioners

FROM: Jeffrey Lewis, Director of Public Safety

RE: Concurrence with the Housing Board of Appeals Notice and Order to Demolish. Dangerous Building Case #: EN110191

SUMMARY OF REQUEST: This is to request that the City Commission Concur with the findings of the Housing Board of Appeals that the structure located at 1357 7th ST. is unsafe, substandard, a public nuisance and that it be demolished within thirty (30) days. It is further requested that administration be directed to obtain bids for the demolition of the structure and that the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder or staff may issue infraction tickets to the owner, agent or responsible party if they do not demolish the structure.

Case# & Project Address: #EN110191 – 1357 7TH ST.

Location and ownership: This structure is located on 7th Street between Park Street and Washington Avenue and is owned by SPENCER JULIE A.

Staff Correspondence: A dangerous building inspection was conducted on 10/21/11 exterior only & another inspection of the exterior & interior was performed on 2/16/2012. The Notice and Order to Repair was issued on 11/1/11. On 2/2/12 the HBA declared the structure substandard and dangerous. This case started with the prior owner who had sold this to the current owner with the case returning to the HBA for the current owner.

Financial Impact: CDBG or General Funds

Budget action required: None

State Equalized value: \$ 8,200

Estimated cost to repair: \$ 30,000

Staff Recommendation: To concur with the Housing Board of Appeals decision to demolish.

Additional Information (History): Ms. Spencer purchased the property on 3/15/2012. She had tried to get help thru EnCompass and other agencies. The different agencies had certain requirements with one of the main ones being the owner had to live in the structure for a certain period of time. Ms. Spencer had submitted a timeline for the repairs on 1/7/13 stating that they would be completed by 7/31/13. The repairs had not been completed. On 8/1/13 the HBA voted to remove the "Dangerous Building Resolution" from the title to the property so she could continue to try to get help. The HBA had also voted to allow the owner more time provided the owner sticks with a new timeline that she could work on with SAFEbuilt. Since there was a lack of work and contact with the owner; The HBA voted to declare the structure as dangerous on 4/2/15.

Owner Contact: All the letters had gone out by certified mail & was posted on the structure. Staff also had contact on occasion thru email with the owner. All the mail was returned unclaimed.

Permits obtained:

Permit #	Date Obtained	Outcome	Notes
PB130007	1/7/2013	Finaled/Completed	Tear off & reroof house.
PE130133	4/8/2013	Closed	Upgrade Electrical-2 Progress inspections showed no progress (10/25/13 & 3/25/14).
PM130105	2/28/2013	Closed	Replace Furnace-No progress inspections performed.

If you disagree with the decision of the City Commission, you have the right to file a petition for superintending control in the Circuit Court for the County of Muskegon within 21 days after the City Commission concurs.





CITY OF MUSKEGON

933 Terrace St., P.O. Box 536, Muskegon, MI 49443 (231)724-6715

DANGEROUS BUILDING INTERIOR INSPECTION REPORT

1357 7TH ST

02/16/2012

Inspection noted:

Exterior Inspection conducted 10/21/11

1. Roof system on home severely deteriorated.
2. Call for interior inspection to investigate rafter sheathing inspection.
3. Soffit and fascia rotted; missing.
4. Request interior inspection by trade inspectors.

Interior Inspection conducted 02/16/12

1. Pressure test 2 gaslines.
2. Inspect & Certify chimney.
3. Clean ductwork.
4. Inspect & certify all house plumbing.
5. Inspect & water service & building sewer
6. Provide water heater.
7. Inspect & certify furnaces (2) ?.
8. Need bath vent fans (2).
9. Repair damaged lower ceilings throughout.
10. Repair all floor coverings throughout.

11. Upper ceiling leaking from bad roof coverings.
12. Provide rafter inspection when roof is replaced.
13. Replace east basement wall (caving in).
14. Replace sister damage floor joists - insure proper bearing on sill plate.
15. Smoke alarms per MRC 2009 code.
16. Electrical wiring to be brought up to code (currently in a general state of disrepair)
17. Install smoke detectors per MRC
18. Replace service (New service to be accessible to all tenants)

BASED UPON MY RECENT INSPECTION OF THE ABOVE PROPERTY, I HAVE DETERMINED THAT THE STRUCTURE MEETS THE DEFINITION OF A DANGEROUS AND/OR SUBSTANDARD BUILDING AS SET FORTH IN SECTION 10-61 OF THE MUSKEGON CITY CODE.

TO: Honorable Mayor and City Commissioners

FROM: Frank Peterson, City Manager

DATE: June 30, 2015

RE: Legal Services

SUMMARY OF REQUEST:

The Commission requested staff solicit proposals for legal and prosecution services for the upcoming five year period. This effort was undertaken in June. Six proposals were received as part of the process. A team consisting of city staff, the Vice Mayor, and Commission Johnson met to review the merits of the proposals. The committee recommended that the proposal submitted by Parmenter O'Toole be submitted to the City Commission as the preferred service provider for both general legal and prosecution services.

Staff is asking the Commission to authorize staff to negotiate a five year agreement for general legal and prosecution services with Parmenter O'Toole

FINANCIAL IMPACT:

\$300,000 annually

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

To authorize staff to negotiate a five year agreement for general legal and prosecution services with Parmenter O'Toole.

COMMITTEE RECOMMENDATION:

To authorize staff to negotiate a five year agreement for general legal and prosecution services with Parmenter O'Toole.

Parmenter O'Toole

Quote
For
RFP: Legal Services

to

City of Muskegon

Submitted by:
Parmenter O'Toole
601 Terrace Street
Muskegon, Michigan 49440

Submitted to:
City of Muskegon
Frank Peterson, City Manager
933 Terrace Street
PO Box 536
Muskegon, MI 49443

Contact Person:
John C. Schrier
(231) 722-5401
jcs@parmenterlaw.com
Date: June 10, 2015

PROPOSAL

1. Name of Firm and Firm Principals

Parmenter O'Toole has one location – 601 Terrace Street, Suite 200, Muskegon, Michigan. We are and have since inception in the 1940's been located in Downtown Muskegon. Parmenter O'Toole is a limited liability company (LLC). Its members, with telephone numbers and e-mail addresses, are:

Michael Rolf	(231) 722-5416	mlr@parmenterlaw.com
George Johnson	(231) 722-5408	gwj@parmenterlaw.com
John Schrier	(231) 722-5401	jcs@parmenterlaw.com
Chris Kelly	(231) 722-5414	clk@parmenterlaw.com
William Meier	(231) 722-5409	wjm@parmenterlaw.com
Anna Duggins	(231) 722-5415	aud@parmenterlaw.com
Nancy Hornacek	(231) 722-5406	nah@parmenterlaw.com

Normally, the legal services contract with the City has been signed by the designated City Attorney and designated Assistant City Attorney, which would be John Schrier and Michelle Landis.

2. Name and Qualifications of Proposed Staff

The seven members and five associates at Parmenter O'Toole are available to provide services to the City of Muskegon. Having the expertise in a variety of practice areas has allowed the City of Muskegon to benefit from having an expert assist the City without having to pay a higher hourly rate.

John Schrier would be the lead attorney and Michelle Landis would be the primary assistant.

John Schrier has over 30 years of experience dealing with public sector issues. John's educational background is Hope College (B.A., 1978), Wayne State University (Masters in Public Administration, 1980), and University of Detroit Law School (J.D., 1984). Prior to Parmenter O'Toole, John dealt with public sector issues at Citizens Research Council of Michigan and then public sector retirement issues at the Michigan House of Representatives. John has been a city attorney for more than twenty years (Montague – 1993, North Muskegon – 1995, Muskegon – 2002, Village of Shelby – 2006, and Roosevelt Park - 2012). In addition, John has advised clients or been the chief negotiator for more than 100 collective bargaining agreements and handled numerous arbitrations, both discipline and discharge cases, as well as Act 312 Arbitrations. John Schrier serves on the Board of Directors of the Michigan Association of Municipal Attorneys and the Board of Directors of the Michigan Municipal League Legal Defense Fund. John Schrier has also been designated "Super Lawyer/Michigan" in the area of Government/Cities/Municipalities.

Michelle Landis has been with Parmenter O'Toole since 2007 working almost exclusively on municipal and employment issues with the firm's clients. Michelle's education background is University of Illinois

at Champaign/Urbana (B.A., 1990), Indiana University (Masters in Literature and Linguistics, 1995), Arizona State University, (J.D., 1999). Michelle has handled arbitrations for the firm's public sector clients, including grievance arbitration (discipline and discharge) and Act 312 Arbitrations. Prior to joining Parmenter O'Toole, Michelle began practicing law in 1999, in Phoenix, Arizona, where she specialized in employment and labor law matters. Michelle conducted numerous arbitrations in a state-wide public sector class action lawsuit and represented management of both local and national companies in various employment litigation matters. Her practice while in Arizona included handling matters in both Arizona federal and state courts, as well as other administrative court venues, including trial work in the Chicago area. Michelle Landis is a member of the Michigan Association of Municipal Attorneys.

While all of the attorneys are available to the City and, in fact, have done work for the City, the attorneys most likely to provide legal services are:

Chris Kelly:	University of Michigan (B.A., 1982); California Western School of Law, (J.D., 1985)
William Meier:	Tufts University (B.A., 1987); Boston University (M.B.A., 1991); John Marshall Law School (J.D., 1994)
Brian Leibrandt:	Michigan State University (B.A., 2007); Michigan State University College of Law (J.D., 2010)
Matthew Mills:	Western Michigan University (B.A., 2012); University of Mississippi (J.D., 2015)

In addition to attorneys, paralegals who have performed and would perform work for the City primarily include Lisa Spyke (general litigation, tax appeals, and bankruptcy), Kina Billips (general litigation and prosecution), and Janet Sabourin (real estate).

The work performed by attorneys and staff is under the direction of John Schrier. The level of supervision is dependent upon the expertise of the attorney and staff and the nature of the project. For instance, William Meier, an experienced real estate attorney with over 20 years of experience has performed real estate transactions for the City, with minimal or no oversight. Less experienced attorneys and staff would have far greater supervision by John Schrier or Michelle Landis.

3. Experience and Qualifications

For over 60 years, Parmenter O'Toole has been a legal cornerstone in West Michigan. We know that some of the brightest and most experienced attorneys in Michigan practice law with us. Each of our Michigan licensed attorneys knows that our broad range of practice areas and our industry expertise set us apart from other firms. At Parmenter O'Toole we take a personal, professional and practical approach that defines our client relationships as true partnerships.

Parmenter O'Toole was formed by the merger of two firms whose roots in Muskegon County date back to the 1940s. The firm of Parmenter, Forsythe, Rude, Van Epps, Briggs & Fauri was founded in 1949 when George A. Parmenter and Robert L. Forsythe began practicing under the name of Parmenter & Forsythe. The firm concentrated in real estate, probate, and general business law. The firm of O'Toole, Johnson, Potter, Rolf & Eklund was originally formed in 1948 when Harold M. Street and Paul T. Sorenson became associated under the name of Street & Sorenson. Over the years, the firm concentrated in the areas of business, estate planning, real estate and municipal law.

In 1992, the shareholders of both firms determined that a merger of the two would enable them to provide a greater array of specialized legal services to their clients. The result was Parmenter O'Toole, a law firm that provides quality legal representation and advice to businesses, municipalities, and individuals throughout West Michigan and beyond.

Parmenter O'Toole and its attorneys have performed work for over 30 years for our municipal clients and, especially, the City of Muskegon. More specifically, we advise as to the following:

- a. Drafting and revising ordinances -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park, Village of Shelby and Otto Township;
- b. Election Law -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park and Muskegon Central Dispatch;
- c. Freedom of Information Act -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park, Village of Shelby, Otto Township and Muskegon Central Dispatch;
- d. General Counsel -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park, Village of Shelby, Otto Township, and Muskegon Central Dispatch;
- e. Historic District Law -- City of Muskegon;
- f. Interpretation of regulations and statutes -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park, Village of Shelby, Otto Township, Muskegon Central Dispatch and multiple private sector clients;
- g. Legal Agreements -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park, Village of Shelby, Otto Township, Muskegon Central Dispatch, and multiple private sector clients;
- h. Intergovernmental Agreements -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park and Muskegon Central Dispatch;
- i. Matters before the Michigan Tax Tribunal -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park and limited private sector clients;
- j. Planning and Zoning Issues -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park, Village of Shelby, Otto Township, and multiple private sector clients;
- k. Purchase and Sale of Real and Personal Property -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park, Village of Shelby, and multiple private sector clients;
- l. Open Meetings Act -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park, Village of Shelby, Otto Township, and Muskegon Central Dispatch;
- m. Prosecution -- All local ordinance violations for the Cities of Montague, North Muskegon and Roosevelt Park, Village of Shelby, and Otto Township. We provided prosecution services for the Muskegon Police Department to the City of Muskegon for over 50 years and recently stopped performing such services. We provide prosecution services for the City of Muskegon, excluding the Muskegon Police Department, i.e., SafeBuilt, inspections, zoning violations;
- n. Labor Relations -- Cities of Muskegon, Montague, North Muskegon and Roosevelt Park, Village of Shelby, and multiple private sector clients.

The law firm currently employs in excess of 30 individuals, many of whom have worked here for decades. For many of us, it has been our only job since graduating from college and law school. The firm has always been on solid financial ground. The law firm carries commercial general liability, professional liability worker's compensation and automobile insurance coverage.

Martindale-Hubbell Peer Review Ratings

Parmenter O'Toole is an AV rated law firm by Martindale-Hubbell. Martindale-Hubbell Peer Review Ratings reflect a combination of achieving a Very High General Ethical Standards rating and a Legal Ability numerical rating.

Our firm represents a variety of individuals, businesses and municipalities. As demonstrated by the firm's and attorneys AV ranking, our firm has an outstanding reputation with both our peers and clients.

Representative Client Contact Information

Contact information for representative clients of various size and issues are as follows:

Client	Contact Person	Phone
City of Montague 8778 Ferry Street Montague, MI 49437	John French	231.893.1155
City of North Muskegon 1502 Ruddiman Drive North Muskegon, MI 49445	Sam Janson	231.744.1621
City of Roosevelt Park 900 Oak Ridge Road Muskegon, MI 49441	Anthony Chandler	231.755.3721

Our firm has performed general legal services for municipal entities including real estate, contracts, employment law, public finance issues, litigation, open meetings act, freedom of information act, and construction matters.

Location and Accessibility

We have one location. We are located in Downtown Muskegon. We can assure proper attention will be given to the needs of Muskegon by making sure we are accessible at all times. We will give you direct dial phone numbers and personal email addresses for all of our attorneys and staff.

In addition we have committed to have either John Schrier or Michelle Landis in City Hall every Tuesday. If our presence is of benefit to the City, we would continue that practice.

COST PROPOSAL

Our firm is well prepared to provide the City of Muskegon General Legal Services and Prosecution Services. We believe that having a single firm provide both General Legal Services and Prosecution Services will provide greater legal representation and legal services to the City.

As such, Parmenter O'Toole is prepared to provide the following options:

- 1) **General Legal Services only.** Parmenter O'Toole is prepared and able to provide the full range of services as outlined in the Request for Proposals. We currently provide those services for public sector clients. Parmenter O'Toole would provide the General Legal Services only as follows:

DATES	FIXED MONTHLY FEE
7/1/15 to 6/30/16	\$20,000
7/1/16 to 6/30/17	\$20,000
7/1/17 to 6/30/18	\$20,500
7/1/18 to 6/30/19	\$21,000
7/1/19 to 6/30/20	\$21,500

As to legal services excluded from the Fixed Monthly Fee, Parmenter O'Toole would charge \$145 per hour, regardless of the attorney involved, from July 1, 2015 through June 30, 2017 and \$150 for July 1, 2017 through June 30, 2020 and paralegals at one half the hourly rate of attorneys. We would not expect there to be much, if any, work outside of the Fixed Monthly Fee because:

- a. Bond Counsel – City retains bond counsel to prepare and sell municipal bonds and related borrowing. We recommend and the City has retained Miller Canfield Paddock and Stone as bond counsel;
 - b. Prosecution of Codes and Ordinances – The Fixed Monthly Fee for Prosecutions is for the prosecution of “all local ordinance violations”; and
 - c. Parmenter O'Toole has not and would not act as counsel relating to Cable Television Franchises. The City has used and we continue to recommend use of Varnum, LLC for such advice.
- 2) **General Legal Services and Prosecution Services.** Parmenter O'Toole is prepared and able to provide the full range of services as outlined in the Request for Proposals for both General Legal Services and Prosecution Services. We currently provide those services for other public sector clients. With the exception of the last couple of years, we have prosecuted all local ordinances for the City of Muskegon since the 1950's. We continue to prosecute local ordinance violations relating to inspections and zoning. Parmenter O'Toole would provide the General Legal Services and Prosecution Services as follows:

DATES	FIXED MONTHLY FEE
7/1/15 to 6/30/16	\$25,000
7/1/16 to 6/30/17	\$25,000
7/1/17 to 6/30/18	\$25,500
7/1/18 to 6/30/19	\$26,000
7/1/19 to 6/30/20	\$26,500

Please see above as to General Legal Services excluded from the Fixed Monthly Fee.

Contact Information

Our contact information is as follows:

Name	Direct Dial Phone	Email Address
John Schrier	231.722.5401	jcs@parmenterlaw.com
Michelle Landis	231.722.5403	mrl@parmenterlaw.com

AGENDA ITEM NO. _____
CITY COMMISSION MEETING _____

TO: Honorable Mayor and City Commissioners

FROM: Frank Peterson, City Manager

DATE: June 30, 2015

RE: LC Walker Arena Flooring - Turf

SUMMARY OF REQUEST:

City Staff has been working with area management, event planners, and potential tenants to better utilize the arena as a year-round facility that hosts a variety of sporting events outside of hockey. Before any non-ice events can be booked, we first need to address our alternate flooring needs. Those needs include a subfloor, a wooden court, and a field turf.

Staff has received approval from the County Accommodations Tax Advisory Committee that the group will fund the new subfloor, at a cost of \$140,000. Staff is also seeking a partner to assist with the cost of the wooden court, which will likely exceed \$75,000.

City staff is asking the Commission to approve up to \$30,000 for the purchase of a used turf floor to accommodate indoor activities requiring the use of turf – football, lacrosse, soccer, etc.

FINANCIAL IMPACT:

Up to \$30,000 for FY 14-15

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

To approve the request

COMMITTEE RECOMMENDATION:

None



L.C. WALKER ARENA
AND EVENT CENTER

Flooring Option Costs and Recommendations

L.C. Walker Arena and Event Center

For ATAC

INDEX:

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- **Base Flooring** pg.5-7
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 - Perfect Turf pg.13
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Overview

As follow up to the March 2015 ATAC meeting this document will provides additional product, pricing and recommendations on multipurpose flooring solutions that will better enable the L.C. Walker Arena the opportunity to become a thriving four-season year round Sports and Entertainment Center. This document focuses specifically on different flooring solutions as opposed to a market study or arena activities forecasts (which we would be happy to collaborate with ATAC membership at your convenience). In short, by investing in and utilizing new multipurpose flooring solutions the L.C. Walker Arena and Event Center can significantly increase building utilization, traffic and revenues on a year round basis and enhance the already strong economic impact of the L.C. Walker Arena and Event Center.

Investment Overview

Based upon our findings (subsequent pages) we recommend the following flooring solutions for L.C. Walker Arena and Event Center.

Base Flooring Recommendation:

- ICE CAP PRO, Investment: \$141,330.00

Basketball/Gym (“Wood”) Flooring Recommendation:

- Horner Flooring Co. Investment: \$70,000 (\$20,000 added in paint fees)

Field Turf:

- Sports Turf TDF Nylon 32- Investment \$37,060

Total Investment: \$248,663 (used court) or \$270,663 (new court)

Executive Summary

Our recommendation for an ice base cover would be the Ice Cap Pro. It is relatively light weight only weighing 55lbs; it is highly durable and will not swell from absorbing water from the ice. It is a size that is big enough to cover a lot of ice but not too big that one to two people could not handle picking it up. When it comes to “Wood” Flooring (Basketball/Gym), we recommend ordering from Horner Co. as they have the option of purchasing used portable flooring that would be resurfaced and painted internally. The Field Turf option that would fit the need would be the cost effective choice TDF Nylon 32 Padded turf. At \$2.18 per square foot it is \$0.27 less than its counterpart, the TDF Nylon 38 Padded turf. When added together, the total cost of the flooring project if used basketball flooring was purchased would be \$248,663 with \$20,000 added in for restoration and painting fees. If a new basketball floor was purchased, the total cost would be \$270,663.

Flooring Solution Comparison/Summary Page

Base Flooring Quotes	
Quoted Price	
ARENADECK	\$141,330.00
ICE CAP PRO	\$141,603.00

Wood Flooring "Basketball" Quotes	
Quoted Price	
Robbins Sports Surfaces	\$85,000-\$110,000
Connor Sports	\$95,000-\$100,000
Horner Flooring Co.	(New) \$90,000-\$100,000
	(Used) \$50,000+ FEES

Field Turf Quotes	
Quoted Price	
Sports Turf	Nylon 32: \$37,060
	Nylon 38: \$41,650
Perfect Turf	\$34,000

BASEFLOORING RESEARCH

The L.C. Walker Arena has been home to many hockey teams throughout the years since opening its doors in 1960. Currently the L.C. Walker Arena is home to the USHL Muskegon Lumberjacks, Muskegon Junior Jacks Youth Hockey Program, Speed Skating, Figure Skating and Special Events including trade shows, The Shrine Circus and Concerts. With hockey comes ice, which would have to be covered completely when putting a secondary, removable surface for trade shows, MHSAA events, a basketball court or field turf. The ice cover ("Base Level") is all we would need for concerts and trade shows. The base level would need to be easily removed, durable, strong, safe and have a long lifespan. It must also be non-absorbent so it does not stick to the ice.



ARENADECK (<http://www.eventdeck.com/EventDeckIce.shtml>)

ArenaDeck flooring comes in panels that are five-eighths inch thick by forty-eight inches wide by ninety-six inches long. Each panel weighs approximately thirty pounds. The bottom of the panel has a waffle design to help keep the ice from heating and melting. It comes with a warranty of five years that promises to remain non-absorbent, and free from defects in materials or workmanship.

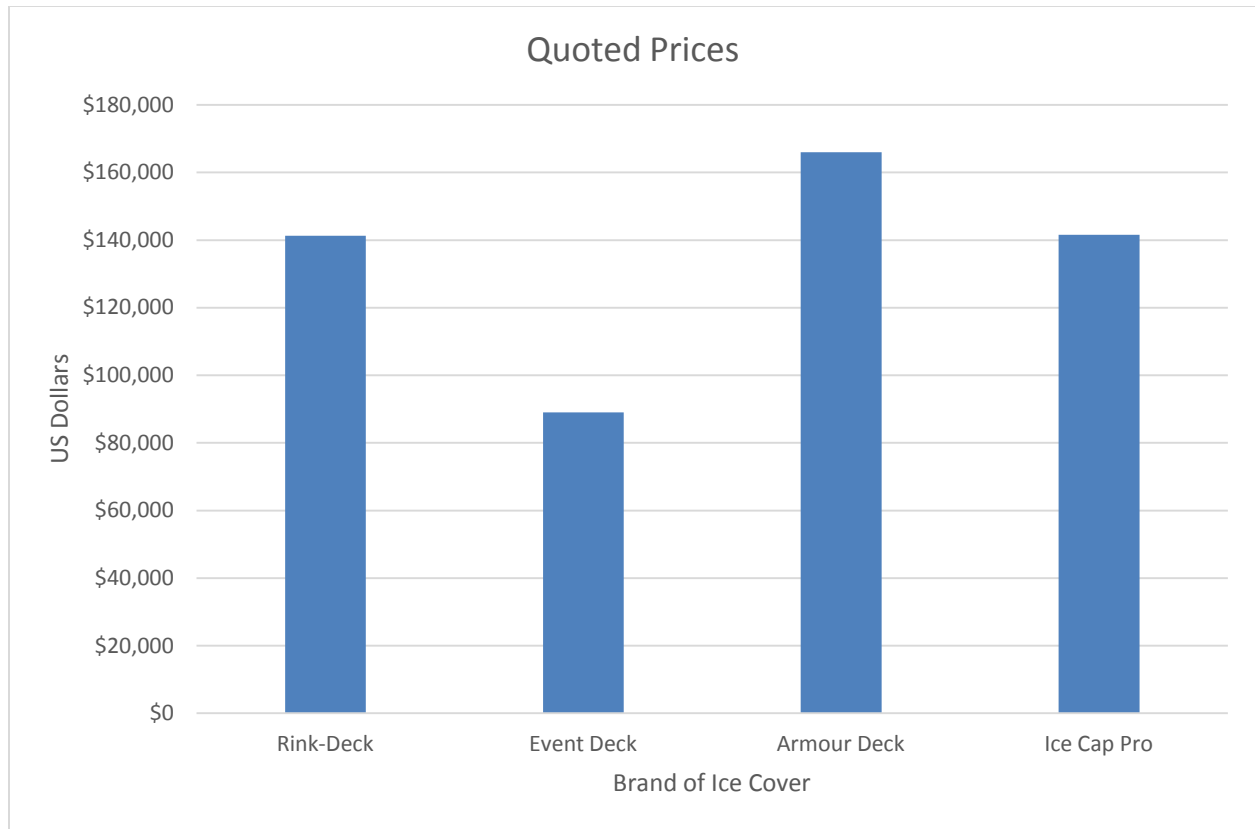
QUOTED PRICE: \$141,330.00

ICE CAP PRO (<http://icecappro.com/>)

Ice Cap Pro ice cover is made of polyurethane and fiber-glass reinforced. It is relatively light weight material as each panel weighs fifty-five pounds. It is a more durable option as the panels come in a size of one inch thick by forty-eight inches wide by ninety-six inches long. The Ice Cap Pro also has the waffle design on the bottom to help keep the ice cool as an insulator. It comes with a warranty of five years that promises to remain non-absorbent, and free from defects in materials or workmanship.

QUOTED PRICE: \$141,603.00

BASE FLOORING



Recommended Option:

- Light weight
- Highly durable
- Does not absorb water off the ice
- Size that can be handled by a one or two person crew

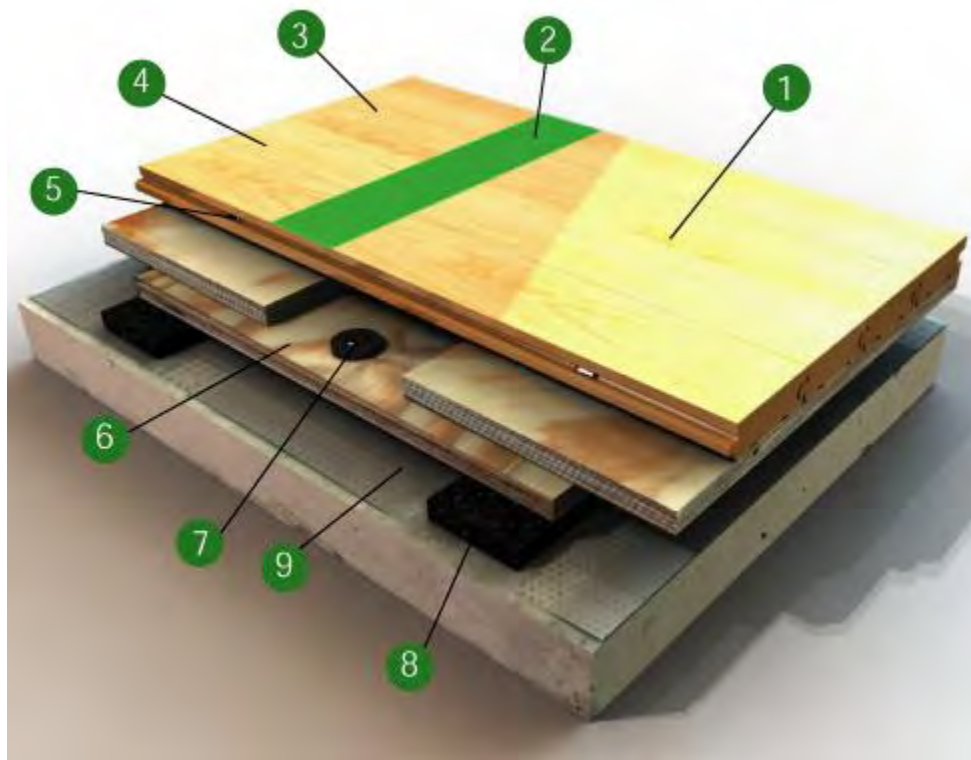
Findings:

Ice Cap Pro fits all options

- Light weight
- Durable
- Does not absorb water
- Small crew can set up

“WOOD” (BASKETBALL) FLOORING RESEARCH

The L.C. Walker Arena is looking to enhance the arena so it may bring in more sports fans. Recently, our conversations have been with the West Michigan Lake Hawks, an American Basketball Association team, coached by Ronald Jenkins. Currently, they are using different Muskegon Area High Schools to host home games. The basketball flooring would need to be quick to put together as the seasons cross over, and also would need to last for years to come. The flooring is of course appropriate for indoor sports including Volleyball, Competitive Cheer, Wrestling, Badminton, Floor Hockey and a myriad of MHSAA Events.



ROBBINS SPORTS SURFACES (<http://www.robbsfloor.com/>)

Robbins Sports Surfaces have been providing portable basketball surfaces to many different sports entities from the National Basketball Association to the National Collegiate Athletic Association. They offer a product that allows for two crews to work simultaneously for set-up or take down called the Zip option. This would allow crews to work faster and more effectively. With having two different sports in the same building, timing is crucial for preparation of each.

PRICE RANGE: \$85,000-\$110,000

CONNOR SPORTS (<http://www.connorsports.com/portable-arena-flooring>)

Connor Sports has also provided some of the best basketball courts for the NBA and the NCAA. They offer a great solution for the arena as the QuickLock Lite has a seamless look and a pin-less hook attachment that would cut down on the time it would take for installation and for tear down. Each panel has a female connection point and a male connection point on the other end. For connection, you would slide two panels together into the grooves that are preset, and connect the male and female pieces. These pieces sit under the wood to create a seamless look.

PRICE RANGE: \$95,000-\$100,000

HORNER FLOORING CO. (<http://www.hornerflooring.com/proking.html>)

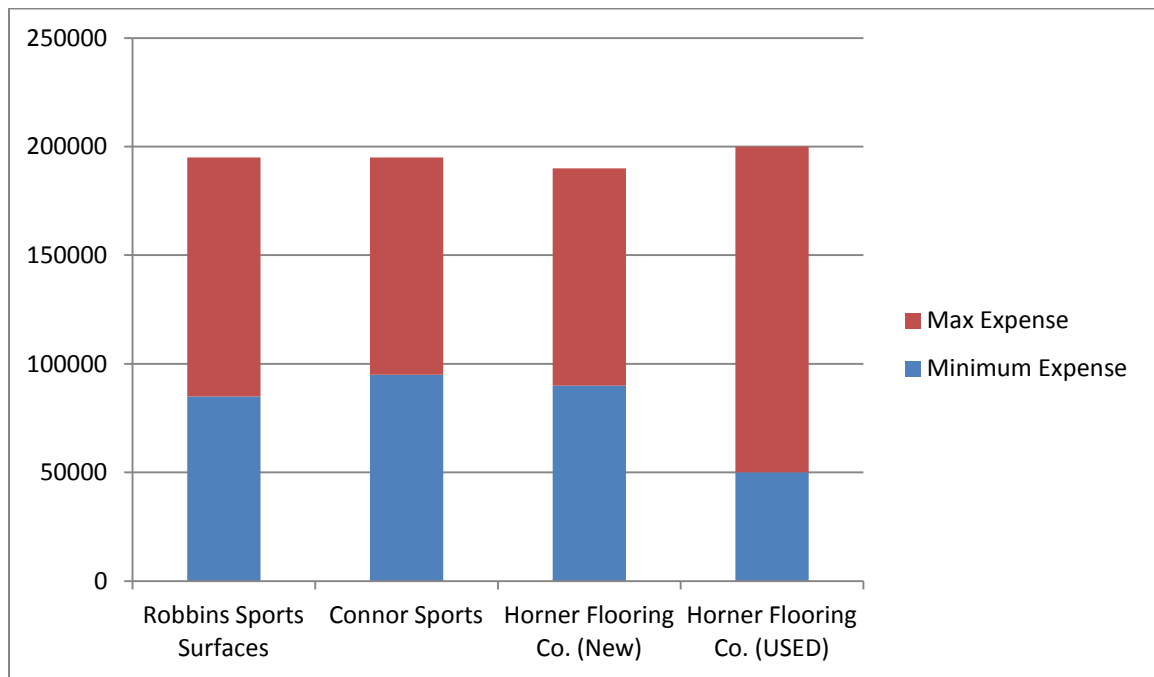
Horner Flooring Co. has customers that are closer to home. They have floor surfaces in stadiums that include the Detroit Pistons, the Chicago Bulls, and the Michigan State Spartans. Located in the Upper Peninsula of Michigan, Horner Flooring Co. would keep money in Michigan and help fellow Michiganders.

The Horner Pro King basketball flooring takes less than two hours to install with a small crew of six people. They also can provide a more feasible option for “used” portable flooring that would need to be resurfaced and painted that they also provide for a separate fee.

QUOTED PRICE RANGE (NEW): \$90,000-\$100,000

QUOTED PRICE RANGE (USED): \$50,000+ FEES

Wood (Basketball) Cover



Recommended Options:

- Durable
- Minimal expense
- Easy to move
- Can be set up by small crew

Findings:

- All flooring options can be done by small crew
- Pricing for new flooring similar
- Can buy used material from Horner Flooring Co.

FIELD TURF

For indoor football, turf is needed to play on. The L.C. Walker Arena is the perfect size to accommodate an indoor football team. When it comes to turf, the same base ice cover is needed over the ice for protection as is needed for a basketball court. Most turf needs the rubber infill to keep it soft and grass like. With indoor football, they use a different kind of turf that is roughly a half inch to one inch thick that does not require the messy rubber infill. As is the case with a “Wood” floor a field turf solution can accommodate a wide variety of uses including soccer, lacrosse, baseball and Elite Athlete training and testing (i.e. combines).



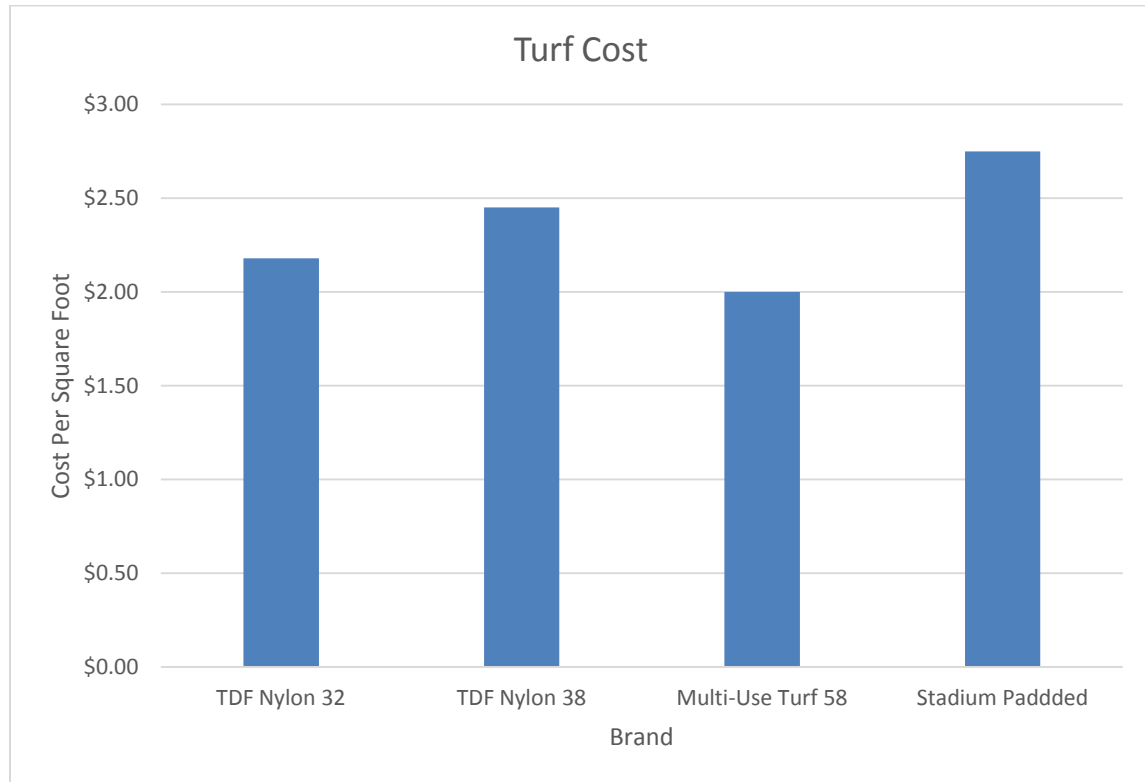
SPORTS TURF (<http://www.turffactorydirect.com/Indoorfacilites.html?gclid=CJff3qHyisUCFZSCaQodSgYApQ>)

Sports Turf had two options that were very similar. They have other options that do not come padded but the padding on these two is five millimeters thick giving spring and cushion to the turf. The TDF Nylon 32 Padded and the TDF Nylon 38 Padded are one fifth inch thick. The best feature of these two turf selections is that they come in a roll size of fifteen feet wide by two-hundred feet long. With the arena size of eighty-five feet wide by two-hundred feet long, these options seem to fit best to cover the most with having to order less. The TDF Nylon 32 is \$2.18 per square foot, a total of \$37,060. The TDF Nylon 38 is \$2.45 per square foot, a total price of \$41,650.

PERFECT TURF (<http://www.eventdeck.com/EventDeckIce.shtml>)

Perfect Turf is another option. Their Multi-Use Turf 58 comes in rolls of fifteen feet wide by fifteen feet long. The turf itself is a five eights inch thick carpet. The price per square foot is around \$2.00, a total price of around \$34,000.

FIELD TURF



Recommended Options:

- Affordable
- Can meet arena footage requirement (17,000sqft)

Findings:

- All options can meet footage requirement
- TDF brands give you more options to chose from
 - TDF Nylon 32 would be \$37,060. The TDF Nylon 38 would be \$41,650
 - 1/5th in thick