

MANISTEE CITY COUNCIL

MEETING AGENDA

WEDNESDAY, NOVEMBER 8, 2017 – 7:00 P.M. – COUNCIL CHAMBERS

I. Call to Order.

- a.) PLEDGE OF ALLEGIANCE.
- b.) ROLL CALL.

II. Public Hearings.

III. Citizen Comments on Agenda Related Items.

IV. Consent Agenda. All agenda items marked with an asterisk (*) are on the consent agenda and considered by the City Manager to be routine matters. Prior to approval of the Consent Agenda, any member of Council may have an item from the Consent Agenda removed and taken up during the regular portion of the meeting. Consent agenda items include:

- V. Approval of Minutes.
- VI. a.) Cash Balances.
b.) Quarterly Financial Update.
c.) Quarterly Investment Update.
- IX. b.) Notification Regarding Next Work Session.

At this time Council could take action to approve the Consent Agenda as presented.

***V. Approval of Minutes.** Approval of the minutes of the October 17, 2017 regular meeting as attached.

VI. Financial Report.

- *a.) CASH BALANCES.
- *b.) QUARTERLY FINANCIAL UPDATE.

*c.) QUARTERLY INVESTMENT UPDATE.

VII. Unfinished Business.

VIII. New Business.

a.) CONSIDERATION OF RENEWING THE ANNUAL SSCENT BYRNE GRANT AGREEMENT.

The Manistee Police Department has an officer assigned to the SSCENT multi-jurisdictional drug team. Part of this partnership includes the Byrne Grant distribution. The renewal of this agreement is from October 1, 2017 through September 30, 2018. The agreement will be disbursed through the Michigan State Police Byrne fund in the amount of \$10,142.00 for the SSCENT officer.

At this time Council could take action to approve the SSCENT Byrne Grant Agreement.

b.) CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

The City Clerk has taken action to advertise vacancies on the Board of Review, Brownfield Redevelopment Authority, Compensation Commission, Harbor Commission, Historic District Commission, Housing Commission, Parks Commission, PEG Commission, Planning Commission, Tree Commission, and the Zoning Board of Appeals.

Mayoral appointments require a motion, second and Council voted support. Nominations for Council appointments do not require a second. After all nominations are made, Council votes on the nominees until one nominee receives majority support.

The following applications have been received:

BROWNFIELD REDEVELOPMENT AUTHORITY. One vacancy, term ending 6/30/20. Applicants must be City residents or persons with interest in property in the City; Mayoral appointment.

Roger Yoder, 225 Seventh Street

COMPENSATION COMMISSION. Two vacancies, both terms ending 9/30/22. Applicants must be registered voters in the City; Mayoral appointment.

Tom Swedenborg, 562 First Street*

HARBOR COMMISSION. One vacancy, term ending 10/31/20. Applicants can be non-residents but must own real estate or a business/profession having a licensed business location in the City; Council appointment.

Roger Zielinski, 529 First Street*

HOUSING COMMISSION. One vacancy, term ending 5/31/18; Mayoral appointment.

Kelly Tomaszewski, 9693 Valley View Drive, Onkama MI 49675

PARKS COMMISSION. Five vacancies, two terms ending 6/30/18, one term ending 6/30/19, and two terms ending 6/30/20. Three appointments may be non-residents but must own real estate or a business/profession having a licensed business location in the City or have a child attending school within the City; Mayoral appointment.

Stephen G. Spencer, 111 Pine Street

PEG COMMISSION. Four vacancies, one term ending 12/31/18, one term ending 12/31/19, and two terms ending 12/31/20. Applicants must be Manistee County residents; Council appointment.

James W. Smith, 353 First Street*

PLANNING COMMISSION. Three vacancies, terms ending 10/31/20. Applicants must be City residents; Mayoral appointment.

Roger Yoder, 225 Seventh Street*

Maureen Barry, 230 Lighthouse Way South*

TREE COMMISSION. Four vacancies, terms ending 12/31/20; Mayoral appointment.

Robert Johnson, 530 Ninth Street*

Kathleen Friedrich, 512 Pine Street*

Janice Waterman, 1010 Maple Street*

*Incumbent

At this time the Mayor and Council could take action to make appointments as noted above.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE DOWNTOWN DEVELOPMENT AUTHORITY.

A regular part of each Council meeting is a report from a cooperating agency, organization or department.

At this time Mr. Tyler Leppanen will report on the activities of the Downtown Development Authority and respond to any questions the Council may have regarding their activities.

No action is required on this item.

*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, November 28, 2017 at 7 p.m. A discussion will be conducted on Medical Marijuana Ordinance, Sidewalk Ordinance / Program, Riverfront Leases; and such business as may come before the Council.

No action is required on this item.

c.) DISCUSSION ON DRAFT REQUEST FOR QUALIFICATIONS.

Discussion and feedback from Council is requested on a draft Request for Qualifications (RFQ) for economic development and related services.

No action is required on this item.

X. Concerns and Comments.

a.) CITIZEN COMMENT. This is an opportunity for citizens to comment on municipal services, activities or areas of City involvement. Citizens in attendance shall be recognized by the Mayor for comments (limited to five minutes). Letters submitted to Council will not be publicly read.

b.) OFFICIALS AND STAFF.

c.) COUNCILMEMBERS.

XI. Adjourn.

TNT:cl

COUNCIL AGENDA ATTACHMENTS:

1. Council Meeting Minutes – October 17, 2017
2. Cash Balances Report
3. Quarterly Financial Update
4. Quarterly Investment Update
5. SSCENT Byrne Grant Agreement
6. Board and Commission Applications
7. Draft RFQ for Economic Development Services

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – October 17, 2017

A regular meeting of the Manistee City Council was called to order by his honor, Mayor James Smith on Tuesday, October 17, 2017 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Dale Cooper, Lynda Beaton, Roger Zielinski, Robert Goodspeed, James Smith, Mark Wittlieff, and Erin Pontiac.

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Michelle Wright, DPW Director – Jeff Mikula, Finance Director – Edward Bradford, Planning & Zoning Director – Denise Blakeslee, Public Safety Director – Tim Kozal, and City Engineer – Pat Bentley.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

None received.

CONSENT AGENDA.

- Minutes
 - October 3, 2017 - Regular Meeting
 - October 10, 2017 - Work Session
- Financial Reports
 - Payroll
 - Sept. 11 - 24, 2017 - \$ 121,037.67
 - Sept. 25 - Oct. 8, 2017 - \$ 121,630.26
 - Invoices
 - Sept. 7, 2017 - \$2,781,087.49
 - Sept. 22, 2017 - \$ 283,028.92
- Notification Regarding Next Work Session – November 28, 2017

A discussion will be conducted on the Sidewalk Ordinance / Program; Riverfront Leases; and such business as may come before the Council.
- Consideration of the 2017 Salvation Army Red Kettle Campaign

The Salvation Army is requesting approval for their annual Red Kettle Campaign. The financial donations collected during this campaign are used in the Manistee community. The Red Kettles and bell ringers will be at various businesses in the City of Manistee including: House of Flavors, Goody's, Ramsdell, NU2U, TJ's, and at the northwest corner of River and Maple Streets. The campaign runs November 3 through December 23, 2017.
- Consideration of 2017 Boos, Brews and Brats Event

The Manistee Downtown Development Authority has requested authorization to conduct their annual Boos, Brews and Brats event on Saturday, October 28, 2017 from 10:00 a.m. to midnight. The event will take place in front of the City Marina. Request has been made to close River Street from Pine to Spruce Street. The event includes activities for children, music and food. The DDA will be responsible for taking down temporary fencing and clean up.
- Consideration of Annual Victorian Sleighbell Parade and Old Christmas Weekend.

The Manistee Downtown Development Authority requests authorization to conduct the 29th Annual Victorian Sleighbell Parade and Old Christmas Weekend. The event will take place from

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – October 17, 2017

November 30 through December 3, 2017. The event will include closing of several streets in the City to accommodate the parade to include River Street from US-31 to Spruce Street, Division Street from River to Clay and Oak Street from River to Water Street. There is also a need for assistance with “no parking” signage, crowd and traffic control, closure of the parking lot at the southwest corner of Division and River Street, and swinging of the traffic signals at River and Maple.

MOTION by Zielinski, second by Beaton to approve the Consent Agenda as presented.

With a roll call vote this motion passes unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, Pontiac

NAYS: None

CONSIDERATION OF ESTABLISHING SALARY FOR HEATHER PEFFLEY AS CITY CLERK.

Council appointed Heather Pefley as City Clerk when City Clerk Michelle Wright retires on January 5, 2018. City Charter stipulates that Council sets the salary for City Clerk. The City’s wage and classification system sets the Clerk’s position in Paygrade 6. The City Manager is recommending that City Council set the salary for Heather Pefley as City Clerk at \$58,578 which is Step 1 of Paygrade 6.

This item was tabled from the October 3, 2017 meeting for further discussion.

MOTION by Wittlieff, second by Beaton to set Heather Pefley’s salary at \$58,578; Paygrade 6, Step 1; effective January 6, 2018.

With a roll call vote this motion passes unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, Pontiac

NAYS: None

CONSIDERATION OF CONSUMERS ENERGY COMPANY LICENSE EXTENSION.

Consumers Energy Company is requesting an extension of their license to perform environmental testing at their former Manufactured Gas Plant site located at 30 Jones Street. The original license was granted in 1999 and they are requesting an extension through December 31, 2020.

MOTION by Zielinski, second by Wittlieff to authorize an extension of the license with Consumers Energy Company for 30 Jones Street through December 31, 2020.

With a roll call vote this motion passes unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, Pontiac

NAYS: None

CONSIDERATION OF A PARCEL SPLIT REQUEST FROM DOUG WESTERVELT.

A request has been received from Doug Westervelt for a parcel split. Mr. Westervelt lives at 2091 Twelfth Street parcel 51-373-702-07 located in the R-1 Zoning District and is requesting to split the property into two parcels that meet the setback requirements of the Zoning Ordinance.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – October 17, 2017

The Planning Commission reviewed and recommends Council's endorsement of the request.

MOTION by Beaton, second by Zielinski to approve the request from Doug Westervelt to split parcel 51-373-702-07 into two parcels as submitted with survey dated September 20, 2017 prepared by the Spicer Group Job #124950SG2017.

With a roll call vote this motion passes unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, Pontiac

NAYS: None

CONSIDERATION OF BOND AUTHORIZING ORDINANCE FOR THE ISSUANCE OF WATER AND SEWER REVENUE AND REVENUE REFUNDING BONDS IN AN AMOUNT NOT TO EXCEED \$4,000,000.

The City is subject to a Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) permit that mandates a wet weather corrective action program (CAP) to remove the last combined sewer overflow. This permit has been discussed several times at past Council work sessions and meetings.

A Notice of Intent resolution was approved by Council on August 22, 2017 for the issuance of debt to finance the needed activities to comply with the CAP. No referendum petitions were filed so the City can proceed with issuing debt. In addition, the City has identified an opportunity to refinance existing water and sewer debt which will save about \$63,500 in interest costs. The approval of the Bond Authorizing Ordinance is necessary to authorize and proceed with the bond sale.

MOTION by Zielinski, second by Wittlieff to approve a Bond Authorizing Ordinance for Water and Sewer Revenue and Revenue Refunding Bonds in an amount not to exceed \$4,000,000. Brief discussion followed.

With a roll call vote this motion passes unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, Pontiac

NAYS: None

CONSIDERATION OF A CONTRACT WITH COMPLIANCE, INC. TO COMPLETE A FINAL ASSESSMENT FOR THE LEAKING UNDERGROUND STORAGE TANK (LUST) LOCATED AT 280 WASHINGTON STREET.

The City previously owned and operated underground storage tanks and a fuel dispenser at 280 Washington Street. In 1994 a petroleum release was reported when the storage tanks and dispenser were removed. The City undertook mitigation efforts to remove the impacted soils and contamination. Monitoring assessments conducted in 2012 and 2013 indicated the presence of fuel components in the soils and groundwater at the site. The Department of Environmental Quality has ordered a Final Assessment be completed. A Request for Qualifications and Cost Proposal was created with two submittals received.

<u>FIRM</u>	<u>TASK #1</u>	<u>TASK#2</u>	<u>TASK#3</u>
Compliance, Inc.*	\$1,780.00	\$10,650.00	\$23,515.00
Gosling Czubak	\$5,088.00	\$13,607.00	\$27,128.00

*Recommended cost proposal. The City Attorney prepared the contract document.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – October 17, 2017

MOTION by Zielinski, second by Wittlieff to approve a contract with the low qualified bidder, Compliance, Inc., to complete a Final Assessment for the Leaking Underground Storage Tank located at 280 Washington Street; and further authorize the Mayor and City Clerk to execute the necessary documents. Discussion followed.

With a roll call vote this motion passes unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, Pontiac
NAYS: None

A REPORT FROM THE RAMSDELL REGIONAL CENTER FOR THE ARTS.

Mr. Xavier Verna reported on the activities of the Ramsdell Regional Center for the Arts and responded to questions the Council had regarding their activities.

DISCUSSION ON DEPUTY FINANCE / DEPUTY TREASURER POSITION.

This discussion item was tabled from the October 10, 2017 Council work session. Comments made regarding the reclassification and job titles; not an arbitrary decision, same grading process/format followed; some were under the assumption deputy clerk position would be backfilled; where did the extra responsibilities come from; budget concerns voiced; position is consistent with the whitepaper, no increase in head count; anticipate savings in overall wages for the next few years.

PRESENTATION OF QUARTERLY STRATEGIC PLAN UPDATE.

This item was tabled from the October 10, 2017 Council work session. City Manager Thad N. Taylor gave an update on the Strategic Plan.

CITIZEN COMMENT.

Luanne Dike, Fourth Street / concerned with safety of sidewalks.

OFFICIALS AND STAFF.

Taylor will be out of town until the 29th.

Mikula commented on identifying unauthorized use of the recycling center; crack sealing completed; smoke testing completed; received 2" of rain last week with no CSO; and current road cuts/breakage will be cold patched at this time and paved during next year's paving projects.

COUNCILMEMBERS.

Zielinski asked if money was received from the catamaran race this summer.

Wittlieff voiced his support of Lynda Beaton for the contested City Council seat.

Pontiac asked why there wasn't a crosswalk by MCC.

Smith asked if the lift in front of the Ramsdell was ours; also asked if vehicle sales were allowed in the peninsula district.

ADJOURN.

MOTION to adjourn was made by Goodspeed. Meeting adjourned at 8:32 p.m.

Michelle Wright MMC / CPFA, MiCPT
City Clerk/Chief Deputy Treasurer

DRAFT

CASH TRANSACTIONS REPORT
DRAFT

MONTH: SEPTEMBER
City of Manistee

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11/1/2017
1:49 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 101 - GENERAL FUND				
Dept: 000				
001.000 Cash - Checking	1,749,944.48	1,480,232.54	2,636,707.40	593,469.62
001.001 Cash - Restricted	27,102.00	0.00	0.00	27,102.00
001.002 Cash - Escrow	71,564.48	1,850.00	988.69	72,425.79
003.000 Cash - Certificates of Deposit	50,000.00	0.00	0.00	50,000.00
004.000 Cash - Petty	600.00	0.00	0.00	600.00
017.000 Cash - MI CLASS	353,921.17	1,751,394.41	0.00	2,105,315.58
Total Dept: 000	2,253,132.13	3,233,476.95	2,637,696.09	2,848,912.99
Fund: 101	2,253,132.13	3,233,476.95	2,637,696.09	2,848,912.99
Fund: 202 - MAJOR STREET FUND				
Dept: 000				
001.000 Cash - Checking	159,319.18	46,004.46	114,412.93	90,910.71
017.000 Cash - MI CLASS	152,128.56	146.65	0.00	152,275.21
Total Dept: 000	311,447.74	46,151.11	114,412.93	243,185.92
Fund: 202	311,447.74	46,151.11	114,412.93	243,185.92
Fund: 203 - LOCAL STREET FUND				
Dept: 000				
001.000 Cash - Checking	253,915.51	80,301.19	76,891.63	257,325.07
Total Dept: 000	253,915.51	80,301.19	76,891.63	257,325.07
Fund: 203	253,915.51	80,301.19	76,891.63	257,325.07
Fund: 204 - MUNICIPAL STREET FUND				
Dept: 000				
001.000 Cash - Checking	64,013.91	0.00	0.00	64,013.91
Total Dept: 000	64,013.91	0.00	0.00	64,013.91
Fund: 204	64,013.91	0.00	0.00	64,013.91
Fund: 226 - CITY REFUSE FUND				
Dept: 000				
001.000 Cash - Checking	152,528.96	81,089.68	73,766.09	159,852.55
Total Dept: 000	152,528.96	81,089.68	73,766.09	159,852.55
Fund: 226	152,528.96	81,089.68	73,766.09	159,852.55
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO				
Dept: 000				
001.000 Cash - Checking	15,532.82	8,920.62	562.50	23,890.94
Total Dept: 000	15,532.82	8,920.62	562.50	23,890.94
Fund: 243	15,532.82	8,920.62	562.50	23,890.94
Fund: 245 - OIL & GAS FUND				
Dept: 000				
001.000 Cash - Checking	2,553.79	2,976.49	0.00	5,530.28
001.020 Cash - Money Market	257,158.12	77,339.50	0.00	334,497.62
Total Dept: 000	259,711.91	80,315.99	0.00	340,027.90
Fund: 245	259,711.91	80,315.99	0.00	340,027.90
Fund: 272 - PEG COMMISSION				
Dept: 000				
001.000 Cash - Checking	4,456.77	0.00	1,782.33	2,674.44

CASH TRANSACTIONS REPORT

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MONTH: SEPTEMBER

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Account Number	Beginning Balance	Debit	Credit	Ending Balance
Total Dept: 000	4,456.77	0.00	1,782.33	2,674.44
Fund: 272	4,456.77	0.00	1,782.33	2,674.44
Fund: 275 - GRANT MANAGEMENT FUND				
Dept: 000				
001.000 Cash - Checking	14,024.44	13,737.50	8,990.18	18,771.76
Total Dept: 000	14,024.44	13,737.50	8,990.18	18,771.76
Fund: 275	14,024.44	13,737.50	8,990.18	18,771.76
Fund: 297 - RAMSDELL REGIONAL CENTER/ARTS				
Dept: 000				
001.000 Cash - Checking	76,516.05	15,789.39	29,247.19	63,058.25
001.002 Cash - Escrow	2,330.00	600.00	450.00	2,480.00
004.000 Cash - Petty	400.00	400.00	0.00	800.00
Total Dept: 000	79,246.05	16,789.39	29,697.19	66,338.25
Fund: 297	79,246.05	16,789.39	29,697.19	66,338.25
Fund: 430 - CAPITAL IMPROVEMENT FUND				
Dept: 000				
001.000 Cash - Checking	349,831.86	0.00	63,906.01	285,925.85
Total Dept: 000	349,831.86	0.00	63,906.01	285,925.85
Fund: 430	349,831.86	0.00	63,906.01	285,925.85
Fund: 496 - RENAISSANCE PARK				
Dept: 000				
001.000 Cash - Checking	1,101.19	0.00	0.00	1,101.19
Total Dept: 000	1,101.19	0.00	0.00	1,101.19
Fund: 496	1,101.19	0.00	0.00	1,101.19
Fund: 501 - BOAT LAUNCH FUND				
Dept: 000				
001.000 Cash - Checking	55,830.81	3,283.95	1,016.63	58,098.13
004.000 Cash - Petty	1,000.00	0.00	0.00	1,000.00
Total Dept: 000	56,830.81	3,283.95	1,016.63	59,098.13
Fund: 501	56,830.81	3,283.95	1,016.63	59,098.13
Fund: 592 - WATER & SEWER UTILITY				
Dept: 000				
001.000 Cash - Checking	887,489.23	510,298.68	932,318.98	465,468.93
001.002 Cash - Escrow	57,500.00	1,800.00	0.00	59,300.00
003.000 Cash - Certificates of Deposit	50,000.00	0.00	0.00	50,000.00
004.000 Cash - Petty	300.00	0.00	0.00	300.00
017.000 Cash - MI CLASS	495,962.43	478.15	0.00	496,440.58
017.001 Cash - MI CLASS 2015 W&S RvBd	231,968.13	223.63	0.00	232,191.76
Total Dept: 000	1,723,219.79	512,800.46	932,318.98	1,303,701.27
Fund: 592	1,723,219.79	512,800.46	932,318.98	1,303,701.27
Fund: 594 - MARINA FUND				
Dept: 000				
001.000 Cash - Checking	46,004.81	24,107.98	33,360.10	36,752.69
001.002 Cash - Escrow	1,000.00	0.00	300.00	700.00
Total Dept: 000	47,004.81	24,107.98	33,660.10	37,452.69
Fund: 594	47,004.81	24,107.98	33,660.10	37,452.69

CASH TRANSACTIONS REPORT

DRAFT

MONTH: SEPTEMBER
City of Manistee

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Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 661 - MOTOR POOL FUND				
Dept: 000				
001.000 Cash - Checking	104,552.50	26,284.25	3,209.95	127,626.80
017.000 Cash - MI CLASS	352,988.95	340.35	0.00	353,329.30
Total Dept: 000	457,541.45	26,624.60	3,209.95	480,956.10
Fund: 661	457,541.45	26,624.60	3,209.95	480,956.10
Fund: 703 - CURRENT TAX COLLECTION				
Dept: 000				
001.000 Cash - Checking	1,747,812.53	118,667.44	1,780,905.14	85,574.83
Total Dept: 000	1,747,812.53	118,667.44	1,780,905.14	85,574.83
Fund: 703	1,747,812.53	118,667.44	1,780,905.14	85,574.83
Fund: 704 - PAYROLL CLEARING FUND				
Dept: 000				
001.000 Cash - Checking	35,753.22	771,849.49	780,378.21	27,224.50
Total Dept: 000	35,753.22	771,849.49	780,378.21	27,224.50
Fund: 704	35,753.22	771,849.49	780,378.21	27,224.50
Fund: 705 - DELINQUENT TAX COLLECTION				
Dept: 000				
001.000 Cash - Checking	2,081.92	62.38	0.00	2,144.30
Total Dept: 000	2,081.92	62.38	0.00	2,144.30
Fund: 705	2,081.92	62.38	0.00	2,144.30
Grand Totals:	7,829,187.82	5,018,178.73	6,539,193.96	6,308,172.59



Administrative Services

Clerk | Finance | Treasury | IT | Assessing | Facilities | Ramsdell

Memo to: Thad Taylor, City Manager
From: Ed Bradford, CFO [ENB](#)
Re: September 30, 2017 First Quarter Financial Update
Date: October 31, 2017

This memo will serve as an update on where we are financially versus budget as of 9/30/2017 and any developments that may impact projected year-end financial performance. It will focus on the primary city activities as captured by the following funds:

General	Oil & Gas	Marina
Major Street	Capital Improvement	
Local Street	Boat Launch	
Refuse	Water & Sewer	

Other City funds financial statements are also included, but with no narrative.

General Fund - 101

General fund revenues are currently at 60.0% of budget. Property tax revenue which is due in August has largely been received for the year. State revenue sharing appears to be behind, but that is only because of the timing of payments. Most items are in line with the budgetary assumptions.

General fund expenditures are at 34.3% of budget, which is consistent with last year. There are a few expense items that merit discussion. Property and casualty insurance, once adjusted for prepaid expense is somewhat higher than budgeted. Police overtime is near half expended due to vacations, special events and injuries, but is not atypical for this time of year; and professional services is over due to physician services. Fire overtime is two-thirds expended for similar reasons. These OT costs will be offset where possible and needed with savings in other line items. DPW part-time is higher than budget because of timing issues with hiring the full-time bridge staff. It will be offset against wages. Parks overtime is half expended but this is typical due to increased summer work

Major Street Fund - 202

The Major Street fund is at 14.4% of annual revenues. This is expected due to prior year accruals. Expenses are at 33.0% of budget due to the timing of project invoices. We continue implementation of our labor and equipment reporting system for streets that will more accurately capture our street maintenance costs and will impact the amounts reported for expenses and transfers. Although actual costs incurred will not change, how they are reported will and may result in budget amendment(s) at year-end.

Local Street Fund - 203

The Local Street fund is at 19.1% of budgeted revenue with no surprises. Expenses are at 16.3% of budget, also in line with expectations. We continue implementation of our labor and equipment reporting system for streets that will more accurately capture our street maintenance costs and will impact the amounts reported for expenses and transfers. Although actual costs incurred will not change, how they are reported will and may result in budget amendment(s) at year-end.

Refuse Fund - 226

Revenue is at 51.8% of the budgeted total and has no unexpected items. Expenses are at 18.4% of budget. Expenses should be near budget at year-end. However, recycling costs may go up and require a budget amendment depending on the ultimate resolution of how this service will be provided.

Oil & Gas Fund - 245

Revenues are at 52.9% of budget. Royalties have resumed and will exceed budget if trend continues. Unrealized gains are at 68.8% of budget, reflecting a highly favorable market in the first quarter. Expenses are at 90.8% of budget. Investment advisor fees are as expected and the annual transfer to the capital improvement fund has been made.

Capital Improvement Fund - 430

Revenues are at 100% for the year. The annual transfer in from the Oil & Gas fund has been made. Expenses are at 31.2% of budget. Expenses so far almost entirely relate to previously committed Ramsdell and the Council Video Equipment. Project expenditures do not occur uniformly throughout the year, and some projects span fiscal years.

Boat Launch - 508

Boat Launch revenue is at 61.2% of budget. Launch revenue is even with last year at this time. Expenses are at 31.6% of budget. The emergency repair to the retaining wall at the Arthur St. Launch has not yet been billed and will require a budget amendment. The auto-attendant machine functioned well this season and still has useable life. It has been left in service longer than in the past this year to see if it gets additional use.

Water and Sewer - 592

Water & sewer revenues are at 23.9% of budget. There are no noteworthy variances, although water and sewer sales seem to be lagging slightly which will be monitored; and interest income is ahead of budget due to an improving investment environment. Oaks Prison volumes are stable at around 106,000 gallons per day, but are still below the contractual minimum.

Operating expenses are overall also generally in line with expectations. Admin is at 24.2% of budget. Water operations is at 18.1% of budget. Standby OT has been broken out from regular OT and budgets will be adjusted accordingly. WWTP is at 22.6% of budget and tracking well. Sewer collection is at 20.2% of budget and in line with expectations.

Marina - 594

The Marina is at 60.8% of budgeted revenues. It was a generally positive summer season at the Marina. Fuel sales exceed the annual budget. We still need to increase boater volume at the Marina if we are to move towards sustainability. It is almost certain that the full \$65,000 transfer in from the capital improvement fund will be necessary. Expenses are at 72.2% of budget with no major surprises, although fuel expense and sales tax are higher due to higher fuel sales volumes. Dock maintenance costs are starting to increase due to aging infrastructure.

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Revenues							
Dept: 000							
402.000 Taxes - Real/Personal Property	2,956,946.00	2,956,946.00	2,844,843.30	821,251.99	0.00	112,102.70	96.2
411.000 Taxes - Delinq Real Property	176,693.00	176,693.00	0.00	0.00	0.00	176,693.00	0.0
412.000 Taxes - Delinq Personal Prop	5,838.00	5,838.00	971.67	0.00	0.00	4,866.33	16.6
432.000 Taxes - Payment in Lieu of	180,821.00	180,821.00	106,159.70	0.00	0.00	74,661.30	58.7
445.000 Taxes - Penalties & Interest	17,235.00	17,235.00	5,260.73	5,260.73	0.00	11,974.27	30.5
447.000 Taxes - Administration Fee	86,175.00	86,175.00	60,061.64	17,630.12	0.00	26,113.36	69.7
476.000 Permit - Business Registration	1,500.00	1,500.00	450.00	75.00	0.00	1,050.00	30.0
477.000 Permit - Franchise Fees	119,000.00	119,000.00	0.00	0.00	0.00	119,000.00	0.0
490.000 Permit - Non-Business	7,000.00	7,000.00	485.00	235.00	0.00	6,515.00	6.9
540.000 State Grant - Other	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
543.002 State Grant - Criminal Justice	2,300.00	2,300.00	0.00	0.00	0.00	2,300.00	0.0
573.000 State Grant - Local Comm Stabi	97,050.00	97,050.00	0.00	0.00	0.00	97,050.00	0.0
574.000 State Grant - Revenue Sharing	488,813.00	488,813.00	3,082.00	0.00	0.00	485,731.00	0.6
574.001 State Grant - CVTRS	165,337.00	165,337.00	0.00	0.00	0.00	165,337.00	0.0
577.000 State Grant - Liquor License T	8,400.00	8,400.00	7,179.70	7,179.70	0.00	1,220.30	85.5
626.000 Charge for Service	60,000.00	60,000.00	6,369.05	1,150.00	0.00	53,630.95	10.6
628.000 Charge for Service - Boat Laun	2,660.00	2,660.00	2,660.00	0.00	0.00	0.00	100.0
630.000 Charge for Service - Local St.	147,000.00	147,000.00	36,750.00	12,250.00	0.00	110,250.00	25.0
631.000 Charge for Service - Major St.	332,500.00	332,500.00	83,124.99	27,708.33	0.00	249,375.01	25.0
632.000 Charge for Service - Marina	11,084.00	11,084.00	2,771.00	0.00	0.00	8,313.00	25.0
634.000 Charge for Service - Refuse	118,347.00	118,347.00	29,586.74	6,893.58	0.00	88,760.26	25.0
635.000 Charge for Service - W&S	367,519.00	367,519.00	91,879.74	30,626.58	0.00	275,639.26	25.0
636.000 Charge for Service - Transport	290,000.00	290,000.00	77,122.03	22,411.62	0.00	212,877.97	26.6
637.000 Utility Ownership Fee	199,760.00	199,760.00	49,940.01	16,646.67	0.00	149,819.99	25.0
642.000 Sales	3,500.00	3,500.00	2,396.66	331.61	0.00	1,103.34	68.5
655.000 Fines & Forfeits	30,000.00	30,000.00	3,879.76	1,039.00	0.00	26,120.24	12.9
665.000 Investment - Interest	8,001.00	8,001.00	2,321.89	1,605.25	0.00	5,679.11	29.0
667.000 Rental Income	5,650.00	5,650.00	1,950.00	0.00	0.00	3,700.00	34.5
667.030 Riverfront Lease Income	22,112.00	22,112.00	0.00	0.00	0.00	22,112.00	0.0
672.000 Other Revenue	500.00	500.00	17.81	0.00	0.00	482.19	3.6
674.000 Contributions / Donations	2,000.00	2,000.00	401.50	0.00	0.00	1,598.50	20.1
676.000 Reimbursement	153,475.00	153,475.00	150,413.30	18,029.43	0.00	3,061.70	98.0
687.000 Refunds	16,214.00	16,214.00	87.50	0.00	0.00	16,126.50	0.5
688.000 Refunds - Work/Comp Premium	0.00	0.00	575.00	0.00	0.00	-575.00	0.0
698.000 Insurance Settlement	0.00	0.00	2,341.74	0.00	0.00	-2,341.74	0.0
699.000 Transfers In	429,272.00	429,272.00	338,973.75	338,973.75	0.00	90,298.25	79.0
Dept: 000	6,522,702.00	6,522,702.00	3,912,056.21	1,329,298.36	0.00	2,610,645.79	60.0
Revenues	6,522,702.00	6,522,702.00	3,912,056.21	1,329,298.36	0.00	2,610,645.79	60.0
Expenditures							
Dept: 101 LEGISLATIVE							
702.000 Wages - Full Time	27,052.00	27,052.00	6,763.05	2,254.35	0.00	20,288.95	25.0
709.000 Costs - Social Security	1,677.00	1,677.00	419.25	139.75	0.00	1,257.75	25.0
711.000 Costs - Medicare	392.00	392.00	98.13	32.71	0.00	293.87	25.0
726.000 Costs - Workers Compensation	87.00	87.00	21.56	5.39	0.00	65.44	24.8
752.000 Supplies - Operating	2,225.00	2,225.00	0.00	0.00	0.00	2,225.00	0.0
913.000 Travel & Training	4,350.00	4,350.00	-389.00	15.00	0.00	4,739.00	-8.9
915.000 Memberships & Dues	5,400.00	5,400.00	4,522.00	0.00	0.00	878.00	83.7
LEGISLATIVE	41,183.00	41,183.00	11,434.99	2,447.20	0.00	29,748.01	27.8
Dept: 172 MANAGER							
702.000 Wages - Full Time	152,641.00	152,641.00	34,178.36	17,289.18	0.00	118,462.64	22.4
708.000 Costs - SUTA	475.00	475.00	0.00	0.00	0.00	475.00	0.0
709.000 Costs - Social Security	10,044.00	10,044.00	2,543.43	1,082.71	0.00	7,500.57	25.3
711.000 Costs - Medicare	2,349.00	2,349.00	594.78	253.20	0.00	1,754.22	25.3
712.000 Costs - In Lieu of BC/BS	4,066.00	4,066.00	1,354.95	338.70	0.00	2,711.05	33.3
717.000 Costs - MERS Contribution	19,920.00	19,920.00	5,415.94	2,308.44	0.00	14,504.06	27.2
718.000 Costs - Blue Cross Insurance	11,014.00	11,014.00	3,690.20	922.55	0.00	7,323.80	33.5
718.001 Costs - HSA Contribution	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.0

**REVENUE/EXPENDITURE REPORT
DRAFT**

City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 172 MANAGER							
718.002 Costs - Dental Insurance	1,398.00	1,398.00	466.72	116.68	0.00	931.28	33.4
718.003 Costs - Vision / Ancillary	389.00	389.00	97.35	32.45	0.00	291.65	25.0
724.000 Costs - Vehicle Allowance	4,800.00	4,800.00	1,200.00	400.00	0.00	3,600.00	25.0
725.000 Costs - Life Insurance	504.00	504.00	163.34	41.13	0.00	340.66	32.4
726.000 Costs - Workers Compensation	687.00	687.00	232.85	77.79	0.00	454.15	33.9
752.000 Supplies - Operating	2,000.00	2,000.00	-35.27	0.00	0.00	2,035.27	-1.8
791.000 Subscriptions & Publications	155.00	155.00	0.00	0.00	0.00	155.00	0.0
801.000 Professional & Consulting Serv	500.00	500.00	0.00	0.00	0.00	500.00	0.0
913.000 Travel & Training	3,550.00	3,550.00	74.00	74.00	0.00	3,476.00	2.1
915.000 Memberships & Dues	1,200.00	1,200.00	160.00	0.00	0.00	1,040.00	13.3
933.000 Software Agree / Copier Maint	1,300.00	1,300.00	136.50	45.50	0.00	1,163.50	10.5
983.000 Lease Purchase	2,000.00	2,000.00	495.78	165.26	0.00	1,504.22	24.8
MANAGER	221,992.00	221,992.00	53,768.93	23,147.59	0.00	168,223.07	24.2
Dept: 215 CLERK							
702.000 Wages - Full Time	123,716.00	123,716.00	28,546.33	14,273.17	0.00	95,169.67	23.1
708.000 Costs - SUTA	475.00	475.00	0.00	0.00	0.00	475.00	0.0
709.000 Costs - Social Security	7,763.00	7,763.00	1,924.71	832.61	0.00	5,838.29	24.8
711.000 Costs - Medicare	1,816.00	1,816.00	450.13	194.72	0.00	1,365.87	24.8
712.000 Costs - In Lieu of BC/BS	0.00	0.00	400.00	0.00	0.00	-400.00	0.0
713.000 Overtime	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
717.000 Costs - MERS Contribution	16,275.00	16,275.00	4,334.07	1,862.64	0.00	11,940.93	26.6
718.000 Costs - Blue Cross Insurance	11,014.00	11,014.00	3,690.20	922.55	0.00	7,323.80	33.5
718.001 Costs - HSA Contribution	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.0
718.002 Costs - Dental Insurance	699.00	699.00	233.36	58.34	0.00	465.64	33.4
718.003 Costs - Vision / Ancillary	354.00	354.00	88.50	29.50	0.00	265.50	25.0
723.000 Costs - Retiree Health Care	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
725.000 Costs - Life Insurance	407.00	407.00	135.61	34.08	0.00	271.39	33.3
726.000 Costs - Workers Compensation	561.00	561.00	188.63	64.23	0.00	372.37	33.6
752.000 Supplies - Operating	3,400.00	3,400.00	428.66	0.00	0.00	2,971.34	12.6
791.000 Subscriptions & Publications	160.00	160.00	0.00	0.00	0.00	160.00	0.0
801.000 Professional & Consulting Serv	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
900.000 Printing & Publishing	5,000.00	5,000.00	540.20	394.20	0.00	4,459.80	10.8
913.000 Travel & Training	4,400.00	4,400.00	444.23	444.23	0.00	3,955.77	10.1
915.000 Memberships & Dues	670.00	670.00	200.00	0.00	0.00	470.00	29.9
931.000 Repairs/Maint - Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
933.000 Software Agree / Copier Maint	7,210.00	7,210.00	5,883.90	63.80	0.00	1,326.10	81.6
983.000 Lease Purchase	3,000.00	3,000.00	745.56	745.56	0.00	2,254.44	24.9
CLERK	193,920.00	193,920.00	51,234.09	19,919.63	0.00	142,685.91	26.4
Dept: 247 BOARD OF REVIEW							
704.000 Wages - Part-Time	750.00	750.00	160.00	0.00	0.00	590.00	21.3
709.000 Costs - Social Security	75.00	75.00	9.92	0.00	0.00	65.08	13.2
711.000 Costs - Medicare	20.00	20.00	2.33	0.00	0.00	17.67	11.7
726.000 Costs - Workers Compensation	5.00	5.00	0.73	0.00	0.00	4.27	14.6
900.000 Printing & Publishing	500.00	500.00	26.88	0.00	0.00	473.12	5.4
913.000 Travel & Training	750.00	750.00	0.00	0.00	0.00	750.00	0.0
BOARD OF REVIEW	2,100.00	2,100.00	199.86	0.00	0.00	1,900.14	9.5
Dept: 253 FINANCE / TREASURER							
702.000 Wages - Full Time	166,020.00	166,020.00	38,308.57	19,154.28	0.00	127,711.43	23.1
708.000 Costs - SUTA	713.00	713.00	0.00	0.00	0.00	713.00	0.0
709.000 Costs - Social Security	11,012.00	11,012.00	2,839.31	1,216.36	0.00	8,172.69	25.8
711.000 Costs - Medicare	2,575.00	2,575.00	664.06	284.48	0.00	1,910.94	25.8
712.000 Costs - In Lieu of BC/BS	9,600.00	9,600.00	2,800.00	800.00	0.00	6,800.00	29.2
713.000 Overtime	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
717.000 Costs - MERS Contribution	21,796.00	21,796.00	5,794.48	2,499.63	0.00	16,001.52	26.6
718.000 Costs - Blue Cross Insurance	13,861.00	13,861.00	4,645.76	1,161.44	0.00	9,215.24	33.5
718.001 Costs - HSA Contribution	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.0
718.002 Costs - Dental Insurance	873.00	873.00	291.72	72.93	0.00	581.28	33.4

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 253 FINANCE / TREASURER							
718.003 Costs - Vision / Ancillary	354.00	354.00	88.50	29.50	0.00	265.50	25.0
725.000 Costs - Life Insurance	539.00	539.00	179.07	45.12	0.00	359.93	33.2
726.000 Costs - Workers Compensation	752.00	752.00	257.42	86.19	0.00	494.58	34.2
752.000 Supplies - Operating	4,200.00	4,200.00	1,079.41	95.62	0.00	3,120.59	25.7
791.000 Subscriptions & Publications	835.00	835.00	0.00	0.00	0.00	835.00	0.0
801.000 Professional & Consulting Serv	29,116.00	29,116.00	10,540.25	9,000.00	0.00	18,575.75	36.2
900.000 Printing & Publishing	700.00	700.00	0.00	0.00	0.00	700.00	0.0
913.000 Travel & Training	4,600.00	4,600.00	1,271.14	0.00	0.00	3,328.86	27.6
915.000 Memberships & Dues	735.00	735.00	265.00	0.00	0.00	470.00	36.1
933.000 Software Agree / Copier Maint	9,520.00	9,520.00	7,917.05	148.99	0.00	1,602.95	83.2
983.000 Lease Purchase	1,740.00	1,740.00	431.64	287.76	0.00	1,308.36	24.8
985.000 Capital Outlay - under \$5,000	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
FINANCE / TREASURER	284,541.00	284,541.00	80,373.38	34,882.30	0.00	204,167.62	28.2
Dept: 257 ASSESSOR							
723.000 Costs - Retiree Health Care	3,000.00	3,000.00	1,000.00	250.00	0.00	2,000.00	33.3
752.000 Supplies - Operating	400.00	400.00	115.50	0.00	0.00	284.50	28.9
801.000 Professional & Consulting Serv	78,940.00	78,940.00	19,110.00	6,370.00	0.00	59,830.00	24.2
931.000 Repairs/Maint - Equipment	0.00	0.00	44.99	0.00	0.00	-44.99	0.0
933.000 Software Agree / Copier Maint	3,525.00	3,525.00	3,176.31	0.00	0.00	348.69	90.1
ASSESSOR	85,865.00	85,865.00	23,446.80	6,620.00	0.00	62,418.20	27.3
Dept: 262 ELECTIONS							
704.000 Wages - Part-Time	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
709.000 Costs - Social Security	248.00	248.00	0.00	0.00	0.00	248.00	0.0
711.000 Costs - Medicare	58.00	58.00	0.00	0.00	0.00	58.00	0.0
726.000 Costs - Workers Compensation	18.00	18.00	0.00	0.00	0.00	18.00	0.0
752.000 Supplies - Operating	2,250.00	2,250.00	257.09	257.09	0.00	1,992.91	11.4
801.000 Professional & Consulting Serv	2,090.00	2,090.00	0.00	0.00	0.00	2,090.00	0.0
900.000 Printing & Publishing	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
ELECTIONS	10,164.00	10,164.00	257.09	257.09	0.00	9,906.91	2.5
Dept: 265 CITY HALL BUILDINGS & GROUNDS							
702.000 Wages - Full Time	48,879.00	48,879.00	11,080.00	5,640.00	0.00	37,799.00	22.7
708.000 Costs - SUTA	238.00	238.00	0.00	0.00	0.00	238.00	0.0
709.000 Costs - Social Security	3,142.00	3,142.00	763.94	331.08	0.00	2,378.06	24.3
711.000 Costs - Medicare	735.00	735.00	178.64	77.42	0.00	556.36	24.3
717.000 Costs - MERS Contribution	6,379.00	6,379.00	1,783.26	762.12	0.00	4,595.74	28.0
718.000 Costs - Blue Cross Insurance	11,014.00	11,014.00	3,690.20	922.55	0.00	7,323.80	33.5
718.001 Costs - HSA Contribution	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.0
718.002 Costs - Dental Insurance	699.00	699.00	233.36	58.34	0.00	465.64	33.4
718.003 Costs - Vision / Ancillary	354.00	354.00	88.50	29.50	0.00	265.50	25.0
724.000 Costs - Vehicle Allowance	1,800.00	1,800.00	600.00	200.00	0.00	1,200.00	33.3
725.000 Costs - Life Insurance	85.00	85.00	28.20	7.05	0.00	56.80	33.2
726.000 Costs - Workers Compensation	2,014.00	2,014.00	702.32	239.70	0.00	1,311.68	34.9
752.000 Supplies - Operating	7,000.00	7,000.00	1,258.83	399.73	0.00	5,741.17	18.0
801.000 Professional & Consulting Serv	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
831.000 Contractual Service	0.00	0.00	225.00	0.00	0.00	-225.00	0.0
850.000 Communications - Phone	10,000.00	10,000.00	1,714.09	595.84	0.00	8,285.91	17.1
918.000 Utilities - Water	2,300.00	2,300.00	824.77	242.91	0.00	1,475.23	35.9
920.000 Utilities - Electric	22,000.00	22,000.00	5,992.35	1,991.99	0.00	16,007.65	27.2
921.000 Utilities - Natural Gas	5,700.00	5,700.00	130.35	17.26	0.00	5,569.65	2.3
930.000 Repairs/Maint - Buildings/Land	13,500.00	13,500.00	2,560.10	713.06	0.00	10,939.90	19.0
931.000 Repairs/Maint - Equipment	8,500.00	8,500.00	57.45	0.00	0.00	8,442.55	0.7
985.000 Capital Outlay - under \$5,000	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
CITY HALL BUILDINGS & GROUNDS	152,839.00	152,839.00	34,911.36	12,228.55	0.00	117,927.64	22.8
Dept: 275 GENERAL							
752.000 Supplies - Operating	664.00	664.00	0.00	0.00	0.00	664.00	0.0
801.000 Professional & Consulting Serv	29,400.00	29,400.00	15,160.09	2,245.00	0.00	14,239.91	51.6

**REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 275 GENERAL							
802.000 Attorney	50,000.00	50,000.00	8,100.00	4,050.00	0.00	41,900.00	16.2
804.000 Attorney - Labor	10,000.00	10,000.00	250.00	250.00	0.00	9,750.00	2.5
805.000 Attorney - Tax Appeals	8,000.00	8,000.00	150.00	150.00	0.00	7,850.00	1.9
806.000 Attorney - Prosecuting Atty	12,500.00	12,500.00	6,193.95	0.00	0.00	6,306.05	49.6
807.000 Attorney - Litigation	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00	0.0
851.000 Postage	27,000.00	27,000.00	6,692.02	2,233.41	0.00	20,307.98	24.8
852.000 Communications - Data/Internet	6,036.00	6,036.00	435.00	145.00	0.00	5,601.00	7.2
853.000 Communications - Cell Phones	12,000.00	12,000.00	2,280.62	1,361.33	0.00	9,719.38	19.0
920.001 Utilities - Electric Str Light	109,000.00	109,000.00	18,307.67	9,001.15	0.00	90,692.33	16.8
935.000 Insurance	88,000.00	88,000.00	98,502.33	0.00	0.00	-10,502.33	111.9
940.000 Rent	1,700.00	1,700.00	976.30	0.00	0.00	723.70	57.4
946.000 Engineering Services	12,000.00	12,000.00	3,000.00	1,000.00	0.00	9,000.00	25.0
959.000 Bad Debt	500.00	500.00	0.00	0.00	0.00	500.00	0.0
960.000 Bank Charges	5,500.00	5,500.00	2,522.77	0.00	0.00	2,977.23	45.9
964.000 Refunds	500.00	500.00	0.00	0.00	0.00	500.00	0.0
984.000 Computer Hardware & Software	14,500.00	14,500.00	3,450.75	0.00	0.00	11,049.25	23.8
995.000 Transfers Out	80,616.00	80,616.00	0.00	0.00	0.00	80,616.00	0.0
GENERAL	473,416.00	473,416.00	166,021.50	20,435.89	0.00	307,394.50	35.1
Dept: 301 POLICE							
702.000 Wages - Full Time	649,404.00	649,404.00	150,162.72	75,355.22	0.00	499,241.28	23.1
704.000 Wages - Part-Time	15,070.00	14,070.00	1,725.00	0.00	0.00	12,345.00	12.3
708.000 Costs - SUTA	3,326.00	2,326.00	2.34	0.00	0.00	2,323.66	0.1
709.000 Costs - Social Security	934.00	934.00	279.71	0.00	0.00	654.29	29.9
711.000 Costs - Medicare	10,693.00	10,693.00	2,731.29	1,110.86	0.00	7,961.71	25.5
712.000 Costs - In Lieu of BC/BS	16,433.00	16,433.00	5,471.31	1,382.56	0.00	10,961.69	33.3
713.000 Overtime	24,000.00	29,000.00	13,604.87	3,596.76	0.00	15,395.13	46.9
713.003 Spotlight Grant	5,000.00	5,000.00	890.94	0.00	0.00	4,109.06	17.8
717.000 Costs - MERS Contribution	138,193.00	138,193.00	34,905.94	12,067.52	0.00	103,287.06	25.3
718.000 Costs - Blue Cross Insurance	103,253.00	103,253.00	34,603.32	8,650.83	0.00	68,649.68	33.5
718.001 Costs - HSA Contribution	24,000.00	24,000.00	24,000.00	0.00	0.00	0.00	100.0
718.002 Costs - Dental Insurance	6,871.00	6,871.00	2,287.49	580.99	0.00	4,583.51	33.3
718.003 Costs - Vision / Ancillary	3,204.00	3,204.00	800.94	266.98	0.00	2,403.06	25.0
721.000 Costs - Uniform/Cleaning Allow	12,700.00	11,700.00	1,324.75	271.55	0.00	10,375.25	11.3
723.000 Costs - Retiree Health Care	6,000.00	6,000.00	1,500.00	500.00	0.00	4,500.00	25.0
725.000 Costs - Life Insurance	2,195.00	2,195.00	731.80	182.95	0.00	1,463.20	33.3
726.000 Costs - Workers Compensation	19,300.00	19,300.00	6,648.72	2,219.96	0.00	12,651.28	34.4
727.000 Holiday/Vacation/Sick Sellback	20,000.00	20,000.00	2,619.60	0.00	0.00	17,380.40	13.1
752.000 Supplies - Operating	14,100.00	14,100.00	5,848.09	787.41	0.00	8,251.91	41.5
770.000 Vehicle Gas / Diesel	13,900.00	13,900.00	3,647.87	1,159.31	0.00	10,252.13	26.2
791.000 Subscriptions & Publications	100.00	100.00	0.00	0.00	0.00	100.00	0.0
801.000 Professional & Consulting Serv	1,250.00	1,250.00	3,650.00	3,650.00	0.00	-2,400.00	292.0
873.000 Education/Tuition Reimburse.	5,000.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 Printing & Publishing	1,000.00	1,000.00	183.55	183.55	0.00	816.45	18.4
913.000 Travel & Training	9,600.00	9,600.00	1,818.03	1,144.35	0.00	7,781.97	18.9
915.000 Memberships & Dues	500.00	500.00	0.00	0.00	0.00	500.00	0.0
930.000 Repairs/Maint - Buildings/Land	0.00	0.00	203.95	15.74	0.00	-203.95	0.0
931.000 Repairs/Maint - Equipment	4,855.00	3,855.00	0.00	0.00	0.00	3,855.00	0.0
932.000 Repairs/Maint - Vehicles	9,000.00	9,000.00	1,685.73	435.53	0.00	7,314.27	18.7
933.000 Software Agree / Copier Maint	4,115.00	4,115.00	2,908.64	45.81	0.00	1,206.36	70.7
957.000 Motor Pool	31,465.00	31,465.00	7,866.24	2,622.08	0.00	23,598.76	25.0
983.000 Lease Purchase	1,420.00	1,420.00	353.94	117.98	0.00	1,066.06	24.9
985.000 Capital Outlay - under \$5,000	1,500.00	5,500.00	979.00	979.00	0.00	4,521.00	17.8
POLICE	1,158,381.00	1,158,381.00	313,435.78	117,326.94	0.00	844,945.22	27.1
Dept: 336 FIRE							
702.000 Wages - Full Time	453,347.00	453,347.00	93,889.21	52,242.70	0.00	359,457.79	20.7
704.000 Wages - Part-Time	7,000.00	7,000.00	480.00	360.00	0.00	6,520.00	6.9
708.000 Costs - SUTA	2,324.00	2,324.00	63.96	51.11	0.00	2,260.04	2.8
709.000 Costs - Social Security	434.00	434.00	52.08	22.32	0.00	381.92	12.0
711.000 Costs - Medicare	6,835.00	6,835.00	1,720.04	784.78	0.00	5,114.96	25.2

**REVENUE/EXPENDITURE REPORT
DRAFT**

City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 336 FIRE							
712.000	2,033.00	2,033.00	633.44	162.06	0.00	1,399.56	31.2
713.000	30,000.00	30,000.00	19,852.33	10,666.98	0.00	10,147.67	66.2
713.005	0.00	0.00	894.80	559.96	0.00	-894.80	0.0
717.000	127,631.00	127,631.00	36,402.64	16,879.26	0.00	91,228.36	28.5
718.000	110,887.00	110,887.00	34,843.20	9,291.52	0.00	76,043.80	31.4
718.001	24,000.00	24,000.00	23,500.00	2,500.00	0.00	500.00	97.9
718.002	7,336.00	7,336.00	2,180.58	619.90	0.00	5,155.42	29.7
718.003	2,850.00	2,850.00	653.41	237.47	0.00	2,196.59	22.9
721.000	6,000.00	6,000.00	3,734.83	1,955.41	0.00	2,265.17	62.2
722.000	6,560.00	6,560.00	5,193.33	0.00	0.00	1,366.67	79.2
723.000	12,000.00	12,000.00	3,000.00	1,000.00	0.00	9,000.00	25.0
725.000	1,519.00	1,519.00	478.00	140.65	0.00	1,041.00	31.5
726.000	20,248.00	20,248.00	6,987.26	2,565.67	0.00	13,260.74	34.5
727.000	26,000.00	26,000.00	0.00	0.00	0.00	26,000.00	0.0
752.000	10,000.00	10,000.00	1,277.85	314.02	0.00	8,722.15	12.8
770.000	6,500.00	6,500.00	1,451.69	384.12	0.00	5,048.31	22.3
777.000	16,600.00	16,600.00	7,034.49	1,331.13	0.00	9,565.51	42.4
780.000	2,200.00	2,200.00	170.80	170.80	0.00	2,029.20	7.8
791.000	350.00	350.00	0.00	0.00	0.00	350.00	0.0
801.000	23,325.00	23,325.00	6,627.85	1,850.20	0.00	16,697.15	28.4
873.000	7,500.00	7,500.00	1,011.00	0.00	0.00	6,489.00	13.5
900.000	400.00	400.00	113.08	0.00	0.00	286.92	28.3
913.000	7,300.00	7,300.00	1,692.38	1,244.38	0.00	5,607.62	23.2
915.000	400.00	400.00	0.00	0.00	0.00	400.00	0.0
918.000	1,550.00	1,550.00	328.96	127.92	0.00	1,221.04	21.2
920.000	5,200.00	5,200.00	1,149.66	371.41	0.00	4,050.34	22.1
921.000	3,800.00	3,800.00	137.38	43.18	0.00	3,662.62	3.6
930.000	2,800.00	2,800.00	798.86	17.99	0.00	2,001.14	28.5
931.000	5,700.00	5,700.00	90.46	0.00	0.00	5,609.54	1.6
932.000	6,450.00	6,450.00	3,770.02	3,703.03	0.00	2,679.98	58.4
933.000	2,550.00	2,550.00	90.00	30.00	0.00	2,460.00	3.5
942.000	21,600.00	21,600.00	5,400.00	0.00	0.00	16,200.00	25.0
956.000	200.00	200.00	0.00	0.00	0.00	200.00	0.0
957.000	62,930.00	62,930.00	15,732.51	5,244.17	0.00	47,197.49	25.0
983.000	480.00	480.00	117.96	39.32	0.00	362.04	24.6
985.000	10,100.00	10,100.00	3,786.04	1,666.92	0.00	6,313.96	37.5
FIRE	1,044,939.00	1,044,939.00	285,340.10	116,578.56	0.00	759,598.90	27.3
Dept: 441 PUBLIC WORKS							
702.000	634,687.00	634,687.00	134,285.81	72,306.40	0.00	500,401.19	21.2
704.000	11,700.00	11,700.00	16,088.44	4,155.44	0.00	-4,388.44	137.5
708.000	3,635.00	3,635.00	336.04	144.76	0.00	3,298.96	9.2
709.000	44,064.00	44,064.00	10,884.68	4,840.31	0.00	33,179.32	24.7
711.000	10,305.00	10,305.00	2,545.61	1,132.00	0.00	7,759.39	24.7
712.000	4,800.00	4,800.00	1,640.68	400.00	0.00	3,159.32	34.2
713.000	27,000.00	27,000.00	8,166.25	3,949.79	0.00	18,833.75	30.2
713.001	15,936.00	15,936.00	4,275.04	1,875.72	0.00	11,660.96	26.8
716.000	2,587.00	2,587.00	723.98	302.97	0.00	1,863.02	28.0
717.000	39,766.00	39,766.00	9,860.32	3,957.65	0.00	29,905.68	24.8
718.000	158,696.00	158,696.00	44,947.29	12,579.92	0.00	113,748.71	28.3
718.001	36,000.00	36,000.00	32,250.00	3,750.00	0.00	3,750.00	89.6
718.002	9,665.00	9,665.00	2,829.58	792.47	0.00	6,835.42	29.3
718.003	4,602.00	4,602.00	973.50	383.50	0.00	3,628.50	21.2
721.000	6,803.00	6,803.00	3,230.63	2,573.07	0.00	3,572.37	47.5
723.000	7,500.00	7,500.00	2,000.00	500.00	0.00	5,500.00	26.7
725.000	1,829.00	1,829.00	521.01	158.63	0.00	1,307.99	28.5
726.000	46,385.00	46,385.00	15,242.91	5,367.81	0.00	31,142.09	32.9
727.000	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.0
752.000	15,300.00	15,300.00	3,586.80	1,244.37	0.00	11,713.20	23.4
770.000	53,800.00	53,800.00	8,258.60	2,638.75	0.00	45,541.40	15.4
791.000	200.00	200.00	0.00	0.00	0.00	200.00	0.0

**REVENUE/EXPENDITURE REPORT
DRAFT**

City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 441 PUBLIC WORKS							
801.000 Professional & Consulting Serv	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
888.000 Tree Commission	500.00	500.00	212.15	0.00	0.00	287.85	42.4
900.000 Printing & Publishing	400.00	400.00	192.00	96.00	0.00	208.00	48.0
913.000 Travel & Training	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
915.000 Memberships & Dues	300.00	300.00	70.00	70.00	0.00	230.00	23.3
918.000 Utilities - Water	2,750.00	2,750.00	1,181.28	310.49	0.00	1,568.72	43.0
920.000 Utilities - Electric	14,500.00	14,500.00	2,596.80	849.32	0.00	11,903.20	17.9
920.446 Utilities - Electric Bridge	0.00	0.00	175.29	0.00	0.00	-175.29	0.0
921.000 Utilities - Natural Gas	20,900.00	20,900.00	217.88	36.05	0.00	20,682.12	1.0
930.000 Repairs/Maint - Buildings/Land	17,700.00	17,700.00	5,077.14	3,501.47	0.00	12,622.86	28.7
931.000 Repairs/Maint - Equipment	5,000.00	5,000.00	3,528.61	3,268.51	0.00	1,471.39	70.6
932.000 Repairs/Maint - Vehicles	69,500.00	69,500.00	3,887.89	519.33	0.00	65,612.11	5.6
933.000 Software Agree / Copier Maint	1,750.00	1,750.00	740.30	477.80	0.00	1,009.70	42.3
954.000 Christmas Decorations	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
957.000 Motor Pool	73,080.00	73,080.00	18,270.00	6,090.00	0.00	54,810.00	25.0
983.000 Lease Purchase	1,560.00	1,560.00	0.00	0.00	0.00	1,560.00	0.0
985.000 Capital Outlay - under \$5,000	5,500.00	5,500.00	1,624.97	0.00	0.00	3,875.03	29.5
PUBLIC WORKS	1,376,200.00	1,376,200.00	340,421.48	138,272.53	0.00	1,035,778.52	24.7
Dept: 701 PLANNING & ZONING							
702.000 Wages - Full Time	59,583.00	59,583.00	13,974.76	7,012.38	0.00	45,608.24	23.5
708.000 Costs - SUTA	238.00	238.00	0.00	0.00	0.00	238.00	0.0
709.000 Costs - Social Security	4,231.00	4,231.00	954.65	414.59	0.00	3,276.35	22.6
711.000 Costs - Medicare	989.00	989.00	223.25	96.96	0.00	765.75	22.6
713.000 Overtime	250.00	250.00	0.00	0.00	0.00	250.00	0.0
717.000 Costs - MERS Contribution	7,808.00	7,808.00	2,177.20	934.69	0.00	5,630.80	27.9
718.000 Costs - Blue Cross Insurance	11,014.00	11,014.00	3,690.20	922.55	0.00	7,323.80	33.5
718.001 Costs - HSA Contribution	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.0
718.002 Costs - Dental Insurance	699.00	699.00	233.36	58.34	0.00	465.64	33.4
718.003 Costs - Vision / Ancillary	354.00	354.00	88.50	29.50	0.00	265.50	25.0
724.000 Costs - Vehicle Allowance	1,800.00	1,800.00	450.00	150.00	0.00	1,350.00	25.0
725.000 Costs - Life Insurance	85.00	85.00	28.20	7.05	0.00	56.80	33.2
726.000 Costs - Workers Compensation	586.00	586.00	195.88	65.91	0.00	390.12	33.4
752.000 Supplies - Operating	2,950.00	2,950.00	57.46	0.00	0.00	2,892.54	1.9
791.000 Subscriptions & Publications	200.00	200.00	31.00	31.00	0.00	169.00	15.5
884.000 Historic District Commission	750.00	750.00	0.00	0.00	0.00	750.00	0.0
887.000 Planning Commission	4,800.00	4,800.00	493.54	334.26	0.00	4,306.46	10.3
889.000 Zoning Board of Appeals	1,000.00	1,000.00	116.00	116.00	0.00	884.00	11.6
900.000 Printing & Publishing	200.00	200.00	39.42	0.00	0.00	160.58	19.7
913.000 Travel & Training	2,200.00	2,200.00	40.00	0.00	0.00	2,160.00	1.8
915.000 Memberships & Dues	60.00	60.00	0.00	0.00	0.00	60.00	0.0
931.000 Repairs/Maint - Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
933.000 Software Agree / Copier Maint	2,850.00	2,850.00	765.45	156.73	0.00	2,084.55	26.9
PLANNING & ZONING	105,897.00	105,897.00	26,558.87	10,329.96	0.00	79,338.13	25.1
Dept: 751 PARKS & RECREATION							
702.000 Wages - Full Time	89,555.00	89,555.00	20,509.91	10,346.41	0.00	69,045.09	22.9
704.000 Wages - Part-Time	54,600.00	54,600.00	21,034.51	6,508.51	0.00	33,565.49	38.5
708.000 Costs - SUTA	1,917.00	1,917.00	277.29	69.64	0.00	1,639.71	14.5
709.000 Costs - Social Security	9,558.00	9,558.00	3,284.38	1,082.04	0.00	6,273.62	34.4
711.000 Costs - Medicare	2,221.00	2,221.00	768.14	253.06	0.00	1,452.86	34.6
713.000 Overtime	8,500.00	8,500.00	4,629.40	1,185.47	0.00	3,870.60	54.5
713.001 2E - Standby Pay	0.00	0.00	89.32	0.00	0.00	-89.32	0.0
717.000 Costs - MERS Contribution	5,342.00	5,342.00	1,558.08	519.36	0.00	3,783.92	29.2
718.000 Costs - Blue Cross Insurance	24,875.00	24,875.00	8,335.96	2,083.99	0.00	16,539.04	33.5
718.001 Costs - HSA Contribution	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00	100.0
718.002 Costs - Dental Insurance	1,572.00	1,572.00	525.08	131.27	0.00	1,046.92	33.4
718.003 Costs - Vision / Ancillary	708.00	708.00	177.00	59.00	0.00	531.00	25.0
721.000 Costs - Uniform/Cleaning Allow	1,161.00	1,161.00	160.00	160.00	0.00	1,001.00	13.8
723.000 Costs - Retiree Health Care	3,000.00	3,000.00	1,000.00	250.00	0.00	2,000.00	33.3
725.000 Costs - Life Insurance	226.00	226.00	75.20	18.80	0.00	150.80	33.3

**REVENUE/EXPENDITURE REPORT
DRAFT**

City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 751 PARKS & RECREATION							
726.000	4,595.00	4,595.00	2,154.36	546.44	0.00	2,440.64	46.9
727.000	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
752.000	18,000.00	18,000.00	6,276.71	1,206.10	0.00	11,723.29	34.9
770.000	8,400.00	8,400.00	3,117.13	843.25	0.00	5,282.87	37.1
801.000	500.00	500.00	0.00	0.00	0.00	500.00	0.0
850.000	720.00	720.00	248.35	79.98	0.00	471.65	34.5
873.000	0.00	0.00	1,200.00	1,200.00	0.00	-1,200.00	0.0
883.000	200.00	200.00	0.00	0.00	0.00	200.00	0.0
886.000	800.00	800.00	334.99	80.00	0.00	465.01	41.9
900.000	500.00	500.00	0.00	0.00	0.00	500.00	0.0
913.000	500.00	500.00	0.00	0.00	0.00	500.00	0.0
915.000	160.00	160.00	0.00	0.00	0.00	160.00	0.0
918.000	21,000.00	21,000.00	4,706.40	1,405.60	0.00	16,293.60	22.4
920.000	21,000.00	21,000.00	6,373.55	1,910.68	0.00	14,626.45	30.4
921.000	1,000.00	1,000.00	94.10	21.79	0.00	905.90	9.4
930.000	27,300.00	27,300.00	4,161.40	213.79	0.00	23,138.60	15.2
931.000	39,000.00	39,000.00	6,267.37	435.88	0.00	32,732.63	16.1
932.000	0.00	0.00	35.23	0.00	0.00	-35.23	0.0
957.000	36,540.00	36,540.00	9,135.00	3,045.00	0.00	27,405.00	25.0
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PARKS & RECREATION	390,450.00	390,450.00	112,528.86	33,656.06	0.00	277,921.14	28.8
Dept: 801 APPROPRIATIONS							
890.000	13,000.00	13,000.00	6,500.00	0.00	0.00	6,500.00	50.0
892.000	23,259.00	23,259.00	11,629.50	0.00	0.00	11,629.50	50.0
893.500	40,000.00	40,000.00	10,000.00	0.00	0.00	30,000.00	25.0
894.000	27,000.00	27,000.00	6,750.00	0.00	0.00	20,250.00	25.0
894.500	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.0
895.000	9,000.00	9,000.00	4,500.00	0.00	0.00	4,500.00	50.0
897.000	60,000.00	60,000.00	15,000.00	0.00	0.00	45,000.00	25.0
899.000	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
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APPROPRIATIONS	176,259.00	176,259.00	57,379.50	0.00	0.00	118,879.50	32.6
Dept: 905 DEBT SERVICE							
991.006	125,000.00	125,000.00	125,000.00	0.00	0.00	0.00	100.0
991.007	245,000.00	245,000.00	245,000.00	0.00	0.00	0.00	100.0
991.008	185,000.00	185,000.00	185,000.00	0.00	0.00	0.00	100.0
992.106	12,475.00	12,475.00	7,175.00	0.00	0.00	5,300.00	57.5
992.107	184,273.00	184,273.00	93,973.75	0.00	0.00	90,299.25	51.0
992.108	33,550.00	33,550.00	17,700.00	0.00	0.00	15,850.00	52.8
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DEBT SERVICE	785,298.00	785,298.00	673,848.75	0.00	0.00	111,449.25	85.8
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Expenditures	6,503,444.00	6,503,444.00	2,231,161.34	536,102.30	0.00	4,272,282.66	34.3

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 202 - MAJOR STREET FUND							
Revenues							
Dept: 000							
546.001 State Grant - Act 51 Revenue	538,577.00	538,577.00	99,583.43	46,004.46	0.00	438,993.57	18.5
626.000 Charge for Service	289,500.00	289,500.00	20,947.50	0.00	0.00	268,552.50	7.2
665.000 Investment - Interest	500.00	500.00	625.08	146.65	0.00	-125.08	125.0
699.000 Transfers In	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
Dept: 000	838,577.00	838,577.00	121,156.01	46,151.11	0.00	717,420.99	14.4
Revenues	838,577.00	838,577.00	121,156.01	46,151.11	0.00	717,420.99	14.4
Expenditures							
Dept: 000							
752.000 Supplies - Operating	500.00	500.00	0.00	0.00	0.00	500.00	0.0
863.000 Traffic Services	9,500.00	9,500.00	1,876.20	339.89	0.00	7,623.80	19.7
864.000 Preservation Streets	118,500.00	118,500.00	29,865.87	6,917.25	0.00	88,634.13	25.2
864.001 Preservation Streets -Projects	57,500.00	57,500.00	43,405.80	35,491.92	0.00	14,094.20	75.5
865.000 Routine Maintenance Bridges	124,500.00	124,500.00	26,625.00	8,875.00	0.00	97,875.00	21.4
866.000 Winter Maintenance Streets	173,500.00	173,500.00	36,249.99	12,083.33	0.00	137,250.01	20.9
870.000 Sidewalks	0.00	0.00	956.25	0.00	0.00	-956.25	0.0
918.000 Utilities - Water	1,100.00	1,100.00	267.49	89.21	0.00	832.51	24.3
920.000 Utilities - Electric	0.00	0.00	359.51	193.51	0.00	-359.51	0.0
921.000 Utilities - Natural Gas	1,000.00	1,000.00	97.93	35.40	0.00	902.07	9.8
995.000 Transfers Out	131,414.00	131,414.00	64,321.01	64,321.01	0.00	67,092.99	48.9
Dept: 000	617,514.00	617,514.00	204,025.05	128,346.52	0.00	413,488.95	33.0
Expenditures	617,514.00	617,514.00	204,025.05	128,346.52	0.00	413,488.95	33.0

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 203 - LOCAL STREET FUND							
Revenues							
Dept: 000							
546.001 State Grant - Act 51 Revenue	187,278.00	187,278.00	34,591.46	15,980.18	0.00	152,686.54	18.5
665.000 Investment - Interest	200.00	200.00	0.00	0.00	0.00	200.00	0.0
699.000 Transfers In	329,414.00	329,414.00	64,321.01	64,321.01	0.00	265,092.99	19.5
Dept: 000	516,892.00	516,892.00	98,912.47	80,301.19	0.00	417,979.53	19.1
Revenues	516,892.00	516,892.00	98,912.47	80,301.19	0.00	417,979.53	19.1
Expenditures							
Dept: 000							
752.000 Supplies - Operating	500.00	500.00	0.00	0.00	0.00	500.00	0.0
863.000 Traffic Services	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
864.000 Preservation Streets	431,700.00	431,700.00	18,032.60	5,666.67	0.00	413,667.40	4.2
866.000 Winter Maintenance Streets	109,500.00	109,500.00	19,749.99	6,583.33	0.00	89,750.01	18.0
995.000 Transfers Out	81,414.00	81,414.00	64,321.01	64,321.01	0.00	17,092.99	79.0
Dept: 000	627,114.00	627,114.00	102,103.60	76,571.01	0.00	525,010.40	16.3
Expenditures	627,114.00	627,114.00	102,103.60	76,571.01	0.00	525,010.40	16.3

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 204 - MUNICIPAL STREET FUND							
Revenues							
Dept: 000							
450.000 Special Assessment Revenue	1,535.00	1,535.00	1,148.91	0.00	0.00	386.09	74.8
546.002 State Grant - ROW Fee	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
665.000 Investment - Interest	70.00	70.00	51.63	0.00	0.00	18.37	73.8
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Dept: 000	26,605.00	26,605.00	1,200.54	0.00	0.00	25,404.46	4.5
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Revenues	26,605.00	26,605.00	1,200.54	0.00	0.00	25,404.46	4.5
Expenditures							
Dept: 000							
801.000 Professional & Consulting Serv	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
950.000 Trees	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
995.000 Transfers Out	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
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Dept: 000	29,500.00	29,500.00	0.00	0.00	0.00	29,500.00	0.0
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Expenditures	29,500.00	29,500.00	0.00	0.00	0.00	29,500.00	0.0

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 226 - CITY REFUSE FUND							
Revenues							
Dept: 000							
402.000 Taxes - Real/Personal Property	194,335.00	194,335.00	184,186.21	53,171.15	0.00	10,148.79	94.8
411.000 Taxes - Delinq Real Property	11,624.00	11,624.00	0.00	0.00	0.00	11,624.00	0.0
412.000 Taxes - Delinq Personal Prop	378.00	378.00	44.98	0.00	0.00	333.02	11.9
626.000 Charge for Service	291,429.00	291,429.00	76,543.50	25,576.50	0.00	214,885.50	26.3
643.000 Sales - Yard Bags	10,000.00	10,000.00	2,395.25	901.50	0.00	7,604.75	24.0
644.000 Sales - Trash Bags	1,000.00	1,000.00	241.50	87.50	0.00	758.50	24.2
665.000 Investment - Interest	150.00	150.00	0.00	0.00	0.00	150.00	0.0
Dept: 000	508,916.00	508,916.00	263,411.44	79,736.65	0.00	245,504.56	51.8
Revenues	508,916.00	508,916.00	263,411.44	79,736.65	0.00	245,504.56	51.8
Expenditures							
Dept: 000							
752.000 Supplies - Operating	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
755.000 Supplies - Yard Bags	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
803.000 Administration	35,624.00	35,624.00	8,906.00	0.00	0.00	26,718.00	25.0
826.000 Residential Contract Fees	368,302.00	368,302.00	63,859.86	31,735.82	0.00	304,442.14	17.3
827.000 Municipal Contract Fees	19,000.00	19,000.00	2,981.92	1,300.96	0.00	16,018.08	15.7
830.001 Yard Waste City	82,723.00	82,723.00	20,680.74	6,893.58	0.00	62,042.26	25.0
920.000 Utilities - Electric	0.00	0.00	87.96	31.98	0.00	-87.96	0.0
Dept: 000	523,149.00	523,149.00	96,516.48	39,962.34	0.00	426,632.52	18.4
Expenditures	523,149.00	523,149.00	96,516.48	39,962.34	0.00	426,632.52	18.4

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO							
Revenues							
Dept: 000							
402.000 Taxes - Real/Personal Property	0.00	0.00	9,171.66	8,920.62	0.00	-9,171.66	0.0
Dept: 000	0.00	0.00	9,171.66	8,920.62	0.00	-9,171.66	0.0
Revenues	0.00	0.00	9,171.66	8,920.62	0.00	-9,171.66	0.0
Expenditures							
Dept: 000							
801.000 Professional & Consulting Serv	0.00	0.00	562.50	0.00	0.00	-562.50	0.0
Dept: 000	0.00	0.00	562.50	0.00	0.00	-562.50	0.0
Expenditures	0.00	0.00	562.50	0.00	0.00	-562.50	0.0

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 245 - OIL & GAS FUND							
Revenues							
Dept: 000							
665.000 Investment - Interest	200,000.00	200,000.00	53,684.12	53,684.12	0.00	146,315.88	26.8
668.000 Investment - Oil Royalties	30,000.00	30,000.00	4,101.13	2,976.49	0.00	25,898.87	13.7
669.000 Investment - Gains & Losses	400,000.00	400,000.00	275,290.44	275,290.44	0.00	124,709.56	68.8
Dept: 000	630,000.00	630,000.00	333,075.69	331,951.05	0.00	296,924.31	52.9
Revenues	630,000.00	630,000.00	333,075.69	331,951.05	0.00	296,924.31	52.9
Expenditures							
Dept: 000							
752.000 Supplies - Operating	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
801.000 Professional & Consulting Serv	52,000.00	52,000.00	13,418.98	13,418.98	0.00	38,581.02	25.8
995.000 Transfers Out	390,928.00	390,928.00	390,928.00	0.00	0.00	0.00	100.0
Dept: 000	445,428.00	445,428.00	404,346.98	13,418.98	0.00	41,081.02	90.8
Expenditures	445,428.00	445,428.00	404,346.98	13,418.98	0.00	41,081.02	90.8

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 272 - PEG COMMISSION							
Revenues							
Dept: 000							
581.000 Contribution from Local Units	8,800.00	8,800.00	0.00	0.00	0.00	8,800.00	0.0
679.000 Cable Grant	6,600.00	6,600.00	-52.50	0.00	0.00	6,652.50	-0.8
Dept: 000	15,400.00	15,400.00	-52.50	0.00	0.00	15,452.50	-0.3
Revenues	15,400.00	15,400.00	-52.50	0.00	0.00	15,452.50	-0.3
Expenditures							
Dept: 000							
752.000 Supplies - Operating	1,175.00	1,175.00	0.00	0.00	0.00	1,175.00	0.0
801.000 Professional & Consulting Serv	10,000.00	10,000.00	2,499.99	833.33	0.00	7,500.01	25.0
880.000 Marketing & Promotion	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
915.000 Memberships & Dues	979.00	979.00	949.00	0.00	0.00	30.00	96.9
985.000 Capital Outlay - under \$5,000	1,246.00	1,246.00	0.00	0.00	0.00	1,246.00	0.0
Dept: 000	15,400.00	15,400.00	3,448.99	833.33	0.00	11,951.01	22.4
Expenditures	15,400.00	15,400.00	3,448.99	833.33	0.00	11,951.01	22.4

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 275 - GRANT MANAGEMENT FUND							
Revenues							
Dept: 000							
502.000 Federal Grant - General Govt	970,000.00	970,000.00	0.00	0.00	0.00	970,000.00	0.0
522.000 Federal Grant - CDBG	0.00	0.00	13,737.50	13,737.50	0.00	-13,737.50	0.0
581.000 Contribution from Local Units	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
Dept: 000	1,020,000.00	1,020,000.00	13,737.50	13,737.50	0.00	1,006,262.50	1.3
Revenues	1,020,000.00	1,020,000.00	13,737.50	13,737.50	0.00	1,006,262.50	1.3
Expenditures							
Dept: 901 LOCAL REVENUE SHARING GRANTS							
955.000 Miscellaneous Expense	81,474.00	81,474.00	0.00	0.00	0.00	81,474.00	0.0
965.071 2016 Cycle 2 - Fire TrainTrlr	0.00	0.00	1,352.24	50.18	0.00	-1,352.24	0.0
965.073 2017 Cycle 1 - Pol Radar Units	0.00	0.00	8,940.00	0.00	0.00	-8,940.00	0.0
965.074 2017 Cycle 1 - Fire EMS Equip	0.00	0.00	2,978.44	0.00	0.00	-2,978.44	0.0
LOCAL REVENUE SHARING GRANTS	81,474.00	81,474.00	13,270.68	50.18	0.00	68,203.32	16.3
Dept: 902 OTHER GRANTS							
986.105 CDBG - North Channel Outlet	970,000.00	970,000.00	8,337.50	8,337.50	0.00	961,662.50	0.9
OTHER GRANTS	970,000.00	970,000.00	8,337.50	8,337.50	0.00	961,662.50	0.9
Expenditures	1,051,474.00	1,051,474.00	21,608.18	8,387.68	0.00	1,029,865.82	2.1

**REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 297 - RAMSDELL REGIONAL CENTER/ARTS							
Revenues							
Dept: 000							
540.000 State Grant - Other	31,000.00	31,000.00	0.00	0.00	0.00	31,000.00	0.0
581.000 Contribution from Local Units	60,000.00	60,000.00	15,000.00	0.00	0.00	45,000.00	25.0
647.000 Sales - Concessions	8,000.00	8,000.00	793.07	85.86	0.00	7,206.93	9.9
647.001 Sales - Advertising	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
651.001 Admit Fee - Movies/Opera	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
651.002 Admit Fee - Presenting	30,000.00	30,000.00	17,254.21	6,951.33	0.00	12,745.79	57.5
651.003 Admit Fee - Workshops/Classes	1,000.00	1,000.00	1,055.00	0.00	0.00	-55.00	105.5
651.004 Admit Fee - Community Theatre	16,000.00	16,000.00	2,229.00	0.00	0.00	13,771.00	13.9
651.005 Admit Fee - Exhibits	200.00	200.00	0.00	0.00	0.00	200.00	0.0
651.006 Admit Fee - Tours	1,000.00	1,000.00	50.00	0.00	0.00	950.00	5.0
665.000 Investment - Interest	100.00	100.00	0.00	0.00	0.00	100.00	0.0
667.000 Rental Income	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
667.001 Rental - Ballroom	31,000.00	31,000.00	11,120.00	5,795.00	0.00	19,880.00	35.9
667.002 Rental - Theatre	8,000.00	8,000.00	6,540.00	75.00	0.00	1,460.00	81.8
667.003 Rental - Hardy Hall	1,750.00	1,750.00	1,637.50	925.00	0.00	112.50	93.6
667.004 Rental - Balcony	1,600.00	1,600.00	100.00	0.00	0.00	1,500.00	6.3
667.005 Rental - Workshops	500.00	500.00	500.00	500.00	0.00	0.00	100.0
674.000 Contributions / Donations	60,000.00	60,000.00	1,667.84	774.62	0.00	58,332.16	2.8
674.001 Sponsorships	14,000.00	14,000.00	1,500.00	500.00	0.00	12,500.00	10.7
Dept: 000	281,150.00	281,150.00	59,446.62	15,606.81	0.00	221,703.38	21.1
Revenues	281,150.00	281,150.00	59,446.62	15,606.81	0.00	221,703.38	21.1
Expenditures							
Dept: 000							
702.000 Wages - Full Time	58,254.00	58,254.00	15,364.80	6,828.80	0.00	42,889.20	26.4
704.000 Wages - Part-Time	16,720.00	16,720.00	5,213.19	2,198.11	0.00	11,506.81	31.2
708.000 Costs - SUTA	137.00	137.00	351.49	122.67	0.00	-214.49	256.6
709.000 Costs - Social Security	4,648.00	4,648.00	1,275.84	559.67	0.00	3,372.16	27.4
710.000 Costs - FUTA	0.00	0.00	31.28	13.19	0.00	-31.28	0.0
711.000 Costs - Medicare	1,087.00	1,087.00	298.38	130.89	0.00	788.62	27.4
726.000 Costs - Workers Compensation	775.00	775.00	0.00	0.00	0.00	775.00	0.0
752.000 Supplies - Operating	8,000.00	8,000.00	2,485.00	909.69	0.00	5,515.00	31.1
801.000 Professional & Consulting Serv	3,400.00	3,400.00	595.00	100.00	0.00	2,805.00	17.5
831.000 Contractual Service	0.00	0.00	150.00	0.00	0.00	-150.00	0.0
850.000 Communications - Phone	750.00	750.00	186.31	59.98	0.00	563.69	24.8
851.000 Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.0
880.000 Marketing & Promotion	9,000.00	9,000.00	1,123.40	293.00	0.00	7,876.60	12.5
881.000 Ramsdell - Concession Expense	4,800.00	4,800.00	669.38	81.61	0.00	4,130.62	13.9
881.001 Ramsdell - Movie / Opera Expen	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
881.002 Ramsdell - Presenting Expense	28,500.00	28,500.00	16,521.11	6,622.62	0.00	11,978.89	58.0
881.003 Ramsdell - Workshops & Classes	600.00	600.00	1,365.00	260.00	0.00	-765.00	227.5
881.004 Ramsdell - Community Theatre	14,400.00	14,400.00	866.08	0.00	0.00	13,533.92	6.0
881.005 Ramsdell - Exhibits	200.00	200.00	340.74	0.00	0.00	-140.74	170.4
881.006 Ramsdell - Misc. Events	0.00	0.00	238.21	0.00	0.00	-238.21	0.0
882.000 Fundraising Expense	13,000.00	13,000.00	1,360.05	598.76	0.00	11,639.95	10.5
900.000 Printing & Publishing	1,600.00	1,600.00	1,525.26	647.00	0.00	74.74	95.3
913.000 Travel & Training	6,000.00	6,000.00	166.40	135.00	0.00	5,833.60	2.8
915.000 Memberships & Dues	825.00	825.00	0.00	0.00	0.00	825.00	0.0
918.000 Utilities - Water	1,000.00	1,000.00	131.68	40.24	0.00	868.32	13.2
920.000 Utilities - Electric	16,000.00	16,000.00	5,824.89	1,148.49	0.00	10,175.11	36.4
921.000 Utilities - Natural Gas	14,000.00	14,000.00	881.42	284.23	0.00	13,118.58	6.3
930.000 Repairs/Maint - Buildings/Land	27,000.00	27,000.00	5,990.40	4,852.41	0.00	21,009.60	22.2
931.000 Repairs/Maint - Equipment	1,000.00	1,000.00	140.00	0.00	0.00	860.00	14.0
935.000 Insurance	5,900.00	5,900.00	3,924.58	100.00	0.00	1,975.42	66.5
940.000 Rent	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
985.000 Capital Outlay - under \$5,000	6,000.00	6,000.00	1,493.03	0.00	0.00	4,506.97	24.9
Dept: 000	248,196.00	248,196.00	68,512.92	25,986.36	0.00	179,683.08	27.6

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2017 to 9/30/2017

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 297 - RAMSDELL REGIONAL CENTER/ARTS

Expenditures 248,196.00 248,196.00 68,512.92 25,986.36 0.00 179,683.08 27.6

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2017 to 9/30/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 430 - CAPITAL IMPROVEMENT FUND							
Revenues							
Dept: 000							
699.000 Transfers In	390,928.00	390,928.00	390,928.00	0.00	0.00	0.00	100.0
Dept: 000	390,928.00	390,928.00	390,928.00	0.00	0.00	0.00	100.0
Revenues	390,928.00	390,928.00	390,928.00	0.00	0.00	0.00	100.0
Expenditures							
Dept: 000							
986.004 Ramsdell - HVAC Note	108,950.00	108,950.00	54,475.00	0.00	0.00	54,475.00	50.0
986.019 Marina Bldg Note Support	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00	0.0
986.020 First St Bond	72,680.00	72,680.00	0.00	0.00	0.00	72,680.00	0.0
986.029 Local Streets FY18	113,000.00	113,000.00	0.00	0.00	0.00	113,000.00	0.0
986.033 Financial Mgmt Software FY18	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
986.034 CC Chamber Video Equip FY18	15,000.00	15,000.00	12,898.95	6,449.47	0.00	2,101.05	86.0
995.000 Transfers Out	0.00	0.00	57,456.54	57,456.54	0.00	-57,456.54	0.0
Dept: 000	399,630.00	399,630.00	124,830.49	63,906.01	0.00	274,799.51	31.2
Expenditures	399,630.00	399,630.00	124,830.49	63,906.01	0.00	274,799.51	31.2

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2017 to 9/30/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 496 - RENAISSANCE PARK							
Revenues							
Dept: 000							
699.000 Transfers In	5,616.00	5,616.00	0.00	0.00	0.00	5,616.00	0.0
Dept: 000	5,616.00	5,616.00	0.00	0.00	0.00	5,616.00	0.0
Revenues	5,616.00	5,616.00	0.00	0.00	0.00	5,616.00	0.0
Expenditures							
Dept: 000							
991.002 Renaissance Park - Principal	5,616.00	5,616.00	1,871.96	0.00	0.00	3,744.04	33.3
Dept: 000	5,616.00	5,616.00	1,871.96	0.00	0.00	3,744.04	33.3
Expenditures	5,616.00	5,616.00	1,871.96	0.00	0.00	3,744.04	33.3

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2017 to 9/30/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 501 - BOAT LAUNCH FUND							
Revenues							
Dept: 000							
642.000 Sales	38,000.00	38,000.00	23,264.95	3,243.95	0.00	14,735.05	61.2
Dept: 000	38,000.00	38,000.00	23,264.95	3,243.95	0.00	14,735.05	61.2
Revenues	38,000.00	38,000.00	23,264.95	3,243.95	0.00	14,735.05	61.2
Expenditures							
Dept: 000							
752.000 Supplies - Operating	2,800.00	2,800.00	7.97	0.00	0.00	2,792.03	0.3
801.000 Professional & Consulting Serv	500.00	500.00	0.00	0.00	0.00	500.00	0.0
803.000 Administration	2,660.00	2,660.00	2,660.00	0.00	0.00	0.00	100.0
850.000 Communications - Phone	500.00	500.00	119.97	39.99	0.00	380.03	24.0
880.000 Marketing & Promotion	500.00	500.00	0.00	0.00	0.00	500.00	0.0
918.000 Utilities - Water	2,360.00	2,360.00	834.91	243.48	0.00	1,525.09	35.4
920.000 Utilities - Electric	3,800.00	3,800.00	1,146.61	391.42	0.00	2,653.39	30.2
930.000 Repairs/Maint - Buildings/Land	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
960.000 Bank Charges	650.00	650.00	330.94	150.55	0.00	319.06	50.9
Dept: 000	14,770.00	14,770.00	5,100.40	825.44	0.00	9,669.60	34.5
Dept: 905 DEBT SERVICE							
992.203 Interest - Internal Loan	1,382.00	1,382.00	0.00	0.00	0.00	1,382.00	0.0
DEBT SERVICE	1,382.00	1,382.00	0.00	0.00	0.00	1,382.00	0.0
Expenditures	16,152.00	16,152.00	5,100.40	825.44	0.00	11,051.60	31.6

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2017 to 9/30/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 592 - WATER & SEWER UTILITY							
Revenues							
Dept: 000							
540.000 State Grant - Other	931,132.00	931,132.00	117,946.24	117,946.24	0.00	813,185.76	12.7
613.000 Penalties	43,509.00	43,509.00	11,599.27	3,815.14	0.00	31,909.73	26.7
614.000 Water Ready to Serve	204,019.00	204,019.00	45,781.48	18,165.77	0.00	158,237.52	22.4
615.000 Sewer Ready to Serve	589,001.00	589,001.00	130,384.88	51,479.34	0.00	458,616.12	22.1
616.000 New Service	425,000.00	425,000.00	0.00	0.00	0.00	425,000.00	0.0
626.000 Charge for Service	500.00	500.00	50.00	0.00	0.00	450.00	10.0
648.000 Sales - Water	939,731.00	939,731.00	222,641.80	88,949.31	0.00	717,089.20	23.7
649.000 Sales - Sewer	2,222,568.00	2,222,568.00	469,450.29	174,976.11	0.00	1,753,117.71	21.1
650.000 Sales - Meters	7,000.00	7,000.00	1,359.60	330.00	0.00	5,640.40	19.4
665.000 Investment - Interest	7,000.00	7,000.00	2,101.43	701.78	0.00	4,898.57	30.0
667.000 Rental Income	102,781.00	102,781.00	4,562.64	1,520.88	0.00	98,218.36	4.4
667.020 Rental - Hydrant & Tunnel	21,600.00	21,600.00	5,400.00	0.00	0.00	16,200.00	25.0
672.000 Other Revenue	7,500.00	7,500.00	2,320.00	1,060.00	0.00	5,180.00	30.9
676.000 Reimbursement	5,000.00	5,000.00	4,792.90	515.00	0.00	207.10	95.9
680.000 Capital Cost Recovery	23,856.00	23,856.00	5,036.14	1,987.95	0.00	18,819.86	21.1
687.000 Refunds	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
699.000 Transfers In	390,928.00	390,928.00	390,928.00	0.00	0.00	0.00	100.0
Dept: 000	5,925,125.00	5,925,125.00	1,414,354.67	461,447.52	0.00	4,510,770.33	23.9
Revenues	5,925,125.00	5,925,125.00	1,414,354.67	461,447.52	0.00	4,510,770.33	23.9
Expenditures							
Dept: 275 GENERAL							
955.000 Miscellaneous Expense	500.00	500.00	0.00	0.00	0.00	500.00	0.0
961.000 Utility Ownership Fee	199,760.00	199,760.00	49,940.01	16,646.67	0.00	149,819.99	25.0
995.000 Transfers Out	390,928.00	390,928.00	390,928.00	0.00	0.00	0.00	100.0
GENERAL	591,188.00	591,188.00	440,868.01	16,646.67	0.00	150,319.99	74.6
Dept: 541 ADMINISTRATION							
702.000 Wages - Full Time	118,199.00	118,199.00	27,131.72	13,637.97	0.00	91,067.28	23.0
708.000 Costs - SUTA	475.00	475.00	0.00	0.00	0.00	475.00	0.0
709.000 Costs - Social Security	7,400.00	7,400.00	1,815.20	793.71	0.00	5,584.80	24.5
711.000 Costs - Medicare	1,731.00	1,731.00	424.53	185.63	0.00	1,306.47	24.5
713.000 Overtime	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
717.000 Costs - MERS Contribution	15,555.00	15,555.00	4,130.28	1,779.75	0.00	11,424.72	26.6
718.000 Costs - Blue Cross Insurance	24,875.00	24,875.00	8,335.96	2,083.99	0.00	16,539.04	33.5
718.001 Costs - HSA Contribution	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00	100.0
718.002 Costs - Dental Insurance	1,572.00	1,572.00	525.08	131.27	0.00	1,046.92	33.4
718.003 Costs - Vision / Ancillary	708.00	708.00	177.00	59.00	0.00	531.00	25.0
725.000 Costs - Life Insurance	197.00	197.00	65.80	16.45	0.00	131.20	33.4
726.000 Costs - Workers Compensation	1,897.00	1,897.00	625.38	209.84	0.00	1,271.62	33.0
752.000 Supplies - Operating	10,900.00	10,900.00	632.15	150.96	0.00	10,267.85	5.8
801.000 Professional & Consulting Serv	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
802.000 Attorney	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
803.000 Administration	367,519.00	367,519.00	91,879.74	30,626.58	0.00	275,639.26	25.0
850.000 Communications - Phone	10,800.00	10,800.00	1,903.89	615.70	0.00	8,896.11	17.6
900.000 Printing & Publishing	6,500.00	6,500.00	1,148.45	407.50	0.00	5,351.55	17.7
913.000 Travel & Training	2,000.00	2,000.00	144.19	0.00	0.00	1,855.81	7.2
915.000 Memberships & Dues	150.00	150.00	0.00	0.00	0.00	150.00	0.0
933.000 Software Agree / Copier Maint	3,600.00	3,600.00	172.48	0.00	0.00	3,427.52	4.8
960.000 Bank Charges	4,000.00	4,000.00	357.61	69.50	0.00	3,642.39	8.9
983.000 Lease Purchase	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.0
ADMINISTRATION	600,078.00	600,078.00	145,469.46	50,767.85	0.00	454,608.54	24.2
Dept: 542 WATER OPERATION							
702.000 Wages - Full Time	134,980.00	134,980.00	30,843.08	15,796.80	0.00	104,136.92	22.9
708.000 Costs - SUTA	713.00	713.00	0.00	0.00	0.00	713.00	0.0
709.000 Costs - Social Security	9,012.00	9,012.00	2,427.87	1,033.04	0.00	6,584.13	26.9
711.000 Costs - Medicare	2,108.00	2,108.00	567.78	241.58	0.00	1,540.22	26.9
713.000 Overtime	22,742.00	22,742.00	2,057.30	610.40	0.00	20,684.70	9.0

**REVENUE/EXPENDITURE REPORT
DRAFT**

City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 592 - WATER & SEWER UTILITY							
Expenditures							
Dept: 542 WATER OPERATION							
713.001 2E - Standby Pay	0.00	0.00	4,297.32	1,775.68	0.00	-4,297.32	0.0
717.000 Costs - MERS Contribution	6,948.00	6,948.00	1,713.41	643.63	0.00	5,234.59	24.7
718.000 Costs - Blue Cross Insurance	41,583.00	41,583.00	16,065.28	4,016.32	0.00	25,517.72	38.6
718.001 Costs - HSA Contribution	9,000.00	9,000.00	3,000.00	0.00	0.00	6,000.00	33.3
718.002 Costs - Dental Insurance	2,620.00	2,620.00	875.16	218.79	0.00	1,744.84	33.4
718.003 Costs - Vision / Ancillary	1,062.00	1,062.00	265.50	88.50	0.00	796.50	25.0
721.000 Costs - Uniform/Cleaning Allow	3,330.00	3,330.00	320.60	110.00	0.00	3,009.40	9.6
723.000 Costs - Retiree Health Care	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
725.000 Costs - Life Insurance	338.00	338.00	112.80	28.20	0.00	225.20	33.4
726.000 Costs - Workers Compensation	5,291.00	5,291.00	2,070.32	683.70	0.00	3,220.68	39.1
727.000 Holiday/Vacation/Sick Sellback	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
752.000 Supplies - Operating	4,500.00	4,500.00	907.24	15.90	0.00	3,592.76	20.2
753.000 Supplies - Chemicals	25,500.00	25,500.00	7,683.29	5,502.09	0.00	17,816.71	30.1
754.000 Supplies - Meters	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
770.000 Vehicle Gas / Diesel	7,500.00	7,500.00	1,300.85	441.58	0.00	6,199.15	17.3
801.000 Professional & Consulting Serv	21,500.00	21,500.00	1,500.00	500.00	0.00	20,000.00	7.0
824.000 Lab Testing	14,500.00	14,500.00	1,334.73	324.13	0.00	13,165.27	9.2
913.000 Travel & Training	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
915.000 Memberships & Dues	600.00	600.00	0.00	0.00	0.00	600.00	0.0
920.000 Utilities - Electric	72,000.00	72,000.00	17,310.56	5,325.59	0.00	54,689.44	24.0
930.000 Repairs/Maint - Buildings/Land	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
931.000 Repairs/Maint - Equipment	121,250.00	121,250.00	6,180.10	1,799.06	0.00	115,069.90	5.1
932.000 Repairs/Maint - Vehicles	1,500.00	1,500.00	42.50	35.99	0.00	1,457.50	2.8
933.000 Software Agree / Copier Maint	5,000.00	5,000.00	1,312.50	0.00	0.00	3,687.50	26.3
935.000 Insurance	6,000.00	6,000.00	4,600.33	0.00	0.00	1,399.67	76.7
957.000 Motor Pool	37,132.00	37,132.00	9,282.99	3,094.33	0.00	27,849.01	25.0
985.000 Capital Outlay - under \$5,000	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	0.0
WATER OPERATION	641,209.00	641,209.00	116,071.51	42,285.31	0.00	525,137.49	18.1
Dept: 543 SEWER - WWTP							
702.000 Wages - Full Time	125,179.00	125,179.00	31,969.40	15,865.60	0.00	93,209.60	25.5
708.000 Costs - SUTA	713.00	713.00	66.48	49.86	0.00	646.52	9.3
709.000 Costs - Social Security	8,279.00	8,279.00	2,191.86	953.12	0.00	6,087.14	26.5
711.000 Costs - Medicare	1,936.00	1,936.00	512.60	222.90	0.00	1,423.40	26.5
713.000 Overtime	5,250.00	5,250.00	1,327.18	279.63	0.00	3,922.82	25.3
713.001 2E - Standby Pay	0.00	0.00	482.72	244.56	0.00	-482.72	0.0
717.000 Costs - MERS Contribution	5,717.00	5,717.00	1,684.17	649.89	0.00	4,032.83	29.5
718.000 Costs - Blue Cross Insurance	32,258.00	32,258.00	10,235.06	2,463.81	0.00	22,022.94	31.7
718.001 Costs - HSA Contribution	7,500.00	7,500.00	8,750.00	1,250.00	0.00	-1,250.00	116.7
718.002 Costs - Dental Insurance	2,445.00	2,445.00	646.58	155.57	0.00	1,798.42	26.4
718.003 Costs - Vision / Ancillary	1,062.00	1,062.00	265.50	88.50	0.00	796.50	25.0
721.000 Costs - Uniform/Cleaning Allow	2,940.00	2,940.00	898.28	353.98	0.00	2,041.72	30.6
723.000 Costs - Retiree Health Care	3,000.00	3,000.00	1,000.00	250.00	0.00	2,000.00	33.3
725.000 Costs - Life Insurance	338.00	338.00	112.80	28.20	0.00	225.20	33.4
726.000 Costs - Workers Compensation	2,987.00	2,987.00	1,134.61	369.85	0.00	1,852.39	38.0
727.000 Holiday/Vacation/Sick Sellback	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
752.000 Supplies - Operating	25,540.00	25,540.00	6,177.54	3,455.00	0.00	19,362.46	24.2
753.000 Supplies - Chemicals	26,500.00	26,500.00	4,195.85	0.00	0.00	22,304.15	15.8
770.000 Vehicle Gas / Diesel	4,250.00	4,250.00	389.93	167.72	0.00	3,860.07	9.2
801.000 Professional & Consulting Serv	11,000.00	11,000.00	2,499.50	500.00	0.00	8,500.50	22.7
824.000 Lab Testing	8,250.00	8,250.00	648.62	373.62	0.00	7,601.38	7.9
913.000 Travel & Training	6,000.00	6,000.00	791.26	612.26	0.00	5,208.74	13.2
915.000 Memberships & Dues	400.00	400.00	0.00	0.00	0.00	400.00	0.0
920.000 Utilities - Electric	130,000.00	130,000.00	32,453.49	10,707.55	0.00	97,546.51	25.0
921.000 Utilities - Natural Gas	16,000.00	16,000.00	2,340.69	785.78	0.00	13,659.31	14.6
930.000 Repairs/Maint - Buildings/Land	37,000.00	37,000.00	423.36	292.89	0.00	36,576.64	1.1
931.000 Repairs/Maint - Equipment	167,500.00	167,500.00	19,081.82	6,996.12	0.00	148,418.18	11.4
932.000 Repairs/Maint - Vehicles	2,000.00	2,000.00	160.46	0.00	0.00	1,839.54	8.0
933.000 Software Agree / Copier Maint	950.00	950.00	1,270.00	930.00	0.00	-320.00	133.7
935.000 Insurance	21,000.00	21,000.00	15,868.75	0.00	0.00	5,131.25	75.6
957.000 Motor Pool	37,132.00	37,132.00	9,283.02	3,094.34	0.00	27,848.98	25.0

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 592 - WATER & SEWER UTILITY							
Expenditures							
SEWER - WWTP	695,126.00	695,126.00	156,861.53	51,140.75	0.00	538,264.47	22.6
Dept: 544 SEWER COLLECTION (STREETS)							
702.000 Wages - Full Time	84,146.00	84,146.00	19,230.45	9,494.41	0.00	64,915.55	22.9
708.000 Costs - SUTA	475.00	475.00	0.00	0.00	0.00	475.00	0.0
709.000 Costs - Social Security	5,691.00	5,691.00	1,293.06	555.96	0.00	4,397.94	22.7
711.000 Costs - Medicare	1,331.00	1,331.00	302.39	130.01	0.00	1,028.61	22.7
713.000 Overtime	5,000.00	5,000.00	226.95	15.59	0.00	4,773.05	4.5
717.000 Costs - MERS Contribution	4,221.00	4,221.00	1,150.74	408.65	0.00	3,070.26	27.3
718.000 Costs - Blue Cross Insurance	27,722.00	27,722.00	7,793.23	1,541.26	0.00	19,928.77	28.1
718.001 Costs - HSA Contribution	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00	100.0
718.002 Costs - Dental Insurance	1,747.00	1,747.00	491.04	97.23	0.00	1,255.96	28.1
718.003 Costs - Vision / Ancillary	708.00	708.00	177.00	59.00	0.00	531.00	25.0
721.000 Costs - Uniform/Cleaning Allow	1,620.00	1,620.00	369.55	73.60	0.00	1,250.45	22.8
725.000 Costs - Life Insurance	226.00	226.00	75.20	18.80	0.00	150.80	33.3
726.000 Costs - Workers Compensation	2,041.00	2,041.00	631.92	208.17	0.00	1,409.08	31.0
727.000 Holiday/Vacation/Sick Sellback	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
752.000 Supplies - Operating	3,500.00	3,500.00	251.82	27.28	0.00	3,248.18	7.2
753.000 Supplies - Chemicals	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
801.000 Professional & Consulting Serv	35,000.00	35,000.00	3,026.00	0.00	0.00	31,974.00	8.6
913.000 Travel & Training	750.00	750.00	0.00	0.00	0.00	750.00	0.0
931.000 Repairs/Maint - Equipment	31,000.00	31,000.00	1,316.58	1,029.12	0.00	29,683.42	4.2
932.000 Repairs/Maint - Vehicles	5,000.00	5,000.00	742.40	4.49	0.00	4,257.60	14.8
957.000 Motor Pool	37,132.00	37,132.00	9,282.99	3,094.33	0.00	27,849.01	25.0
985.000 Capital Outlay - under \$5,000	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
SEWER COLLECTION (STREETS)	258,810.00	258,810.00	52,361.32	16,757.90	0.00	206,448.68	20.2
Dept: 902 OTHER GRANTS							
947.000 SAW Grant Expense	980,139.00	980,139.00	293,307.26	115,612.96	0.00	686,831.74	29.9
OTHER GRANTS	980,139.00	980,139.00	293,307.26	115,612.96	0.00	686,831.74	29.9
Dept: 903 CAPITAL OUTLAY - over \$5,000							
987.005 2015 Return Activated Sludge P	0.00	0.00	31,950.00	31,950.00	0.00	-31,950.00	0.0
987.006 2015 Riverbank Sewer Line	0.00	0.00	12,000.02	0.00	0.00	-12,000.02	0.0
987.014 2018 Storage Digester Lid Refr	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
987.015 2018 Cherry St Pump Station	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.0
987.016 2018 Twelfth St Sewer Main	140,000.00	140,000.00	0.00	0.00	0.00	140,000.00	0.0
CAPITAL OUTLAY - over \$5,000	280,000.00	280,000.00	43,950.02	31,950.00	0.00	236,049.98	15.7
Dept: 905 DEBT SERVICE							
960.000 Bank Charges	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0
992.005 1998 B SRF Bond Interest	5,513.00	5,513.00	3,656.25	0.00	0.00	1,856.75	66.3
992.007 1999 B SRF Bond Interest	8,563.00	8,563.00	6,937.50	0.00	0.00	1,625.50	81.0
992.008 2005 W/S Refunding Interest	91,435.00	91,435.00	0.00	0.00	0.00	91,435.00	0.0
992.009 2006 SRF Bond Interest	23,924.00	23,924.00	11,962.19	0.00	0.00	11,961.81	50.0
992.010 2010 SRF Bond Interest	11,902.00	11,902.00	6,138.44	0.00	0.00	5,763.56	51.6
992.011 2010 DWRP Bond Interest	8,375.00	8,375.00	4,312.50	0.00	0.00	4,062.50	51.5
992.013 2011 SRF Bond Interest	24,769.00	24,769.00	12,384.68	0.00	0.00	12,384.32	50.0
992.014 2011 DWRP Bond Interest	8,314.00	8,314.00	4,156.94	0.00	0.00	4,157.06	50.0
992.015 2015 W/S Revenue Bond - Int	86,750.00	86,750.00	0.00	0.00	0.00	86,750.00	0.0
995.000 Transfers Out	275,178.00	275,178.00	217,196.20	217,196.20	0.00	57,981.80	78.9
DEBT SERVICE	546,323.00	546,323.00	266,744.70	217,196.20	0.00	279,578.30	48.8
Expenditures	4,592,873.00	4,592,873.00	1,515,633.81	542,357.64	0.00	3,077,239.19	33.0

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 594 - MARINA FUND							
Revenues							
Dept: 000							
642.000 Sales	4,000.00	4,000.00	2,245.00	426.00	0.00	1,755.00	56.1
645.000 Sales - Fuel	80,625.00	80,625.00	86,036.54	10,870.32	0.00	-5,411.54	106.7
646.000 Sales - Dockage	68,000.00	68,000.00	44,028.37	13,999.37	0.00	23,971.63	64.7
665.000 Investment - Interest	50.00	50.00	0.00	0.00	0.00	50.00	0.0
667.000 Rental Income	4,000.00	4,000.00	2,400.00	0.00	0.00	1,600.00	60.0
699.000 Transfers In	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00	0.0
Dept: 000	221,675.00	221,675.00	134,709.91	25,295.69	0.00	86,965.09	60.8
Revenues	221,675.00	221,675.00	134,709.91	25,295.69	0.00	86,965.09	60.8
Expenditures							
Dept: 000							
704.000 Wages - Part-Time	22,500.00	22,500.00	13,870.73	5,473.29	0.00	8,629.27	61.6
708.000 Costs - SUTA	599.00	599.00	178.34	55.94	0.00	420.66	29.8
709.000 Costs - Social Security	1,407.00	1,407.00	1,056.97	347.68	0.00	350.03	75.1
711.000 Costs - Medicare	329.00	329.00	247.19	81.31	0.00	81.81	75.1
713.000 Overtime	200.00	200.00	497.97	134.59	0.00	-297.97	249.0
726.000 Costs - Workers Compensation	810.00	810.00	765.97	194.71	0.00	44.03	94.6
752.000 Supplies - Operating	5,500.00	5,500.00	2,113.46	339.66	0.00	3,386.54	38.4
760.000 Supplies - Gasoline	52,800.00	52,800.00	55,833.43	9,474.98	0.00	-3,033.43	105.7
761.000 Supplies - Diesel Fuel	18,375.00	18,375.00	20,387.68	4,592.88	0.00	-2,012.68	111.0
801.000 Professional & Consulting Serv	500.00	500.00	0.00	0.00	0.00	500.00	0.0
803.000 Administration	11,084.00	11,084.00	2,771.00	0.00	0.00	8,313.00	25.0
880.000 Marketing & Promotion	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
918.000 Utilities - Water	7,000.00	7,000.00	4,415.09	600.15	0.00	2,584.91	63.1
920.000 Utilities - Electric	11,000.00	11,000.00	3,192.08	988.22	0.00	7,807.92	29.0
921.000 Utilities - Natural Gas	4,200.00	4,200.00	182.19	53.33	0.00	4,017.81	4.3
930.000 Repairs/Maint - Buildings/Land	8,500.00	8,500.00	246.19	0.00	0.00	8,253.81	2.9
931.000 Repairs/Maint - Equipment	1,000.00	1,000.00	183.04	70.00	0.00	816.96	18.3
935.000 Insurance	1,750.00	1,750.00	752.42	0.00	0.00	997.58	43.0
958.000 Sales Tax	4,000.00	4,000.00	5,567.88	2,745.72	0.00	-1,567.88	139.2
960.000 Bank Charges	6,000.00	6,000.00	4,354.92	323.21	0.00	1,645.08	72.6
Dept: 000	161,554.00	161,554.00	116,616.55	25,475.67	0.00	44,937.45	72.2
Dept: 905 DEBT SERVICE							
992.201 Marina Bldg - Interest	8,079.00	8,079.00	0.00	0.00	0.00	8,079.00	0.0
992.203 Interest - Internal Loan	4,519.00	4,519.00	0.00	0.00	0.00	4,519.00	0.0
DEBT SERVICE	12,598.00	12,598.00	0.00	0.00	0.00	12,598.00	0.0
Expenditures	174,152.00	174,152.00	116,616.55	25,475.67	0.00	57,535.45	67.0

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2017 to 9/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 661 - MOTOR POOL FUND							
Revenues							
Dept: 000							
665.000 Investment - Interest	1,200.00	1,200.00	1,019.11	340.35	0.00	180.89	84.9
670.003 Equipment Rental - Fire	62,930.00	62,930.00	15,732.51	5,244.17	0.00	47,197.49	25.0
670.004 Equipment Rental - Parks	36,540.00	36,540.00	9,135.00	3,045.00	0.00	27,405.00	25.0
670.005 Equipment Rental - Police	31,465.00	31,465.00	7,866.24	2,622.08	0.00	23,598.76	25.0
670.006 Equipment Rental - Public Work	73,080.00	73,080.00	18,270.00	6,090.00	0.00	54,810.00	25.0
670.007 Equipment Rental - StreetSewer	37,132.00	37,132.00	9,282.99	3,094.33	0.00	27,849.01	25.0
670.008 Equipment Rental - Water	37,132.00	37,132.00	9,282.99	3,094.33	0.00	27,849.01	25.0
670.009 Equipment Rental - WWTP	37,132.00	37,132.00	9,283.02	3,094.34	0.00	27,848.98	25.0
675.000 Sale of Asset	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
Dept: 000	321,611.00	321,611.00	79,871.86	26,624.60	0.00	241,739.14	24.8
Revenues	321,611.00	321,611.00	79,871.86	26,624.60	0.00	241,739.14	24.8
Expenditures							
Dept: 000							
935.000 Insurance	34,000.00	34,000.00	35,957.83	0.00	0.00	-1,957.83	105.8
981.101 DPW - Plow Trucks	146,650.00	146,650.00	0.00	0.00	0.00	146,650.00	0.0
981.104 DPW - Pickup	0.00	0.00	5,384.30	5,384.30	0.00	-5,384.30	0.0
981.106 DPW - Loader (Small)	34,338.00	34,338.00	0.00	0.00	0.00	34,338.00	0.0
981.108 DPW - Aerial Lift	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.0
981.116 DPW - Garage Equipment	3,500.00	3,500.00	3,209.95	3,209.95	0.00	290.05	91.7
981.201 PARKS - Mowers	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.0
981.301 POLICE - Patrol Car	44,000.00	44,000.00	0.00	0.00	0.00	44,000.00	0.0
981.402 FIRE - Rescue Ambulance	29,000.00	29,000.00	29,000.00	0.00	0.00	0.00	100.0
981.501 WATER - Pickup	43,000.00	43,000.00	0.00	0.00	0.00	43,000.00	0.0
981.504 WS - Vactor	28,000.00	28,000.00	0.00	0.00	0.00	28,000.00	0.0
Dept: 000	399,488.00	399,488.00	73,552.08	8,594.25	0.00	325,935.92	18.4
Expenditures	399,488.00	399,488.00	73,552.08	8,594.25	0.00	325,935.92	18.4
Grand Total Net Effect:	1,614,067.00	1,614,067.00	1,885,353.70	951,547.52	0.00	-271,286.70	

City of Manistee

Investment Report
9/30/2017

INVESTMENTS BY TYPE

Cash on Hand	\$ 2,700	0.0%
Checking	\$ 2,487,956	15.6%
Money Market	\$ 334,498	2.1%
CD	\$ 100,000	0.6%
Investment Pool	\$ 3,339,552	20.9%
Internal Loan	\$ 292,360	1.8%
Equities	\$ 6,816,528	16.3%
Bonds	\$ 2,597,151	42.7%

Total \$ 15,970,744 100.0%

INVESTMENTS BY CUSTODIAN

Huntington	\$ 2,487,956	15.6%
Chemical	\$ 100,000	0.6%
West Shore Bank	\$ -	0.0%
Flagstar	\$ -	0.0%
Michigan CLASS	\$ 3,339,552	20.9%
Honor State Bank	\$ -	0.0%
UBS	\$ -	0.0%
City	\$ 295,060	1.8%
Charles Schwab	\$ 9,748,176	61.0%

Total \$ 15,970,744 100.0%

INVESTMENTS BY MATURITY (est)

Available	\$ 6,164,706	38.6%
Equities	\$ 6,816,528	42.7%
CD's 0-2 years	\$ 100,000	0.6%
CD's 2+ years	\$ -	0.0%
<1 year bonds	\$ 251,412	1.6%
1-3 years bonds	\$ 696,734	4.4%
3-5 years bonds	\$ 662,692	4.1%
5-7 years bonds	\$ 434,339	2.7%
7-10 years bonds	\$ 333,740	2.1%
>10 years bonds	\$ 218,233	1.4%
Internal Loan	\$ 292,360	1.8%

Total \$ 15,970,744 100.0%

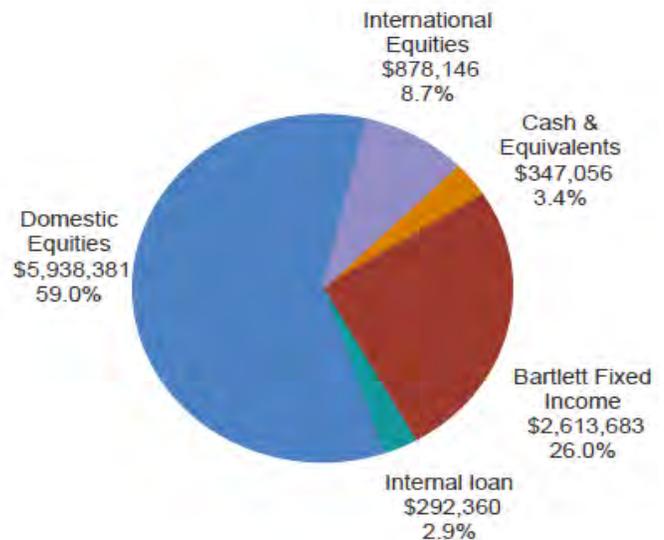
INVESTMENT EARNINGS

Fiscal Year End	Oil & Gas	W & S	General	Other	Total
2013	\$ 953,206	\$ 8,466	\$ 2,584	\$ 1,997	\$ 966,253
2014	\$ 1,433,907	\$ 473	\$ 764	\$ 1,173	\$ 1,436,316
2015	\$ 80,724	\$ 1,264	\$ 736	\$ 1,211	\$ 83,934
2016	\$ 47,840	\$ 8,860	\$ 468	\$ 948	\$ 58,116
2017	\$ 938,427	\$ 9,992	\$ 7,377	\$ 4,112	\$ 959,908
2018 Qtr 1	\$ 328,975	\$ 2,101	\$2,321.89	\$ 1,696	\$ 335,094
Total	\$ 4,073,419	\$ 37,963	\$ 16,204	\$ 20,181	\$ 4,147,767

COMMENTARY:

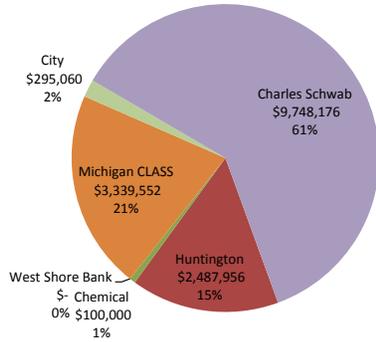
The value of the oil & gas fund of 09/30/2017 was \$10.07 million. For the first quarter of fiscal year 2018, the fund generated revenue and capital gains of \$328,975. The rate of return for the quarter was 3.4%.

	Quarter to Date
Total Account	3.4%
<i>Representative Benchmark*</i>	3.3
Equity	4.8
S&P 500 Total Return Index (U.S. Stock Index)	4.5
MSCI ACWI ex US	5.2
MSCI EAFE (International Developed Stock Index)	5.4
MSCI Emerging Markets (International Emerging Stock Index)	7.9
Fixed Income	0.6
Barclay's Govt/Credit Intermediate (Intermediate Bond Index)	0.6
Barclays US Intermediate Credit Index (Intermediate Bond Index)	0.9
U.S. 90- Day T-Bill	0.3

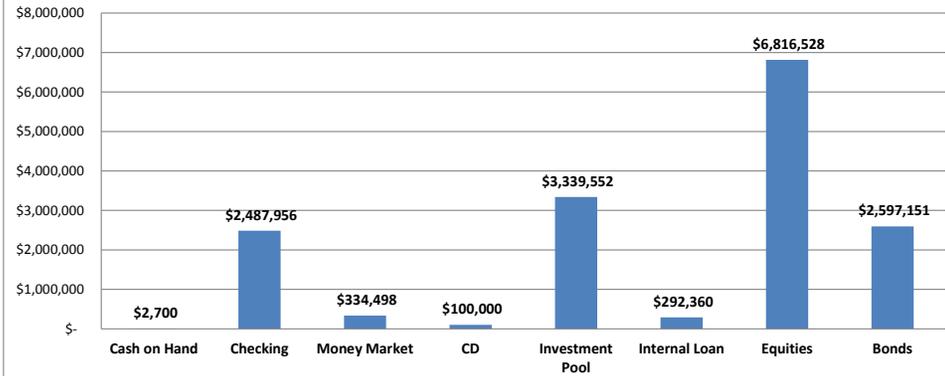


The City continues to invest cash into the Michigan CLASS investment pool which is yielding about 1.18% and has

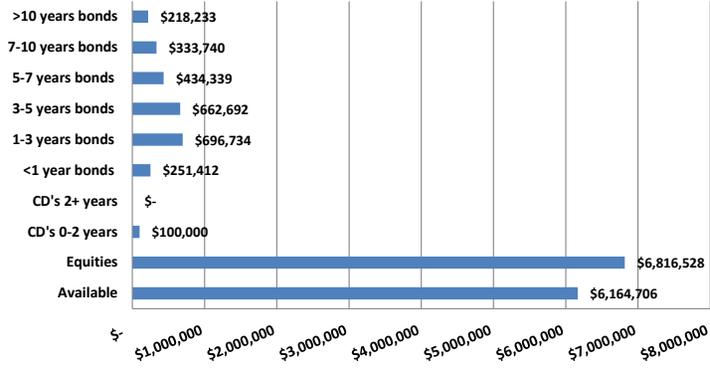
Investments by Custodian



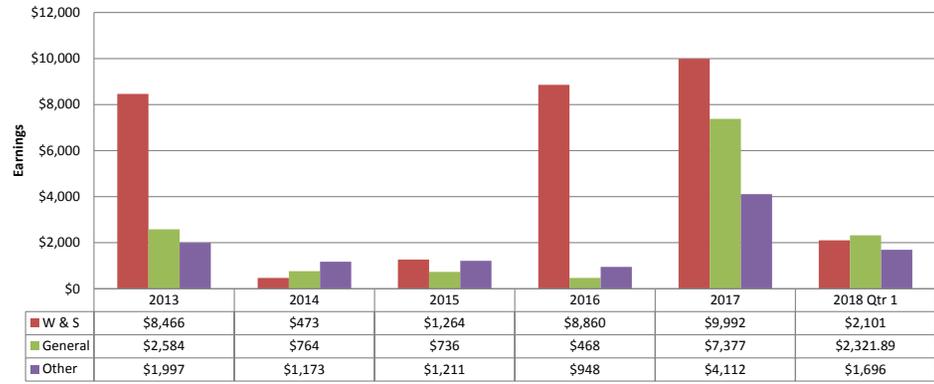
Investments by Type



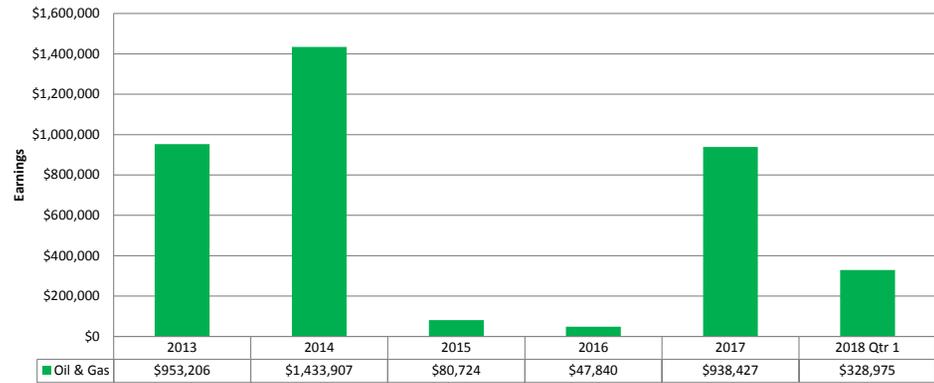
Investments by Maturity



Investment Earnings



Oil & Gas Investment Earnings





City of Manistee Police Department

70 Maple Street, Manistee, MI 49660-0358 · www.manisteemi.gov



Memo: Thad Taylor
From: Timothy E. Kozal
Re: Council Agenda item

Sir:

The Manistee Police Department has an officer assigned to the SCCENT multi-jurisdictional drug team. Part of this partnership includes the Byrne Grant distribution. The renewal of this agreement is from October 1st, 2017 through September 30th, 2018. The agreement will be disbursed through the Michigan State Police Byrne fund in the amount of \$10,142.00 for the SCCENT officer. The City Attorney has reviewed and approved the contract.

There are no objections to this event and present no special problems for the city.

Timothy E. Kozal
Manistee Director of Public Safety
70 Maple Street
Manistee, Michigan 49660
Office: 231-398-2810

AUTHORITY: 1935 PA 59, as amended;
COMPLIANCE: Voluntary; however, grant funds will be withheld if not submitted to the Michigan State Police (MSP) 60 days after acceptance of the agreement.

**BYRNE JUSTICE ASSISTANCE (BYRNE JAG) GRANT or
RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) GRANT**

**Subcontract Agreement
between**

CONTRACTOR: Michigan State Police

Federal Identification (I.D.) Number: 38-6000134

and

SUBCONTRACTOR: Manistee Police Department

Federal I.D. Number: 38-6004570

Project Title: SSCENT

Michigan State Police (MSP) Contract Number: 201870889

MSP Project Number: JAG-70889-SSCENT-2018

Catalog of Federal Domestic Assistance (CFDA) Number: 16.738

CFDA Title: Formula Byrne JAG

Federal Agency Name: United States Department of Justice (DOJ), Bureau of Justice Assistance (BJA)

Federal Grant Award Number: 2016-MU-BX-0703

Federal Program Title: Byrne JAG State FY 2018

I. Period of Agreement:

This Agreement shall commence on October 1, 2017 and terminate on September 30, 2018.

This Agreement is in full force and effect for the period specified in this section and must be signed prior to the initiation of any associated subcontract activity unless an exception is explicitly granted by the Michigan State Police (MSP). All projects must be initiated within 30 days of the start date of this Agreement.

II. Agreement Amount and Budget:

The agreed upon Project Budget for this Agreement is described in this section. Any changes to the Project Budget, by either the Contractor or Subcontractor, must be in writing and signed by both parties. Budget deviation allowances are not permitted.

	GRANT FUNDS	MATCHING FUNDS	TOTAL
Salary and Wages & Fringe Benefits	\$ <u>10,142.00</u>	\$ <u>0.00</u>	\$ <u>10,142.00</u>
Travel Expenses	\$	\$	\$
Supplies and Expenses	\$	\$	\$
Equipment Expenses	\$	\$	\$
Other Expenses	\$ <u>0.00</u>	\$	\$ <u>0.00</u>
TOTAL AGREEMENT AMOUNT	\$	\$ <u>0.00</u>	\$ <u>10,142.00</u>

III. Project Budget Detail:

The agreed upon Project Budget Detail for this Agreement is described in this section. Any change to the Project Budget Detail, by either the Contractor or Subcontractor, must be in writing and signed by both parties.

Detailed budget item descriptions:

SALARY AND WAGES & FRINGE BENEFITS: List the positions and cost for each position. Also indicate the total number of hours or percentage of time each position will be assigned to grant activities. List the fringe benefits costs for each position.

One full time police officer assigned 100% to grant activities including overtime and fringe benefits that include: health and dental insurance, retirement, worker's compensation, life insurance, SUTA, Medicare.

TRAVEL EXPENSES: This includes cost for mileage, per diem, lodging, rental vehicles, registration fees, approved seminars or conferences, and other approved travel costs incurred by the subcontractor.

n/a

SUPPLIES AND EXPENSES: This category is used for all consumable and short-term items and equipment items costing less than \$5,000.

n/a

EQUIPMENT EXPENSES: Individual line items greater than \$5,000.

n/a

OTHER EXPENSES: Communication, space, and allowable expenses not covered by other line items.

n/a

IV. Statement of Work:

The Subcontractor agrees to undertake, perform, and complete the services described in this section. Any changes to the Statement of Work, by either the Contractor or Subcontractor, must be in writing and signed by both parties. The Subcontractor may not assign the performance under this Agreement to any other entity or person who is not an employee of the Subcontractor, except with prior written approval of the Contractor. All provisions and requirements of this Agreement shall apply to any agreements the Subcontractor may enter

into in furtherance of its obligations under the Agreement and shall be responsible for the performance of any contracted work. ontrac

Detailed description of services/deliverables:

n/a

V. Project Timeline:

The Subcontractor agrees to undertake, perform, and complete the services described in Section III within the timeline described in this section. Any changes to the Project Timeline, by either the Contractor or Subcontractor, must be in writing and signed by both parties.

Detailed timeline:

n/a

VI. Publication Rights:

The Subcontractor shall give proper recognition in any and all publications, papers, and presentations arising from the program (including from subcontractors) herein by placing the following disclaimer on any and all publications, papers, and presentations:

"This project was supported by Federal Grant Award Number 2016-MU-BX-0703, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice (DOJ), and administered by the Michigan State Police (MSP). Points of view or opinions contained within this document do not necessarily represent the official position or policies of the MSP or DOJ."

The MSP shall, in return, give recognition to the Contractor and/or Subcontractor when applicable.

Where activities supported by this Agreement produce books, films, or other such copyrightable materials issued by the Contractor or Subcontractor, the Contractor or Subcontractor may copyright such but shall acknowledge that the MSP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and use such materials and to authorize others to reproduce and use such materials. This cannot include service recipient information or personal identification data.

VII. Performance Measurement Data and Reporting:

The Subcontractor agrees to provide all applicable performance measurement data related to this Agreement in a timely manner in order for the Contractor to meet its reporting obligations with the MSP. The failure of the Subcontractor to comply with this requirement may result in the withholding of funds and/or termination of the Subcontract.

Detailed performance measurement data requirements description (if applicable):

n/a

VIII. Payment Processing:

The Contractor, in accordance with the general purposes, objectives, and terms and conditions of this Agreement, will provide payment to the Subcontractor based upon appropriate reports, records, and documentation maintained by the Subcontractor. Any billing or request for reimbursement for Subcontract costs must be supported by adequate source documentation on costs and services. Payment requests must be submitted to the Contractor in a timely manner in order that the Contractor can subsequently request reimbursement from the MSP within the required monthly reimbursement period. The Subcontractor will be paid within 30 days of receipt of reimbursement by the Contractor.

IX. Program Income:

The DOJ regulations allow the Contractor to keep funds (program income) derived from grant activities, so long as these funds are used for the same purposes as the grant project. In the absence of such regulations, these funds would be required to be returned to the DOJ. Program income is the gross income earned by the

Contractor and/or Subcontractor during the Agreement period as a direct result of the grant project. All income generated as a direct result of an MSP-funded project shall be deemed program income. Program income may be used to further program objectives under this Agreement or may be refunded to the MSP. Program income must be used for the purposes of and under the conditions applicable to the award specified in the agreement between the Contractor and the MSP. Program income may only be used for allowable program costs. Asset forfeiture and treatment/lab fees are the most prominent program income derived from grant activity. DOJ regulations require that program income be held in the custody of a governmental entity, with reporting on those funds to the state administrative agency (the MSP). The Subcontractor must report any and all generated program income to the Contractor on a quarterly basis in order for the Contractor to comply with the MSP reporting and tracking requirements.

X. Unobligated Funds:

Any unobligated balance of funds held by the Subcontractor at the end of the Agreement period will be returned to the Contractor, which will then be returned to the MSP, or treated in accordance with instructions provided by the MSP.

XI. Equipment Purchases and Title:

Any Subcontractor equipment purchases supported in whole or in part through this Agreement must be listed in an Equipment Inventory Schedule. Equipment means tangible, non-expendable, personal property having useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Title to items having a unit acquisition cost of less than \$5,000 shall vest with the Subcontractor upon acquisition. The MSP reserves the right to retain or transfer the title to all items of equipment having a unit acquisition cost of \$5,000 or more, to the extent that the MSP's proportionate interest in such equipment supports such retention or transfer of title.

All purchases supported in whole or in part through this Agreement must use procurement procedures that conform to the Subcontractor's local requirements.

XII. Employee Time Certifications:

It is the Subcontractor's obligation to notify the Contractor immediately when a Byrne JAG-funded employee:

- Is disabled or deceases while having been assigned to a grant-funded position;
- Is removed or reassigned from a grant-funded position; and/or,
- Is unable to report to work due to injury or illness not related to job performance (and is not replaced within 30 days by another employee).

All Byrne JAG-funded employees will complete and submit to the Contractor an executed ADM-214 Employee Time Certification form supplied by the Contractor. The failure to comply with notification to the MSP and/or submit Employee Time Certification forms could result in loss of position funding.

XIII. Record Maintenance/Retention:

The Subcontractor agrees to maintain adequate program and fiscal records and files (including source documentation) to support program activities and all expenditures made under the terms of this Agreement, as required. The Subcontractor must assure that all terms of this Agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this Agreement will be maintained (may be off site) for a period of not less than four years from the date of grant closure or until any pending litigation and/or audit findings have been resolved. All retention record guidelines set by the Contractor and/or Subcontractor must be adhered to if they require additional years beyond retention guidelines stated herein.

XIV. Authorized Access:

The Subcontractor must permit, upon reasonable notification and at reasonable times, access by authorized representatives of the Contractor, MSP, Program Evaluators (contracted by the MSP), Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files, and documentation related to this Agreement, to the extent authorized by applicable state or federal law, rule, or regulation.

The Contractor and/or the MSP may conduct on-site monitoring visit(s) and/or grant audit(s) any time during the grant period. All grant records and personnel must be made available during any visit, if requested.

The Contractor and/or the MSP may request that a funded program be evaluated by a contracted outside evaluation team. Subcontractors shall work cooperatively with the evaluation team in such a manner that the program be able to be fully reviewed and assessed.

XV. Subcontractor/Vendor Monitoring:

The Subcontractor must comply with the Single Audit Act of 1984, as amended, 31 USC 7501 et seq. requirements and must forward all single audits covering grant funds administered through this Agreement to the Contractor. The Contractor is responsible for reviewing all single audit adverse findings, issuing management decisions on audit findings, and ensuring that corrective actions are implemented in accordance of OMB Circular A-133.

The Contractor is responsible for ensuring that the Subcontractor is expending grant funds appropriately as specified through this Agreement, and shall conduct monitoring activities to ensure compliance with all associated laws, regulations, and provisions, as well as ensure that performance goals are achieved. The Contractor shall ensure compliance for for-profit subcontractors as required by OMB Circular A-133, Section .210(e). The Contractor must ensure that transactions with vendors comply with laws, regulations, and provisions of contracts or grant agreements in compliance with OMB Circular A-133, Section .210(f).

XVI. Notification of Criminal or Administrative Investigations/Charges:

If any employee of the Subcontractor that is associated with this Agreement project becomes aware of a criminal or administrative investigation or charge that directly or indirectly involves grant funds referenced in this Agreement, the Subcontractor shall immediately notify the Contractor, in writing, that such an investigation is ongoing or that a charge has been issued.

XVII. Agreement Suspension/Termination:

The Contractor and/or the Subcontractor may suspend and/or terminate this Agreement without further liability or penalty to the Contractor for any of the following reasons:

- A. This Agreement may be suspended by the Contractor if any of the terms of this Agreement are not adhered to. Suspension requires immediate action by the Subcontractor to comply with this Agreement terms; otherwise, termination by the Contractor may occur.
- B. Failure of the Subcontractor to make satisfactory progress toward the goals, objectives, or strategies set forth in the Agreement.
- C. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- D. Filing false certification in this Agreement or other report or document.
- E. This Agreement may be terminated by either party by giving 15 days written notice to the other party. Such written notice will provide valid, legal reasons for termination, along with the effective date.
- F. This Agreement may be terminated immediately if the Subcontractor, an official of the Subcontractor, or an owner is convicted of any activity referenced in Section XVI of this Agreement, during the term of this Agreement, or any extension thereof.

XVIII. Final Reporting Upon Termination:

Should this Agreement be terminated by either party, within 30 days after the termination, the Subcontractor shall provide the Contractor with all financial, performance, and other reports required as a condition of this Agreement. The Contractor will make payments to the Subcontractor for allowable reimbursable costs not covered by previous payments or other state or federal programs. The Subcontractor shall immediately refund to the Contractor any funds not authorized for use and any payments or funds advanced to the Subcontractor in excess of allowable reimbursable expenditures.

XIX. Severability:

If any provision of this Agreement or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this Agreement.

XX. Liability:

- A. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the Subcontractor in the performance of this Agreement shall be the responsibility of the Subcontractor, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any Subcontractor, employee, or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity, as provided by statute or court decisions.
- B. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this Agreement shall be the responsibility of the Contractor, and not the responsibility of the Subcontractor, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Contractor, anyone directly or indirectly employed by the Contractor, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Contractor or its employees by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Subcontractor and the Contractor in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the Subcontractor and the Contractor in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Subcontractor, the Contractor, or their employees, respectively, as provided by statute or court decisions.

XXI. Certifications and Assurances:

The Subcontractor must adhere to all applicable Certifications and Assurances. The failure to do so may result in the termination of grant funding or other remedies.

A. Certifications:

Subcontractor should refer to the regulations cited below to determine the certification to which they are required to attest. Acceptance of this Agreement provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, DOJ Implementation of OMB Guidance of Nonprocurement Debarment and Suspension," and 28 CFR Part 83, Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace."

B. Lobbying:

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the Subcontractor certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the contractor shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and,

C. **Debarment, Suspension and Other Responsibility Matters (Direct Recipient):**

As required by Executive Order 12549, Debarment and Suspension, implemented at 2 C.F.R. Part 2867, for prospective participants in primary covered transactions, as defined at 2 C.F.R. Section 2867.20(a):

1. The Subcontractor certifies that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpccompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the MSP and U.S. Government in this case.
- d. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
- e. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

D. **Federal Taxes:**

If the applicant is a corporation, the applicant certifies that either: (1) the corporation has no unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or, (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpccompliancereporting@usdoj.gov, and after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the MSP and U.S. Government in this case.

E. **Drug-Free Workplace:**

1. As required by the Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 *et seq.*, and implemented at 28 C.F.R. Part 83. The Subcontractor certifies that it will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Subcontractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The Subcontractor's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) of this section.
- d. Notifying the employee in the statement required by paragraph (a) of this section that, as a condition of employment under this Agreement, the employee will:
 - i. Abide by the terms of the statement; and,
 - ii. Notify the employer in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e. Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d) (ii) of this section from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, Attn: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant.
- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(ii) of this section, with respect to any employee who is so convicted:
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 701 et seq; or,
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f) above.

F. Standard Assurances:

The Subcontractor hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and, 28 C.F.R. Parts 66 or 70 (administrative requirements for grants and cooperative agreements). The Subcontractor also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the general accounting office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. Parts 18, 22, 23, 30, 35, 38, 42, 61 and 63, and the award term in 2 C.F.R. § 175.15(b).
4. It will assist the awarding agency, if necessary, in assuring compliance with section 106 of the National Historic Preservation Act of 1966, 16 U.S.C. § 470, Executive Order 11593 (Protection and Enhancement of the cultural Environment), the Archeological and Historical Preservation Act of 1974, 16 U.S.C. § 469 *et seq.*, and the National Environmental Policy Act of 1969, 42 U.S.C. § 4321 *et seq.*
5. It will comply with Executive Order 13279, Executive Order 13559, and the DOJ regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part. 38, which prohibits recipients from using DOJ financial assistance on inherently (or explicitly) religious activities and from discriminating

in the delivery of services on the basis of religion. Programs and activities must be carefully structured to ensure that DOJ financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support 12-step programs, which are considered to be religious in nature. The 12-step programs must take place at a separate time or location from the activities supported with DOJ financial assistance and the participation of beneficiaries in 12-step programs is strictly voluntary. It must make clear to any and all vendors and program participants that 12-step programming is separate and distinct from DOJ-funded activities. It must also ensure that participants are not compelled to participate in 12-step programs and cannot penalize a participant who chooses not to participate in a 12-step program. It must ensure that employees fully funded by DOJ are not involved with 12-step programs whereby they are instructing or indoctrinating clients on the 12 steps. Employees of the Subcontractor shall clearly document the number of hours spent on secular activities associated with the DOJ-funded program and ensure that time spent on 12-step programs is completely separate from time spent on permissible secular activities. In addition, at least one secular program must be provided as an alternative to 12-step programming.

6. It will provide meaningful access to grant-funded programs and activities to Limited English proficient (LEP) persons in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq.*, and the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. §3789d. For a detailed discussion of the requirement to provide meaningful access to LEP persons, refer to the guidance issued by the DOJ on this matter entitled, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons," 67 FR 41455-01 (June 18, 2002).
7. It will comply and require any and all subcontractors to comply with any applicable statutorily-imposed nondiscrimination requirements, including the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. §3789d; the Victims of Crime Act of 1984, 42 U.S.C. §10604(e); the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. §5672(b); Title IV of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq.*; the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C; the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973, 9 U.S.C. §794; the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990, 2 U.S.C. §12132; the DOJ implementing regulations at 28 C.F.R. Part 35; the Rehabilitation Act of 1973, 29 U.S.C. § 794; the Americans with Disabilities Act of 1990, 42 U.S.C. §12131-34; Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681, 1683, 1685-86; and, the Age Discrimination Act of 1975, 42 U.S.C. §§6101-07; The DOJ regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38; The Elliott-Larsen Civil Rights Act, MCL 37.2101 *et seq.*; and the Persons With Disabilities Civil Rights Act, MCL 37.1101 *et seq.*

a. Notification:

It may not discriminate in employment on the basis of race, color, national origin, religion, sex, and disability and may not discriminate in the delivery of services or benefits on the basis of race, color, national origin, religion, sex, disability, and age. These laws also prohibit retaliation against an individual for taking action or participating in action to secure rights protected by these laws. It shall notify all clients, customers, program participants, or consumers of the types of prohibited discrimination, as well as the complaint procedures, in writing. Notification may include placing posters in an area that may be easily viewed by all and/or providing a paper copy to each of the listed types of individuals. It shall forward all discrimination complaints to the MSP as described in the complaint procedures in Attachment 7, Discrimination Complaint Procedures for Federal Grant-Funded Projects Subcontractors, clients, customers, program participants or consumers may also report complaints to the Office of Justice Programs (OJP)/Office for Civil Rights (OCR) or the Michigan Department of Civil Rights directly, as outlined in Attachment 7 but the Contractor shall notify the MSP of the complaint as soon as the complaint is known. In the event that a federal or state court, or federal or state administrative agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Subcontractor, the Contractor shall forward a copy of the finding to the OJP/OCR and the MSP.

b. **Training:**

Any and all DOJ-funded employees of the Subcontractor shall receive periodic training at least once every contract year regarding the responsibility of the entities to comply with applicable federal civil rights laws as a recipient of federal funds. The Contractor shall provide the Subcontractor with access to training developed by the OJP/OCR, which may be found at: <http://www.nij.gov/ocr-training-videos/video-ocr-training.htm>. The DOJ-funded employees of the Subcontractor shall complete the required training within 90 days of the start date of this Agreement and certify that the required training has been completed by signing the OCR Compliance Training Form. New employees shall complete the required training and provide a signed OCR Compliance Training Form to the Contractor within 60 days of the date of hire.

c. **Monitoring:**

The Contractor shall ensure that the Subcontractor is complying with all applicable civil rights laws and procedures by completing the Civil Rights Compliance Questionnaire with the Subcontractor during site monitoring visits and desk audits.

8. It shall determine if an Equal Employment Opportunity Plan (EEOP) is required pursuant to 28 C.F.R. 42.301 et seq. If the Subcontractor is not required to formulate an EEOP, a certification form shall be sent to the OJP/OCR, and the Office of Personnel Management (OPM) indicating that an EEOP is not required. If the Subcontractor is required to develop an EEOP, but is not required to submit the EEOP to the OCR, a certification form shall be sent to the OCR and the MSP certifying that an EEOP is on file which meets the applicable requirements. If the Subcontractor is awarded a grant of \$500,000 or more, and has 50 or more employees, a copy of the EEOP shall be submitted to the OJP/OCR and OPM. Non-profit organizations, Indian tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption (a copy of the form shall be submitted to the OPM). Additional information about the EEOP requirements may be found at http://www.ojp.usdoj.gov/about/ocr/eeop_comply.htm.
9. If the Subcontractor is a governmental entity, it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, 42 U.S.C. § 4601 et seq., which governs the treatment of persons displaced as a result of federal and federally-assisted programs; and,
10. If the Subcontractor is a governmental entity, it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

G. Non-Supplanting:

It is imperative that the Subcontractor understand that the non-supplanting requirement mandates that grant funds may be used only to supplement (increase) the Subcontractor's budget, and may not supplant (replace) state, local, or tribal funds that otherwise would have been spent on positions and/or any other items approved in this Agreement budget if it had not received a grant award.

This means that if your agency plans to:

1. Hire new positions (including filling existing vacancies that are no longer funded in your agency's budget), it must hire these additional positions on or after the official grant award start date, above its current budgeted (funded) level of positions.
2. Rehire personnel who have already been laid off (at the time of application) as a result of state, local, or tribal budget cuts. It must rehire the personnel on or after the official grant award start date, and maintain documentation showing the date(s) that the positions were laid off and rehired.
3. Maintain personnel who are (at the time of application) currently scheduled to be laid off on a future date as a result of state, local, or tribal budget cuts. It must continue to fund the personnel with its own funds from the grant award start date until the date of the scheduled lay-off (e.g., if the grant

award start date is July 1 and the layoff is scheduled for October 1, then the grant funds may not be used to fund the officers until October 1, the date of the scheduled layoff), and maintain documentation showing the date(s) and reason(s) for the layoff. [Please note that as long as your agency can document the date that the layoff(s) would occur if the grant funds were not available, it may transfer the personnel to the grant funding on or immediately after the date of the layoff without formally completing the administrative steps associated with a layoff for each individual personnel.]

4. Documentation that may be used to prove that scheduled layoffs are occurring for local economic reasons that are unrelated to the availability of grant funds may include (but are not limited to): council or departmental meeting minutes, memoranda, notices, or orders discussing the layoffs; notices provided to the individual personnel regarding the date(s) of the layoffs; and/or, budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's grant records.

H. Hatch Political Activity Act and Intergovernmental Personnel Act:

The Subcontractor will comply with the Hatch Act of 1939, 5 USC 1501-08, and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act of 1978, 42 USC 4728. Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.

I. Health Insurance Portability and Accountability Act of 1996 (HIPAA):

To the extent that HIPAA is pertinent to the services that the Subcontractor provides to the Contractor under this Agreement, the Subcontractor assures that it is in compliance with the HIPAA requirements including the following:

1. Subcontractor must not share any protected health data and information provided by the Contractor that falls within the HIPAA requirements.
2. Subcontractor must only use the protected health data and information for the purposes of this Agreement.
3. Subcontractor must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Subcontractor's employees.
4. Subcontractor must have a policy and procedure to report to the Contractor any unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Subcontractor becomes aware.
5. Failure to comply with any of these contractual requirements may result in the termination of this Agreement in accordance with Section XVII, above.
6. In accordance with the HIPAA requirements, the Subcontractor is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Subcontractor from the Contractor, the MSP, or any other source.

XXII. Unallowable Costs:

- Costs in applying for this grant (e.g., consultants, grant writers).
- Any expenses incurred prior to the date of this Agreement.
- Any administrative costs not directly related to the administration of this Agreement.
- Indirect costs, rates, or indirect administrative expenses (only direct costs permitted).
- Personnel, including law enforcement officers, not connected to the project for which you are applying.
- Lobbying or advocacy for particular legislative or administrative reform.
- Fund raising and any salaries or expenses associated with it.

- Legal fees.
- All travel, including first-class or out-of-state travel, unless prior approval by the MSP is received.
- Promotional items, unless prior approval by the MSP is received.
- One-time events, prizes, and entertainment (e.g., tours, excursions, amusement parks, sporting events), unless prior approval by the MSP is received.
- Honorariums.
- Contributions and donations.
- Management or administrative training/conferences, unless prior approval by the MSP is received.
- Management studies or research and development (costs related to evaluation are permitted).
- Fines and penalties.
- Losses from uncollectible bad debts.
- Purchases of land.
- Memberships and agency dues, unless a specific requirement of the project, unless prior approval by the MSP is received.
- Compensation to federal employees.
- Military type equipment such as armored vehicles, explosive devices, and other items typically associated with the military arsenal.
- Purchasing of vehicles, vessels, or aircraft.
- Construction costs and/or renovation, including remodeling.
- Service contracts and training beyond the expiration of this Agreement.
- Informant fees, rewards, or buy money.
- K9 dogs and horses, including any food and/or supplies relating to the upkeep of law enforcement animals.
- Livescan devices for applicant prints, including any related supplies.
- Weapons, including tasers.
- Food, refreshments, and snacks.
 - Note: No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (e.g., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from the MSP and the DOJ. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

XXIII. Conditions on Expenses:

Costs must be reasonable and necessary. If required by the local jurisdiction, costs must be sustained by competitive bids. Individual consultant fees are limited to \$450 (excluding travel, lodging, and meal costs) per day, which includes legal, medical, psychological, and accountant consultants. If the rate will exceed \$450 for an eight-hour day, prior written approval is required from the MSP. Compensation for individual consultant services is to be responsible and consistent with that paid for similar services in the marketplace.

XXIV. Conflict of Interest:

The Contractor and Subcontractor are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 *et seq.*, and 1973 PA 196, as amended, MCL 15.341 *et seq.*

XXV. Compliance with Applicable Laws and Agreements:

The Subcontractor will comply with applicable federal and state laws, guidelines, rules, and regulations in carrying out the terms of this Agreement. The Subcontractor will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this Agreement, as well as the terms of the agreement between the MSP and Contractor. The Contractor shall supply the Subcontractor with a copy of said agreement.

XXVI. Agreement Signatures:

The Subcontractor hereby accepts this Agreement in the amount and for the period indicated in the first page of this document on the basis of the application, assurances, and supporting documents submitted by the Contractor to the MSP. The Agreement becomes effective upon the return of the signed Subcontract to the Contractor. This award does not assure or imply continuation in funding beyond the funding period of this Subcontract. The Subcontractor agrees to provide the Contractor with a copy of the Single Audit Report of the Subcontractor's entity.

<p>SUBCONTRACTOR:</p> <p>Address: 70 Maple Street City, State, and ZIP: Manistee, MI 49660 Phone: 231-723-2533 Fax: 231-398-2012</p>	<p>CONTRACTOR:</p> <p>Address: 7150 Harris Dr. City, State, and ZIP: Dimondale, MI 48821 Phone: 517-241-5543 Fax: 517-241-1859</p>
<p>Authorized Official Signature:</p>	<p>Authorized Official Signature:</p>
<p>Name: Date:</p>	<p>Name: Captain David Roesler Date:</p>
<p>Project Official Signature:</p>	<p>Project Director Signature:</p>
<p>Name: Date:</p>	<p>Name: D/Lt. Andrew Ambrose Date:</p>
<p>Financial Official Signature: </p>	
<p>Name: <i>Edward Bradford</i> Date: <i>10/31/2017</i></p>	



APPLICANTS NEEDED BOARDS and COMMISSIONS VACANCIES

BOARD OF REVIEW. Two vacancies – (1) alternate member, (1) regular member, both terms ending 12/31/20. *Applicants must be City taxpaying, registered voters.* Purpose: Hears property valuation appeals

BROWNFIELD REDEVELOPMENT AUTHORITY. One vacancy – term ending 6/30/20. *Applicants must be City residents or persons with interest in property in the City.* Purpose: Promote revitalization of environmentally distressed and functionally obsolete areas.

COMPENSATION COMMISSION. Two vacancies – both terms ending 9/30/22. *Applicants must be registered voters in the City.* Purpose: Establish compensation for City Council Members.

HARBOR COMMISSION. One vacancy – term ending 10/31/20. *Applicants can be non-residents but must own real estate or a business/profession having a licensed business location in the City.* Purpose: Advisory on marina, harbor development issues.

HISTORIC DISTRICT COMMISSION. One vacancy – term ending 2/28/20. *Applicants must be City residents.* Purpose: Historic preservation.

HOUSING COMMISSION. One vacancy – term ending 5/31/18. Purpose: Oversees senior/low income housing.

PARKS COMMISSION. Five vacancies – (2) terms ending 6/30/18, (1) term ending 6/30/19 and (2) terms ending 6/30/20. *Three appointments may be non-residents but must own real estate or a business/profession having a licensed business location in the City or have a child attending school within the City.* Purpose: Advisory on parks development, maintenance, improvements.

PEG COMMISSION. Four vacancies – (1) term ending 12/31/18, (1) term ending 12/31/19 and (2) terms ending 12/31/20. *Applicants must be Manistee County residents.* Purpose: Oversees operation of Manistee Public Access Television.

PLANNING COMMISSION. Three Vacancies – terms ending 10/31/20. *Applicants must be City residents.* Purpose: Reviews master plan, zoning, site plans, development issues.

TREE COMMISSION: Four Vacancies – terms ending 12/31/20. Purpose: Oversees public (parks/boulevards) tree program.

ZONING BOARD OF APPEALS. One vacancy (regular member) – three year term ending 5/31/20. Purpose: Hears appeals on zoning and building issues.

Application forms are available at the City Clerk's office, 70 Maple Street or on the City website at <http://www.manisteemi.gov/194/Boards-Commissions>. Applications must be returned by Tuesday, October 31, 2017 to be considered for appointment at the November 8, 2017 City Council meeting.



RECEIVED

OCT 20 2017

APPLICATION FOR APPOINTMENT

Thank you for your expression of interest in serving this community by volunteering for appointment to a board or commission. Please provide the requested information in addition to any other information you think appropriate for the Mayor and City Council to consider. Please plan on attending the Council meeting at which this matter will be considered. The public notice for this vacancy included that date.

BOARD OR COMMISSION APPLIED FOR:

~~Manistee~~ + BROWN FIELD REDEVELOPMENT AUTHORITY

NAME:

ROGER YODER

ADDRESS:

225 7th St
MANISTEE

PHONE: (Home)

231-223-6926 (Work) —

E-MAIL:

() personal or () work

I want to volunteer for this position because:

CURRENTLY HAVE BEEN ON Com. FOR SOME TIME
WOULD LIKE TO CONTINUE TO BETTER MANISTEE
FOR MILLENNIUMS.

Please add any particular education, experience or background you think appropriate to include:

ADVANCE MASTER CITIZEN PLANNER - M.S. U.
30 SOME YEARS EXPERIENCE
FORMER CHAIRMAN LAST 20 YRS.

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Roger Yoder
Signature

Oct. 20 - 2017
Dated

The City of Manistee does not discriminate on the basis of race, color, religion, sex, national origin, age or disability. If you have a disability and may need accommodation to participate fully on this board or commission, please contact the City ADA Officer, or check this box and someone will contact you to discuss your needs.



RECEIVED

OCT 25 2017

CITY OF MANISTEE
CLERK

APPLICATION FOR APPOINTMENT

Thank you for your expression of interest in serving this community by volunteering for appointment to a board or commission. Please provide the requested information in addition to any other information you think appropriate for the Mayor and City Council to consider. Please plan on attending the Council meeting at which this matter will be considered. The public notice for this vacancy included that date.

BOARD OR COMMISSION APPLIED FOR: Compensation Commission

NAME: Tom Swedenberg

ADDRESS: 562 1st St
Manistee, MI

PHONE: (Home) 231-723-0114 (Work) 231-690-9971

E-MAIL: tnswede@gmail.com personal or work

I want to volunteer for this position because:
I found the work interesting
I have the time

Please add any particular education, experience or background you think appropriate to include:
B.S. x 2
Military + Medical Background
20 yr resident

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

[Signature] 23 Oct 17
Signature Dated

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APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: HARBOR COMMISSION

NAME: Roger L. Zielinski

ADDRESS: 529 FIRST ST
MANISTEE MI 49660

PHONE: (Home) 989-329-3081 (Work) _____

E-MAIL: ZIELINSKI.ROGER@GMAIL.COM personal or work

I want to volunteer for this position because:

I WANT TO CONTINUE TO WORK TOWARD THE IMPROVEMENT
OF OUR WATERWAYS AND CITY OWN FACILITY

Please add any particular education, experience or background you think appropriate to include:

DNR CERTIFIED MARINE BOATING INSTRUCTOR / HAVE BEEN BOATING
ALL MY ADULT LIFE

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Roger L. Zielinski
Signature

11-19-2017
Dated

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RECEIVED

OCT 30 2017

CITY OF MANISTEE
CLERK - TREASURER

APPLICATION FOR APPOINTMENT

Thank you for your expression of interest in serving this community by volunteering for appointment to a board or commission. Please provide the requested information in addition to any other information you think appropriate for the Mayor and City Council to consider. Please plan on attending the Council meeting at which this matter will be considered. The public notice for this vacancy included that date.

BOARD OR COMMISSION APPLIED FOR: Commissioner, City of Manistee Housing Committee

NAME: Kelly Tomaszewski

ADDRESS: 9693 Valley View Drive
Onkama, MI 49675

PHONE: (Home) 231-889-7124 ^{cell}(Work) 616-540-3123

E-MAIL: ktomaszewski@mhc.net personal or work

I want to volunteer for this position because:

I am interested in serving on the Housing Committee for the City of Manistee because where people live, either alone, or with family or friends, is such an important aspect of their lives, I'd like to be a part of an organization that assures quality housing for residents, and the community of Manistee.

Please add any particular education, experience or background you think appropriate to include:

I have worked in healthcare for 30 years, caring for people and their families. I currently work at Munson Healthcare Manistee Hospital, continuing to care for people. I am happy to serve in a role, and organization, that puts the needs of our patients, and Manistee County first.

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Kelly Tomaszewski
Signature

10-13-17
Dated

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APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: Parks Commission

NAME: Stephen G Spencer
ADDRESS: 111 Pine St
Manistee, MI 49660

PHONE: (Home) 734-368-6920 (Work) _____

E-MAIL: stephengen Spencer@gmail.com personal or work

I want to volunteer for this position because:

About two years ago my family and I moved to Manistee from metro Detroit area. I have two boys, 4 and 2,
and we love taking them to the parks. I want to volunteer to make sure our parks remain clean and updated,
so that the children of our community can meet, play, and hopefully build lasting friendships.

Please add any particular education, experience or background you think appropriate to include:

I don't have an education in parks and recreation, but I have worked for a lawn company out of highschool, and for a PGA event
that included updating grounds. I'm some what handy with tools, and have a drive to make sure we have great meeting places for
our children. I've spoken with Jason Sullivan about the Commission and hope to join in the future. Thank you for your consideration.

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Signature

10/3/17
Dated

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RECEIVED
OCT 20 2017
CITY OF MANISTEE
CLERK - TREASURER

APPLICATION FOR APPOINTMENT

Thank you for your expression of interest in serving this community by volunteering for appointment to a board or commission. Please provide the requested information in addition to any other information you think appropriate for the Mayor and City Council to consider. Please plan on attending the Council meeting at which this matter will be considered. The public notice for this vacancy included that date.

BOARD OR COMMISSION APPLIED FOR: PEG

NAME: James W. Smith

ADDRESS: 353 1st Street
Manistee MI 49660

PHONE: ^{cell} (Home) 231 690 3948 (Work) _____

E-MAIL: jsmith@manistee.mi.gov personal or work

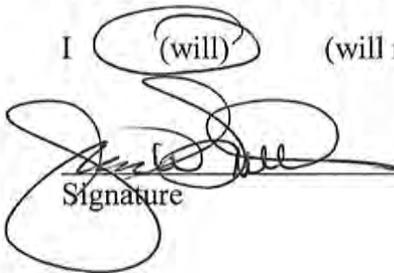
I want to volunteer for this position because:

Have served for two years and wish to continue.

Please add any particular education, experience or background you think appropriate to include:

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.


Signature

Oct 20, 2017
Dated

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RECEIVED

OCT 20 2017

CITY OF MANISTEE
APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: PLANNING + ~~BROWNFIELD~~ + ~~REDEVELOPMENT~~

NAME: ROGER YODER
ADDRESS: 225 7th St.
MANISTEE

PHONE: (Home) 231-223-6926 (Work) —

E-MAIL: _____ () personal or () work

I want to volunteer for this position because:
CURRENTLY HAVE BEEN ON Com. FOR SOME TIME
WOULD LIKE TO CONTINUE TO BETTER MANISTEE
FOR MILLENNIUMS.

Please add any particular education, experience or background you think appropriate to include:
ADVANCE MASTER CITIZEN PLANNER - M.S.D.
30 SOME YEARS EXPERIENCE
FORMER CHAIRMAN LAST 20 YRS.

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Roger Yoder Oct. 20 - 2017
Signature Dated

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RECEIVED

OCT 26 2017

CITY OF MANISTEE

APPLICATION FOR APPOINTMENT

Thank you for your expression of interest in serving this community by volunteering for appointment to a board or commission. Please provide the requested information in addition to any other information you think appropriate for the Mayor and City Council to consider. Please plan on attending the Council meeting at which this matter will be considered. The public notice for this vacancy included that date.

BOARD OR COMMISSION APPLIED FOR: Planning Commission

NAME: Maureen Barry

ADDRESS: 230 lighthouse way S
Manistee

PHONE: (Home) 231-510-2243(Work) _____

E-MAIL: manisteemo@gmail.com personal or work

I want to volunteer for this position because:
I have been on the planning Commission for several
terms, enjoy it and feel that I contribute to
good decision-making.

Please add any particular education, experience or background you think appropriate to include:
B.S./M.S. both in chemical engineering, MBA in industrial
management. Master Citizen planner certification

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Maureen A Barry 10/25/17
Signature Dated

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APPLICATION FOR APPOINTMENT

Thank you for your expression of interest in serving this community by volunteering for appointment to a board or commission. Please provide the requested information in addition to any other information you think appropriate for the Mayor and City Council to consider. Please plan on attending the Council meeting at which this matter will be considered. The public notice for this vacancy included that date.

BOARD OR COMMISSION APPLIED FOR: Tree Commission

NAME: Robert Johnson

ADDRESS: 530 Ninth St.
Manistee, MI 49660

PHONE: (Home) 723-2243 (Work) _____

E-MAIL: _____ personal or work

I want to volunteer for this position because:

I live in the city and would like
to do my part to keep the city
moving forward.

Please add any particular education, experience or background you think appropriate to include:

I have been a member of the tree
commission for many years.

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Robert Johnson 10-19-17
Signature Dated

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RECEIVED

OCT 23 2017

APPLICATION FOR APPOINTMENT

CITY OF MANISTEE
CLERK - TREASURER

Thank you for your expression of interest in serving this community by volunteering for appointment to a board or commission. Please provide the requested information in addition to any other information you think appropriate for the Mayor and City Council to consider. Please plan on attending the Council meeting at which this matter will be considered. The public notice for this vacancy included that date.

BOARD OR COMMISSION APPLIED FOR: Tree Commission

NAME: Kathleen Friedrich

ADDRESS: 512 Pine St.

PHONE: (Home) 723-6360 (Work) _____

E-MAIL: cf6360@gmail.com (Y) personal or () work

I want to volunteer for this position because:
because I think trees are a very important part of our city.

Please add any particular education, experience or background you think appropriate to include:

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Kathleen Friedrich 10-18-17
Signature Dated

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RECEIVED

OCT 30 2017

CITY OF MANISTEE
CLERK - TREASURER

APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: Tree Comm

NAME: Janice Waterman

ADDRESS: 1010 Maple
MANISTEE

PHONE: (Home) 723-2411 (Work) _____

E-MAIL: jjfive11@yahoo.com personal or work

I want to volunteer for this position because:

I enjoy working on the July 4th chalk contest and like to be a part of making the city look better.

Please add any particular education, experience or background you think appropriate to include:

I have been on this commission for a few years, and enjoy it.

Feel free to attach any additional information.

* I (will) (will not) be able to attend the Council meeting. Please circle one.

Janice Waterman 10-30-17
Signature Dated

* Depends on work schedule

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Request for Qualifications

Economic Development and Related Services

November 6, 2017

Request for Qualifications

General Description

The City of Manistee is looking to procure a consultant or consultants to provide on-call and project specific services for economic development and related activities. Respondent(s) awarded a contract will generally be used on an as-needed basis to supplement and support City staff and other organizations, working together as a specialized “Project Team” customized specifically for each project or initiative.

Background Information

The City of Manistee is a full-service community in Northwestern Lower Michigan with approximately 56 full-time employees and several on a part-time or seasonal basis. It maintains full-time 24 x 7 Police and Fire\EMS services. The City also provides essential municipal services, such as maintenance of public roadways, water and sewer services, wastewater treatment, planning and zoning, parks and general administration. In addition, it operates a Municipal Marina, the historic Ramsdell Theatre and several boat launches.

On January 20, 2017 the City of Manistee became the tenth community to be certified under the statewide Redevelopment Communities (RRC) Program. The certification process involves planning for new investment and reinvestment, identifying assets and opportunities, and focusing limited resources, offer superior customer service and have a streamlined development approval process making pertinent information available around-the clock for anyone to view.



Principal Contact

The principal contact with the City of Manistee will be:

Thad Taylor
City Manager
70 Maple Street
Manistee, MI 49660
(231) 398-2801

ttaylor@manisteemi.gov

Request for Qualifications

Information for Applicants

Key Dates

RFQ Issued	November xx, 2017
Question Submittal Deadline	November XX, 2017
Proposals Due	November 30, 2017
Proposal Evaluation	
Contract Negotiation	
Anticipated Contract(s) Awarded	January 2, 2017

Submission of Qualifications

Please submit four hard copies and one complete electronic copy in PDF format of all requested information to:

City of Manistee
Attn: City Clerk
70 Maple Street
Manistee, MI 49660

mwright@manisteemi.gov

All responses must be clearly labeled **Economic Development Services**.

Deadline to Submit: **November 30, 2017**

Evaluation of Qualifications

The City will assign a Committee to review all submitted responses. Evaluation criteria include but are not limited to:

- Qualifications of firm.
- Qualifications of specific individuals assigned to the City.
- Relevant previous work and engagements.
- Quality of previous work products.
- Demonstrated ability to lead public meetings.
- Previous experience with Municipalities.
- References.
- Anticipated fees\hourly rate.



Request for Qualifications

The City reserves the right to accept or reject any response for any or no reason and to waive any minor irregularity if determined to be in the best interest of the City of Manistee.

Selection of Consultant

Once the winning proposal is selected, the City will negotiate with the selected consultant(s) a Vendor of Record agreement, including fees, which could also include a retainer. Upon mutual agreement, it will be presented to Council for approval.

It is anticipated that this agreement will be considered at the City Council meeting of **January 2, 2018**

Scope of Services

The City of Manistee is looking to procure a consultant or consultants to provide on-call and project specific services for economic development and related activities. The selected consultant(s) generally will be used on an as-needed basis to supplement and support City staff and other organizations, working together as a specialized "Project Team" customized specifically for each project or initiative.

Consultant(s) selected may be asked to provide one or more of the following services or deliverables:

- A. Business Retention and Development Services
- B. Business Recruitment Services
- C. Identifying Viable Project Funding Sources
- D. Grant Writing and Administration
- E. Strategic Planning Services
- F. Public Workshop Facilitation
- G. Charrette Management
- H. Commercial Market Analysis
- I. Complete Neighborhood Analysis
- J. Other economic development services as the City desires consistent with firm capabilities.

Request for Qualifications

Required Information

Required information for the submission is listed below. Respondents must include all information requested and the submission form when submitting their response.

1. Name and contact information for the firm and primary contact, including email, phone and website, if applicable.
2. Profile of the firm (age of firm, business structure, office locations, number of employees, number of similar clients, etc.)
3. Describe the education, experience, credentials and certifications of staff, by individual, who are likely to service our account. Describe specific expertise that is relevant to our needs.
4. Address directly your firm's capabilities in each area of the scope of services. Provide examples.
5. Provide at least one sample of a report or study that your firm has completed that demonstrates the quality and completeness of your firm's work.
6. Provide any additional information that you deem important to the selection of your company.
7. Provide references for (4) four clients of similar size and complexity for whom you have provided economic development services within the last five years. Provide the name, email and phone number of the appropriate contact. If unable to provide this information, please explain.
8. Provide your typical hourly fee schedule.

Request for Qualifications

Response Submission Form

Required information for the submission is listed below. Respondents must include all information requested when submitting their information

Name of Business	
Primary Contact	
Address	
Phone Number	
Cell Phone Number	
Email Address	
Website Address	

PROVIDE A NARRATIVE EXPLAINING THE FOLLOWING:	Attached
Profile of the firm (age of firm, business structure, office locations, number of employees, number of similar clients, etc.)	
Describe the education, experience, credentials and certifications of staff, by individual, who are likely to service our account. Describe specific expertise that is relevant to our needs	
Address directly your firm’s capabilities in each area of the scope of services. Provide examples.	
Provide at least one sample of a report or study that your firm has completed that demonstrates the quality and completeness of your firm’s work.	
Provide any additional information that you deem important to the selection of your company.	
Provide references for (4) four clients of similar size and complexity for whom you have provided economic development services within the last five years. Provide the name, email and phone number of the appropriate contact. If unable to provide this information, please explain.	
Provide your typical hourly fee schedule.	

Signature _____

Date _____

