

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, MARCH 5, 2019 – 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.) Revenue & Expenses.
- IX. b.) Notification Regarding Next Work Session.
c.) Consideration of the 2019 Catamaran Racing Association of Michigan Manistee Regatta.

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

***V. Approval of Minutes.** Approval of the minutes of the February 19, 2019 regular meeting as attached.

VI. Financial Report.

- *a.) CASH BALANCES.

*b.) REVENUE & EXPENSES.

VII. Unfinished Business.

VIII. New Business.

a.) FIRE CAPTAIN PROMOTION PRESENTATION.

Public Safety Director Tim Kozal will make the presentation this evening.

No action is required on this item.

b.) CONSIDERATION OF RESCHEDULING THE NEXT REGULAR MEETING.

The second meeting in March had been scheduled for Monday, March 18, 2019 to allow Council and administrative staff to attend the Michigan Municipal League Capital Conference in Lansing. No councilmembers or city staff has signed up to attend. The City Manager recommends changing this meeting back to the normal Tuesday night schedule.

At this time Council could take action to reschedule the next regular meeting from Monday, March 18 to Tuesday, March 19, 2019 at the regular time and place.

c.) CONSIDERATION OF ORDINANCE 19-04 CHAPTER 663 FIREWORKS.

There are two proposed changes to Chapter 663. The Michigan Fireworks Safety Act was amended at the end of 2018 to allow greater periods of time for cities to bar the use of consumer fireworks. The City's current ordinance bars the use of consumer fireworks in the City, except for those periods of time that Michigan law did not permit a city to regulate. The proposed modification to the ordinance bars the use of consumer fireworks except for those days and times that the 2018 amendment to the Michigan Fireworks Safety Act does not permit the City to regulate. The penalty section for the ordinance is also changed to follow the change to state law.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. If this ordinance is introduced at this time it could be adopted at the next regular meeting.

At this time Council could take action to introduce Ordinance 19-04 amending Chapter 663 Fireworks.

d.) CONSIDERATION OF ORDINANCE 19-05 CHAPTER 662 PEACE DISTURBANCES.

Two changes were made to Chapter 662. First, Section 662.01 B.1. provides that being intoxicated in a public place, standing alone, is not a violation, but the individual must also be acting in a way that endangers the safety of someone, endangers property, or is causing a public disturbance. This change was to conform to the requirements of Michigan law.

Section 662.01 B.15. was added to provide that consumption of marihuana in a public place, other than an area identified by a private property owner, is prohibited. The Michigan Regulation and Taxation of Marihuana Act (Recreational Marihuana) allows municipalities to authorize consumption in a public place and the ordinance is intended to make clear that it is not authorized in Manistee. The Act is silent as to what penalty, if any, is imposed for violating the restriction against consumption in a public place. The ordinance makes it a misdemeanor to consume in a public place.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. If this ordinance is introduced at this time it could be adopted at the next regular meeting.

At this time Council could take action to introduce Ordinance 19-05 amending Chapter 662 Peace Disturbances.

e.) CONSIDERATION OF ORDINANCE 19-06 CHAPTER 606 ANIMALS.

The proposed modifications to Chapter 606 are to incorporate, with respect to dogs and cats, state law. By incorporating state law, City Police Officers are able to charge what is described as a state offense as a City ordinance violation.

Section 606.5 D. was added to prohibit dogs on City beaches, except between the piers at First Street Beach and from the north end of Man-Made Lake to the north end of the City beach. While the City has posted the prohibition of dogs on the beaches, without an ordinance City Police Officers were unable to ticket violators.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. If this ordinance is introduced at this time it could be adopted at the next regular meeting.

At this time Council could take action to introduce Ordinance 19-06 amending Chapter 606 Animals.

f.) CONSIDERATION OF ORDINANCE 19-07 CHAPTER 1482 RESIDENTIAL RENTAL PROPERTIES.

The ordinance to amend parts of Chapter 1482 is primarily intended to address confusion as to whether short-term rentals and bed and breakfasts are exempt from the rental inspection requirements. The ordinance refers to hotels, motels, and overnight rooms intended for transient use as being exempt. Pursuant to Michigan law hotels, motels, and overnight rooms designed for transient use are subject to inspection by the State of Michigan. Bed and breakfasts, Airbnb, etc. are not subject to inspection by the State, consequently they are subject to inspection by the City pursuant to the rental inspection program. The amendment clarifies which rentals must comply with the inspection requirement. It also clarifies that the Certificate of Compliance issued after inspection terminates after three years, but is assignable to a new owner. The remaining changes were to correct or clarify language in the ordinance.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. If this ordinance is introduced at this time it could be adopted at the next regular meeting.

At this time Council could take action to introduce Ordinance 19-07 amending Chapter 1482 Residential Rental Properties.

g.) CONSIDERATION OF ORDINANCE 19-08 CHAPTER 1024 SIDEWALKS AND RIVERWALK.

The proposed change to Chapter 1024 prohibits walking dogs along the Riverwalk from the west end of the City Marina to the west end of the Riverwalk. Bicycles, skateboarding, and rollerblading are prohibited along all portions of the Riverwalk. Just like Chapter 606, by providing these restrictions in the ordinance, City police officers are able to ticket violators. The proposed change makes clear that a violation of Chapter 1024 is a civil infraction.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. If this ordinance is introduced at this time it could be adopted at the next regular meeting.

At this time Council could take action to introduce Ordinance 19-08 Chapter 1024 Sidewalks and Riverwalk.

h.) CONSIDERATION OF ORDINANCE 19-09 CHAPTER 292 EMPLOYEE SAVINGS PLAN AND CHAPTER 294 EMPLOYEES RETIREMENT SYSTEM.

The City has two ordinances regarding employee retirement that have been superseded by City Council adopting the Michigan Employees Retirement System (MERS) in 2005 and recent City Council action to set up a defined contribution plan for new nonunion hires. The ordinances are no longer needed and should be repealed.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. If this ordinance is introduced at this time it could be adopted at the next regular meeting.

At this time Council could take action to introduce Ordinance 19-09 repealing Chapter 292 Employee Savings Plan and Chapter 294 Employees Retirement System.

i.) CONSIDERATION OF ADOPTING AN UPDATED CITY OF MANISTEE PERSONNEL POLICIES AND PROCEDURES MANUAL.

The City of Manistee maintains personnel policies and procedures. These policies and procedures were documented in an employee handbook last updated in 2005, various General and Council policies, City Charter, and current practice. There was a need to update the policies and procedures and consolidate them in one Personnel Policy and Procedures Manual.

At this time Council could take action to adopt an updated City of Manistee Personnel Policies and Procedures Manual as prepared by the City's Labor Attorney.

j.) CONSIDERATION OF AN AUTOMATIC AID AGREEMENT WITH MANISTEE TOWNSHIP.

The Manistee Fire Department and the Manistee Township Fire Department desire to implement an agreement to voluntarily aid and assist each other in an event that an emergency situation occurs. Currently each department will respond on a mutual aid basis upon request. Both departments recognized the need for an automatic response which will significantly reduce response time. The agreement is specific to the fire apparatus response. Manistee Township has signed the agreement. The City Attorney has reviewed and approved the agreement.

At this time Council could take action to authorize the 2019 Automatic Aid Agreement with Manistee Township.

k.) CONSIDERATION OF A MANISTEE COUNTY MUTUAL AID AGREEMENT.

The Manistee Fire Department is a member of the Manistee County Fire Association. The Association has recognized the need for a county-wide mutual aid agreement. The agreement is specific to the fire apparatus response. This agreement is for an emergent event where assistance is necessary and requested for by a participating jurisdiction. The City Attorney has reviewed and approved the agreement.

At this time Council could take action to approve the Manistee County Mutual Aid Agreement.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE MANISTEE RECREATION ASSOCIATION.

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

At this time Mr. Nick Doyle will report on the activities of the Manistee Recreation Association 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, March 12, 2019 at 7:00 p.m. A discussion will be conducted on Special Events/Use of Public Funds, Capital Improvement Plan presentation, discussion on MAPS Blighted Building/Paine Pool, and a discussion with the DDA; and such business as may come before Council.

No action is required on this item.

*c.) CONSIDERATION OF THE 2019 CATAMARAN RACING ASSOCIATION MANISTEE REGATTA.

The Catamaran Racing Association of Michigan is requesting the use of Douglas Park for the Manistee Regatta event. The event will take place Friday, August 9 from 3:00 p.m. to Sunday, August 11, 2019 at 4:00 p.m. and will include launching 20-30 catamarans from Douglas Park and sailing on Lake Michigan.

At this time Council could take action to approve the request from the Catamaran Racing Association for the Manistee Regatta on August 9, 10, and 11, 2019; subject to appropriate departmental approvals.

d.) **CONSIDERATION OF THE MAXWELLTOWN WEE PARADE.**

The Maxwelltown Committee has requested to hold their inaugural Wee Parade on Sunday, March 17, 2019. The parade is part of the festivities planned for the day. The parade will commence at Stu's Pub, 506 Ramsdell Street, proceed to Seventh Street, then south on Kosciusko and ending at the Painted Lady Saloon, 723 Kosciusko Street. This will be a small quick parade starting at 2:00 p.m.

At this time Council could take action to approve the Maxwelltown Wee Parade on Sunday, March 17, 2019; subject to appropriate department approvals.

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.**

d.) **CONSIDERATION OF A CLOSED SESSION, UNION CONTRACT NEGOTIATIONS.**

City Manager Thad Taylor has requested a Closed Session this evening as permitted by the Michigan Open Meetings Act, Section 8 (c) to discuss contract negotiations with the Police Officers Association of Michigan (POAM) and the Command Officers Association of Michigan (COAM).

At this time Council could take action to proceed to Closed Session under Section 8 (c) of the Michigan Open Meetings Act.

XI. Adjourn.

TNT:cl

COUNCIL AGENDA ATTACHMENTS:

1. Council Meeting Minutes – February 19, 2019
2. Cash Balances Report
3. Revenue & Expense Report
4. Attorney Memo & Ordinance Committee Minutes
5. 19-04 Chapter 663 Fireworks
6. 19-05 Chapter 662 Peace Disturbances
7. 19-06 Chapter 606 Animals
8. 19-07 Chapter 1482 Residential Rental Properties.
9. 19-08 Chapter 1024 Sidewalk & Riverwalk
10. 19-09 Chapter 292 & 294 Retirement System
11. Personnel Policies & Procedures Manual
12. Manistee Township Automatic Aid Agreement
13. Manistee County Mutual Aid Agreement
14. Catamaran Regatta Request
15. Maxwelltown Wee Parade Request

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – FEBRUARY 19, 2019

A regular meeting of the Manistee City Council was called to order by his honor, Mayor Roger Zielinski on Tuesday, February 19, 2019 at 7:00 pm in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Dale Cooper, Lynda Beaton, Roger Zielinski, Robert Goodspeed, Michael Szymanski, James Grabowski and Erin Pontiac.

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, Deputy Clerk – Lora Laurain, Finance Director – Ed Bradford, Public Safety Director – Timothy Kozal and City Engineer – Shawn Middleton

CITIZEN COMMENTS ON AGENDA RELATED ITEMS

Luna Walker, 471 Fifth St. / presented information on preparing for a deer cull and alternatives for controlling the deer population.

Tom Welsh – 542 Eighth St. / encouraged Council to move forward with a deer cull.

Kathy Grabowski – 1235 Cornell St. / spoke against a deer cull in the City.

Nicole Knapp – 401 Fourth St. / asked Council not to spend City funds for a deer cull.

Bob Grabowski – 341 Fourth St. / stated that it is not a good use of funds to eliminate 20-30 deer.

Janice Waterman – 1010 Maple St. / spoke against spending the proposed amount on a City deer cull.

CONSENT AGENDA

- Minutes
 - February 5, 2019 - Regular Meeting
 - February 12, 2019 - Work Session
- Financial Reports
 - Payroll January 2019
 - Invoices January 2019
- Notification Regarding Next Work Session – March 12, 2019, 7:00 pm
A discussion will be conducted on Special Events/Use of Public Funds, Capital Improvement Plan presentation, discussion on MAPS Blighted Building/Paine Pool, and a discussion with the DDA; and such business as may come before Council.
- Consideration of Annual Memorial Day Parade
The Manistee Area Chamber of Commerce would like to hold the annual Memorial Day Parade on Monday, May 27, 2019 beginning at 10:00 am. The parade route will run from the corner of Division and River Street, west to Maple Street, north across the bridge to Veteran’s Memorial Park.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – FEBRUARY 19, 2019

MOTION by Goodspeed, second by Cooper to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac
NAYS: None

CONSIDERATION OF LOCAL REVENUE SHARING BOARD GRANT APPLICATIONS

The Local Revenue Sharing Board (LRSB) distributes 2% money from the Little River Casino. The deadline for 2019 Cycle I applications is Friday, March 1, 2019 at 5:00 pm. City staff has prepared two grant applications for submission to the Local Revenue Sharing Board.

MOTION by Beaton, second by Goodspeed to authorize the submission of a grant application to the Local Revenue Sharing Board for Police Department WatchGuard Body Cameras in the amount of \$19,310.75.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac
NAYS: None

MOTION by Cooper, second by Goodspeed to authorize the submission of a grant application to the Local Revenue Sharing Board for the Fire Department Paramedic Program in the amount of \$11,159.00.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac
NAYS: None

CONSIDERATION OF THE 2019 USDA DEER CULL

The Manistee Police Department has partnered with the USDA Wildlife Services Division and the Michigan Department of Natural Resources in preparing for a deer cull. Through this partnership several properties have been designated as potential sites. The total cost of \$9,947.45 for the cull will cover all aspects of the project from set-up, baiting, dispatching, processing, testing, and donation of the venison.

MOTION by Beaton, second by Goodspeed to approve the 2019 USDA deer cull; subject to appropriate departmental approvals.

With a roll call vote this motion passed, 5 to 2 .

AYES: Cooper, Beaton, Zielinski, Goodspeed and Szymanski
NAYS: Grabowski and Pontiac

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – FEBRUARY 19, 2019

CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS

The City Clerk has taken action to advertise vacancies on the Board of Review, Downtown Development Authority, Harbor Commission, Parks Commission, PEG Commission, Planning 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 received majority support.

The following applications have been received:

*Incumbent

Downtown Development Authority - One vacancy for an *Interest Member*, term ending 06/30/20; Mayoral appointment.

Kyle Mosher, 50 Greenbush Street

MOTION by Zielinski, second by Beaton to appoint Kyler Mosher to the Downtown Development Authority with a term ending 06/30/20.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac

NAYS: None

Parks Commission - One vacancy, term ending 06/30/19. Three members can be non-residents but must own real estate or a business or profession having a licensed business location in the City or have a child attending school within the City; Mayoral appointment.

Tim O'Connor, 330 Fourth Avenue

MOTION by Zielinski, second by Szymanski to appoint Tim O'Connor to the Parks Commission with a term ending 06/30/19.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac

NAYS: None

Planning Commission - One vacancy, term ending 10/31/20. Applicants must be City residents; Mayoral appointment.

Pamela Weiner, 410 Pine Street

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – FEBRUARY 19, 2019

MOTION by Zielinski, second by Beaton to appoint Pamela Weiner to the Planning Commission with a term ending 10/31/20.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac

NAYS: None

A REPORT FROM REPUBLIC SERVICES

Mr. Matt Biolette reported on the activities of Republic Services and responded to questions the Council had regarding their activities.

CITIZEN COMMENT

None

OFFICIALS AND STAFF

Bradford stated that in examining City Hall accessibility as part of the application process for the Rural Development loans several issues were found and will need to be addressed such as parking, signage and hearing impaired provisions.

Middleton provided updates regarding meetings with the DEQ, permit progress and Rural Development process.

Ms. Lissette Reyes of Project Rising Tide invited Council and members of the community to attend the upcoming Economic Development Summit Monday, February 25, 2019 at the Vogue Theater.

COUNCILMEMBERS

Grabowski asked when the Twelfth Street project will begin construction. Middleton responded that project will begin after the school year is complete.

Beaton expressed excitement regarding the recent West Shore Community College agreement to purchase the Glik's building on River Street.

CONSIDERATION OF A CLOSED SESSION, MANAGER ANNUAL EVALUATION

City Manager Thad N. Taylor has requested a Closed Session this evening as permitted by the Open Meetings Act, Section 8 (a) for discussion on the City Manager's Annual Evaluation.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – FEBRUARY 19, 2019

MOTION by Goodspeed, second by Grabowski to proceed to Closed Session under Section 8 (a) of the Michigan Open Meetings Act. Time: 7:48 pm.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac

NAYS: None

MOTION by Goodspeed, second by Grabowski to return to Regular Session. Time: 8:03 pm.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac

NAYS: None

ADJOURN

MOTION to adjourn was made by Goodspeed. Meeting adjourned at 8:05 pm.

Lora Laurain
City Deputy Clerk

FROM 01/01/2019 TO 01/31/2019

FUND: 101 202 203 204 226 245 272 275 430 496 501 592 594 661 703 705

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2019	Total Debits	Total Credits	Ending Balance 01/31/2019
Fund 101	GENERAL FUND				
001.000	CASH - CHECKING	422,654.40	162,872.52	449,733.21	135,793.71
001.001	CASH - RESTRICTED	27,102.00	0.00	0.00	27,102.00
001.002	CASH - ESCROW	92,953.11	7,216.88	0.00	100,169.99
003.000	CASH - CERTIFICATES OF DEPOSIT	200,000.00	0.00	0.00	200,000.00
004.000	CASH - PETTY	838.78	15.00	33.60	820.18
017.000	INV - MI CLASS	1,682,095.96	3,642.19	0.00	1,685,738.15
	GENERAL FUND	2,425,644.25	173,746.59	449,766.81	2,149,624.03
Fund 202	MAJOR STREET FUND				
001.000	CASH - CHECKING	103,997.62	93,150.44	29,659.52	167,488.54
017.000	INV - MI CLASS	557,735.73	1,207.65	0.00	558,943.38
	MAJOR STREET FUND	661,733.35	94,358.09	29,659.52	726,431.92
Fund 203	LOCAL STREET FUND				
001.000	CASH - CHECKING	73,183.58	15,532.13	12,050.00	76,665.71
017.000	INV - MI CLASS	50,230.97	108.77	0.00	50,339.74
	LOCAL STREET FUND	123,414.55	15,640.90	12,050.00	127,005.45
Fund 204	MUNICIPAL STREET FUND				
001.000	CASH - CHECKING	50,371.82	0.00	0.00	50,371.82
Fund 226	CITY REFUSE FUND				
001.000	CASH - CHECKING	12,297.10	35,280.02	61,512.33	(13,935.21)
004.000	CASH - PETTY	0.00	0.00	15.00	(15.00)
017.000	INV - MI CLASS	100,461.97	217.53	0.00	100,679.50
	CITY REFUSE FUND	112,759.07	35,497.55	61,527.33	86,729.29
Fund 245	OIL & GAS FUND				
001.000	CASH - CHECKING	163,628.79	5,742.38	0.00	169,371.17
001.020	CASH - MONEY MARKET	463,287.78	1,342.50	0.00	464,630.28
	OIL & GAS FUND	626,916.57	7,084.88	0.00	634,001.45
Fund 272	PEG COMMISSION				
001.000	CASH - CHECKING	11,376.03	0.00	0.00	11,376.03
Fund 275	GRANT MANAGEMENT FUND				
001.000	CASH - CHECKING	105,944.48	0.00	80,745.62	25,198.86
Fund 430	CAPITAL IMPROVEMENT FUND				
001.000	CASH - CHECKING	118,413.72	0.00	54,475.00	63,938.72
Fund 496	RENAISSANCE PARK				
001.000	CASH - CHECKING	57.27	0.00	0.00	57.27
Fund 501	BOAT LAUNCH FUND				
001.000	CASH - CHECKING	26,863.41	40.00	440.74	26,462.67
Fund 592	WATER & SEWER UTILITY				
001.000	CASH - CHECKING	497,557.39	345,630.35	471,946.63	371,241.11
001.002	CASH - ESCROW	50,300.00	1,500.00	1,800.00	50,000.00
017.000	INV - MI CLASS	553,456.93	1,198.37	0.00	554,655.30
017.002	INV - MI CLASS 2017 W&S RVBD	520,965.92	1,128.04	0.00	522,093.96
017.004	INV - MI CLASS W&S RESTRICTED	436,470.76	945.08	0.00	437,415.84
	WATER & SEWER UTILITY	2,058,751.00	350,401.84	473,746.63	1,935,406.21
Fund 594	MARINA FUND				
001.000	CASH - CHECKING	55,132.67	3,750.79	34,034.90	24,848.56
001.001	CASH - RESTRICTED	86,944.81	0.00	0.00	86,944.81
001.002	CASH - ESCROW	730.00	200.00	0.00	930.00

CASH SUMMARY BY ACCOUNT FOR MANISTEE CITY

FROM 01/01/2019 TO 01/31/2019

FUND: 101 202 203 204 226 245 272 275 430 496 501 592 594 661 703 705

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2019	Total Debits	Total Credits	Ending Balance 01/31/2019
	MARINA FUND	142,807.48	3,950.79	34,034.90	112,723.37
Fund 661	MOTOR POOL FUND				
001.000	CASH - CHECKING	64,596.81	29,988.59	81,387.00	13,198.40
017.000	INV - MI CLASS	361,711.75	783.22	0.00	362,494.97
	MOTOR POOL FUND	426,308.56	30,771.81	81,387.00	375,693.37
Fund 703	CURRENT TAX COLLECTION				
001.000	CASH - CHECKING	624,349.76	651,656.96	942,764.44	333,242.28
Fund 705	DELINQUENT TAX COLLECTION				
001.000	CASH - CHECKING	810.01	0.00	0.00	810.01
	TOTAL - ALL FUNDS	7,516,521.33	1,363,149.41	2,220,597.99	6,659,072.75

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
			NORMAL	(ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE			
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-402.000	TAXES - REAL/PERSONAL PROPERT	2,976,032.00	2,973,490.91	(51,355.56)			2,541.09		99.91
101-000-411.000	TAXES - DELINQ REAL PROPERTY	178,302.00	0.00	0.00			178,302.00		0.00
101-000-412.000	TAXES - DELINQ PERSONAL PROP	3,375.00	0.00	0.00			3,375.00		0.00
101-000-432.000	TAXES - PAYMENT IN LIEU OF	176,517.00	78,586.32	(44,542.08)			97,930.68		44.52
101-000-445.000	TAXES - PENALTIES & INTEREST	17,365.00	15,406.20	9,229.67			1,958.80		88.72
101-000-447.000	TAXES - ADMINISTRATION FEE	86,749.00	81,108.45	75,967.57			5,640.55		93.50
101-000-476.000	PERMIT - BUSINESS REGISTRATIO	27,000.00	5,725.00	50.00			21,275.00		21.20
101-000-477.000	PERMIT - FRANCHISE FEES	122,000.00	0.00	0.00			122,000.00		0.00
101-000-490.000	PERMIT - NON-BUSINESS	8,500.00	2,980.00	875.00			5,520.00		35.06
101-000-540.000	STATE GRANT - OTHER	0.00	4,415.05	4,415.05			(4,415.05)		100.00
101-000-543.000	STATE GRANT - PUBLIC SAFETY (SSCENT)	8,600.00	1,758.61	0.00			6,841.39		20.45
101-000-543.001	STATE GRANT - UNDERAGE DRINKING	3,000.00	1,234.00	0.00			1,766.00		41.13
101-000-543.002	STATE GRANT - CRIMINAL JUSTIC	2,500.00	1,115.28	0.00			1,384.72		44.61
101-000-573.000	STATE GRANT - LOCAL COMM STAB	175,000.00	113,201.97	0.00			61,798.03		64.69
101-000-574.000	STATE GRANT - REVENUE SHARING	525,969.00	191,627.00	0.00			334,342.00		36.43
101-000-574.001	STATE GRANT - CVTRS	165,337.00	55,105.00	0.00			110,232.00		33.33
101-000-576.000	ELECTIONS	2,000.00	0.00	0.00			2,000.00		0.00
101-000-577.000	STATE GRANT - LIQUOR LICENSE	8,500.00	7,651.60	0.00			848.40		90.02
101-000-626.000	CHARGE FOR SERVICE	60,000.00	43,656.33	40,464.48			16,343.67		72.76
101-000-628.000	CHARGE FOR SERVICE - BOAT LAU	2,600.00	2,600.00	0.00			0.00		100.00
101-000-630.000	CHARGE FOR SERVICE - LOCAL ST	135,000.00	78,749.99	11,250.00			56,250.01		58.33
101-000-631.000	CHARGE FOR SERVICE - MAJOR ST	326,000.00	190,166.62	27,166.66			135,833.38		58.33
101-000-632.000	CHARGE FOR SERVICE - MARINA	11,853.00	5,926.50	0.00			5,926.50		50.00
101-000-634.000	CHARGE FOR SERVICE - REFUSE	141,192.00	89,145.19	18,549.17			52,046.81		63.14
101-000-635.000	CHARGE FOR SERVICE - W&S	371,843.00	216,548.10	30,986.92			155,294.90		58.24
101-000-636.000	CHARGE FOR SERVICE - TRANSPOR	300,000.00	151,028.63	15,835.15			148,971.37		50.34
101-000-637.000	UTILITY OWNERSHIP FEE	194,122.00	113,707.65	16,176.83			80,414.35		58.58
101-000-642.000	SALES	8,000.00	10,022.44	1,162.37			(2,022.44)		125.28
101-000-655.000	FINES & FORFEITS	25,000.00	11,327.10	3,291.03			13,672.90		45.31
101-000-665.000	INVESTMENT - INTEREST	20,000.00	16,926.11	3,642.19			3,073.89		84.63
101-000-667.000	RENTAL INCOME	6,850.00	3,550.00	2,900.00			3,300.00		51.82
101-000-667.030	RIVERFRONT LEASE INCOME	24,203.00	0.00	0.00			24,203.00		0.00
101-000-672.000	OTHER REVENUE	500.00	1,511.49	(1,028.41)			(1,011.49)		302.30
101-000-674.000	CONTRIBUTIONS / DONATIONS	2,000.00	50.00	0.00			1,950.00		2.50
101-000-676.000	REIMBURSEMENT	145,500.00	141,330.58	(1,715.05)			4,169.42		97.13
101-000-687.000	REFUNDS	17,000.00	14,923.00	0.00			2,077.00		87.78
101-000-688.000	REFUNDS - WORK/COMP PREMIUM	0.00	2,593.00	0.00			(2,593.00)		100.00
101-000-698.000	INSURANCE SETTLEMENT	1,000.00	21,167.01	0.00			(20,167.01)		2,116.70
Total Dept 000		6,279,409.00	4,648,335.13	163,320.99			1,631,073.87		74.03
TOTAL REVENUES		6,279,409.00	4,648,335.13	163,320.99			1,631,073.87		74.03
Expenditures									
Dept 101 - LEGISLATIVE									
101-101-702.000	WAGES - FULL TIME	27,052.00	15,780.46	2,254.35			11,271.54		58.33
101-101-709.000	COSTS - SOCIAL SECURITY	1,677.00	978.40	139.75			698.60		58.34
101-101-711.000	COSTS - MEDICARE	392.00	228.84	32.71			163.16		58.38
101-101-726.000	COSTS - WORKERS COMPENSATION	87.00	34.72	4.96			52.28		39.91
101-101-752.000	SUPPLIES - OPERATING	2,250.00	957.18	528.00			1,292.82		42.54
101-101-913.000	TRAVEL & TRAINING	3,400.00	2,829.93	357.49			570.07		83.23
101-101-915.000	MEMBERSHIPS & DUES	5,350.00	5,317.00	0.00			33.00		99.38

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	01/31/2019 (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 101 - LEGISLATIVE		40,208.00		26,126.53		3,317.26	14,081.47	64.98
Dept 172 - MANAGER								
101-172-702.000	WAGES - FULL TIME	159,049.00		83,417.94		12,614.79	75,631.06	52.45
101-172-708.000	COSTS - SUTA	618.00		31.54		31.54	586.46	5.10
101-172-709.000	COSTS - SOCIAL SECURITY	10,433.00		5,701.26		781.76	4,731.74	54.65
101-172-711.000	COSTS - MEDICARE	2,439.00		1,333.36		182.83	1,105.64	54.67
101-172-712.000	COSTS - IN LIEU OF BC/BS	3,912.00		2,352.28		336.04	1,559.72	60.13
101-172-717.000	COSTS - MERS CONTRIBUTION	22,060.00		12,649.80		1,678.38	9,410.20	57.34
101-172-718.000	COSTS - HEALTH INSURANCE	10,358.00		5,945.76		878.50	4,412.24	57.40
101-172-718.001	COSTS - HSA CONTRIBUTION	3,000.00		3,000.00		0.00	0.00	100.00
101-172-718.002	COSTS - DENTAL INSURANCE	1,292.00		755.42		107.66	536.58	58.47
101-172-718.003	COSTS - VISION / ANCILLIARY	233.00		135.66		19.38	97.34	58.22
101-172-724.000	COSTS - VEHICLE ALLOWANCE	4,800.00		2,400.00		0.00	2,400.00	50.00
101-172-725.000	COSTS - LIFE INSURANCE	449.00		302.40		43.20	146.60	67.35
101-172-726.000	COSTS - WORKERS COMPENSATION	716.00		369.74		50.54	346.26	51.64
101-172-752.000	SUPPLIES - OPERATING	2,000.00		800.59		27.70	1,199.41	40.03
101-172-791.000	SUBSCRIPTIONS & PUBLICATIONS	175.00		186.00		186.00	(11.00)	106.29
101-172-801.000	PROFESSIONAL & CONSULTING SER	500.00		0.00		0.00	500.00	0.00
101-172-913.000	TRAVEL & TRAINING	2,250.00		1,368.01		5.00	881.99	60.80
101-172-915.000	MEMBERSHIPS & DUES	420.00		295.00		0.00	125.00	70.24
101-172-933.000	SOFTWARE AGREE / COPIER MAINT	1,300.00		798.40		434.06	501.60	61.42
101-172-983.000	LEASE PURCHASE	2,000.00		991.56		0.00	1,008.44	49.58
Total Dept 172 - MANAGER		228,004.00		122,834.72		17,377.38	105,169.28	53.87
Dept 215 - CLERK								
101-215-702.000	WAGES - FULL TIME	104,359.00		56,193.30		8,027.61	48,165.70	53.85
101-215-708.000	COSTS - SUTA	618.00		20.08		20.08	597.92	3.25
101-215-709.000	COSTS - SOCIAL SECURITY	6,799.00		3,881.05		536.15	2,917.95	57.08
101-215-711.000	COSTS - MEDICARE	1,589.00		907.66		125.39	681.34	57.12
101-215-712.000	COSTS - IN LIEU OF BC/BS	8,000.00		4,000.00		800.00	4,000.00	50.00
101-215-717.000	COSTS - MERS CONTRIBUTION	14,474.00		10,018.21		1,678.36	4,455.79	69.22
101-215-718.000	COSTS - HEALTH INSURANCE	1,150.00		1,106.87		0.00	43.13	96.25
101-215-718.002	COSTS - DENTAL INSURANCE	0.00		67.28		0.00	(67.28)	100.00
101-215-718.003	COSTS - VISION / ANCILLIARY	0.00		17.38		0.00	(17.38)	100.00
101-215-723.000	COSTS - RETIREE HEALTH CARE	3,000.00		1,750.00		250.00	1,250.00	58.33
101-215-725.000	COSTS - LIFE INSURANCE	294.00		198.94		28.42	95.06	67.67
101-215-726.000	COSTS - WORKERS COMPENSATION	470.00		248.43		33.22	221.57	52.86
101-215-752.000	SUPPLIES - OPERATING	3,150.00		1,549.18		109.04	1,600.82	49.18
101-215-791.000	SUBSCRIPTIONS & PUBLICATIONS	170.00		186.00		186.00	(16.00)	109.41
101-215-900.000	PRINTING & PUBLISHING	5,000.00		1,194.39		202.50	3,805.61	23.89
101-215-913.000	TRAVEL & TRAINING	4,525.00		1,270.45		0.00	3,254.55	28.08
101-215-915.000	MEMBERSHIPS & DUES	580.00		370.00		0.00	210.00	63.79
101-215-931.000	REPAIRS/MAINT - EQUIPMENT	500.00		0.00		0.00	500.00	0.00
101-215-933.000	SOFTWARE AGREE / COPIER MAINT	9,420.00		8,158.03		306.27	1,261.97	86.60
101-215-983.000	LEASE PURCHASE	3,000.00		1,491.12		0.00	1,508.88	49.70
101-215-985.000	CAPITAL OUTLAY	0.00		144.98		0.00	(144.98)	100.00
Total Dept 215 - CLERK		167,098.00		92,773.35		12,303.04	74,324.65	55.52
Dept 247 - BOARD OF REVIEW								
101-247-704.000	WAGES - PART-TIME	750.00		320.00		0.00	430.00	42.67
101-247-709.000	COSTS - SOCIAL SECURITY	75.00		19.84		0.00	55.16	26.45

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-247-711.000	COSTS - MEDICARE	20.00	4.63	0.00	15.37	23.15
101-247-726.000	COSTS - WORKERS COMPENSATION	5.00	1.34	0.00	3.66	26.80
101-247-900.000	PRINTING & PUBLISHING	500.00	61.26	30.63	438.74	12.25
101-247-913.000	TRAVEL & TRAINING	500.00	0.00	0.00	500.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,850.00	407.07	30.63	1,442.93	22.00
Dept 253 - FINANCE / TREASURER						
101-253-702.000	WAGES - FULL TIME	202,327.00	108,945.35	15,563.63	93,381.65	53.85
101-253-708.000	COSTS - SUTA	927.00	38.92	38.92	888.08	4.20
101-253-709.000	COSTS - SOCIAL SECURITY	12,941.00	7,083.45	947.51	5,857.55	54.74
101-253-711.000	COSTS - MEDICARE	3,026.00	1,656.62	221.59	1,369.38	54.75
101-253-712.000	COSTS - IN LIEU OF BC/BS	4,800.00	2,800.00	400.00	2,000.00	58.33
101-253-713.000	WAGES - OVERTIME	100.00	0.00	0.00	100.00	0.00
101-253-717.000	COSTS - MERS CONTRIBUTION	28,077.00	17,215.11	2,517.54	10,861.89	61.31
101-253-718.000	COSTS - HEALTH INSURANCE	26,093.00	14,986.84	2,213.74	11,106.16	57.44
101-253-718.001	COSTS - HSA CONTRIBUTION	6,000.00	6,000.00	0.00	0.00	100.00
101-253-718.002	COSTS - DENTAL INSURANCE	1,615.00	944.08	134.56	670.92	58.46
101-253-718.003	COSTS - VISION / ANCILLIARY	418.00	243.32	34.76	174.68	58.21
101-253-723.000	COSTS - RETIREE HEALTH CARE	0.00	1,986.46	662.37	(1,986.46)	100.00
101-253-725.000	COSTS - LIFE INSURANCE	474.00	320.18	45.74	153.82	67.55
101-253-726.000	COSTS - WORKERS COMPENSATION	912.00	481.72	64.42	430.28	52.82
101-253-752.000	SUPPLIES - OPERATING	4,480.00	2,225.00	370.63	2,255.00	49.67
101-253-791.000	SUBSCRIPTIONS & PUBLICATIONS	870.00	711.00	711.00	159.00	81.72
101-253-801.000	PROFESSIONAL & CONSULTING SER	28,750.00	13,200.00	114.48	15,550.00	45.91
101-253-900.000	PRINTING & PUBLISHING	1,000.00	240.16	0.00	759.84	24.02
101-253-913.000	TRAVEL & TRAINING	6,000.00	5,692.23	0.00	307.77	94.87
101-253-915.000	MEMBERSHIPS & DUES	940.00	565.00	0.00	375.00	60.11
101-253-931.000	REPAIRS/MAINT - EQUIPMENT	500.00	0.00	0.00	500.00	0.00
101-253-933.000	SOFTWARE AGREE / COPIER MAINT	10,670.00	9,032.16	448.99	1,637.84	84.65
101-253-985.000	CAPITAL OUTLAY	1,000.00	528.08	0.00	471.92	52.81
Total Dept 253 - FINANCE / TREASURER		341,920.00	194,895.68	24,489.88	147,024.32	57.00
Dept 257 - ASSESSOR						
101-257-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	1,934.11	250.00	1,065.89	64.47
101-257-752.000	SUPPLIES - OPERATING	400.00	94.00	94.00	306.00	23.50
101-257-801.000	PROFESSIONAL & CONSULTING SER	81,348.00	45,743.00	6,569.00	35,605.00	56.23
101-257-933.000	SOFTWARE AGREE / COPIER MAINT	2,650.00	1,899.75	48.00	750.25	71.69
101-257-985.000	CAPITAL OUTLAY	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 257 - ASSESSOR		88,398.00	49,670.86	6,961.00	38,727.14	56.19
Dept 262 - ELECTIONS						
101-262-704.000	WAGES - PART-TIME	8,650.00	6,254.00	0.00	2,396.00	72.30
101-262-709.000	COSTS - SOCIAL SECURITY	536.00	0.00	0.00	536.00	0.00
101-262-711.000	COSTS - MEDICARE	125.00	0.00	0.00	125.00	0.00
101-262-726.000	COSTS - WORKERS COMPENSATION	39.00	25.92	0.00	13.08	66.46
101-262-752.000	SUPPLIES - OPERATING	3,750.00	3,605.23	0.00	144.77	96.14
101-262-801.000	PROFESSIONAL & CONSULTING SER	2,100.00	0.00	0.00	2,100.00	0.00
101-262-900.000	PRINTING & PUBLISHING	1,200.00	130.87	130.87	1,069.13	10.91

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 (NORMAL (ABNORMAL))	MONTH 01/31/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 262 - ELECTIONS		16,400.00	10,016.02	130.87	6,383.98	61.07
Dept 265 - CITY HALL BUILDINGS & GROUNDS						
101-265-702.000	WAGES - FULL TIME	51,306.00	27,426.30	2,446.62	23,879.70	53.46
101-265-708.000	COSTS - SUTA	309.00	10.67	10.67	298.33	3.45
101-265-709.000	COSTS - SOCIAL SECURITY	3,379.00	1,788.98	242.23	1,590.02	52.94
101-265-711.000	COSTS - MEDICARE	790.00	418.39	56.65	371.61	52.96
101-265-713.000	WAGES - OVERTIME	500.00	222.00	74.00	278.00	44.40
101-265-717.000	COSTS - MERS CONTRIBUTION	7,144.00	5,106.54	839.18	2,037.46	71.48
101-265-718.000	COSTS - HEALTH INSURANCE	10,358.00	5,945.76	878.50	4,412.24	57.40
101-265-718.001	COSTS - HSA CONTRIBUTION	3,000.00	3,000.00	0.00	0.00	100.00
101-265-718.002	COSTS - DENTAL INSURANCE	646.00	377.71	53.83	268.29	58.47
101-265-718.003	COSTS - VISION / ANCILLIARY	116.00	67.83	9.69	48.17	58.47
101-265-724.000	COSTS - VEHICLE ALLOWANCE	3,000.00	1,750.00	1,750.00	1,250.00	58.33
101-265-725.000	COSTS - LIFE INSURANCE	72.00	48.51	6.93	23.49	67.38
101-265-726.000	COSTS - WORKERS COMPENSATION	2,246.00	1,152.54	160.28	1,093.46	51.32
101-265-752.000	SUPPLIES - OPERATING	6,500.00	4,719.01	362.00	1,780.99	72.60
101-265-801.000	PROFESSIONAL & CONSULTING SER	2,500.00	190.00	0.00	2,310.00	7.60
101-265-850.000	COMMUNICATIONS - PHONE	6,000.00	5,076.69	1,391.41	923.31	84.61
101-265-913.000	TRAVEL & TRAINING	500.00	0.00	0.00	500.00	0.00
101-265-915.000	MEMBERSHIPS & DUES	200.00	150.00	0.00	50.00	75.00
101-265-918.000	UTILITIES - WATER	2,400.00	1,831.05	201.30	568.95	76.29
101-265-920.000	UTILITIES - ELECTRIC	22,500.00	12,534.56	1,743.77	9,965.44	55.71
101-265-921.000	UTILITIES - NATURAL GAS	5,000.00	1,353.28	515.98	3,646.72	27.07
101-265-930.000	REPAIRS/MAINT - BUILDINGS/LAN	20,000.00	11,062.81	2,589.79	8,937.19	55.31
101-265-931.000	REPAIRS/MAINT - EQUIPMENT	1,000.00	778.00	0.00	222.00	77.80
101-265-933.000	SOFTWARE AGREE / COPIER MAINT	50.00	48.00	48.00	2.00	96.00
101-265-985.000	CAPITAL OUTLAY	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 265 - CITY HALL BUILDINGS & GROUNDS		150,516.00	85,058.63	13,380.83	65,457.37	56.51
Dept 275 - GENERAL						
101-275-752.000	SUPPLIES - OPERATING	1,000.00	1,442.98	642.98	(442.98)	144.30
101-275-801.000	PROFESSIONAL & CONSULTING SER	31,550.00	24,859.81	125.00	6,690.19	78.79
101-275-802.000	ATTORNEY	55,000.00	31,520.47	4,463.75	23,479.53	57.31
101-275-804.000	ATTORNEY - LABOR	50,000.00	24,118.07	0.00	25,881.93	48.24
101-275-805.000	ATTORNEY - TAX APPEALS	3,000.00	0.00	0.00	3,000.00	0.00
101-275-806.000	ATTORNEY - PROSECUTING ATTY	12,000.00	8,743.00	293.50	3,257.00	72.86
101-275-807.000	ATTORNEY - LITIGATION\PROJECTS	10,000.00	0.00	0.00	10,000.00	0.00
101-275-851.000	POSTAGE	28,000.00	15,641.23	1,333.17	12,358.77	55.86
101-275-852.000	COMMUNICATIONS - DATA\INTERNE	5,000.00	4,194.00	0.00	806.00	83.88
101-275-853.000	COMMUNICATIONS - CELL PHONES	12,000.00	6,609.76	1,866.56	5,390.24	55.08
101-275-920.001	UTILITIES - ELECTRIC STR LIGH	109,000.00	61,244.19	10,572.66	47,755.81	56.19
101-275-933.000	SOFTWARE AGREE / COPIER MAINT	200.00	192.00	192.00	8.00	96.00
101-275-935.000	INSURANCE	92,000.00	83,681.80	0.00	8,318.20	90.96
101-275-940.000	RENT	1,700.00	1,650.49	0.00	49.51	97.09
101-275-946.000	ENGINEERING SERVICES	12,000.00	7,600.00	2,400.00	4,400.00	63.33
101-275-955.000	MISCELLANEOUS EXPENSE	0.00	163.74	31.50	(163.74)	100.00
101-275-959.000	BAD DEBT	500.00	0.00	0.00	500.00	0.00
101-275-960.000	BANK CHARGES	6,800.00	3,274.25	162.04	3,525.75	48.15
101-275-964.000	REFUNDS	500.00	0.00	0.00	500.00	0.00
101-275-984.000	COMPUTER HARDWARE & SOFTWARE	27,677.00	23,155.33	0.00	4,521.67	83.66
101-275-995.000	TRANSFERS OUT	75,616.00	195.95	0.00	75,420.05	0.26

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	01/31/2019 (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)		
Fund 101 - GENERAL FUND									
Expenditures									
Total Dept 275 - GENERAL		533,543.00		298,287.07		22,083.16		235,255.93	55.91
Dept 301 - POLICE									
101-301-702.000	WAGES - FULL TIME	674,421.00		338,383.86		48,322.89		336,037.14	50.17
101-301-704.000	WAGES - PART-TIME	17,225.00		9,275.00		1,325.00		7,950.00	53.85
101-301-708.000	COSTS - SUTA	4,167.00		187.86		151.49		3,979.14	4.51
101-301-709.000	COSTS - SOCIAL SECURITY	1,068.00		615.04		82.15		452.96	57.59
101-301-711.000	COSTS - MEDICARE	11,245.00		6,178.29		863.64		5,066.71	54.94
101-301-712.000	COSTS - IN LIEU OF BC/BS	16,356.00		9,675.76		1,405.44		6,680.24	59.16
101-301-713.000	WAGES - OVERTIME	36,000.00		30,150.23		4,709.63		5,849.77	83.75
101-301-713.002	WAGES - OT UNDERAGE DRINKING GRANT	3,000.00		970.22		0.00		2,029.78	32.34
101-301-715.000	WAGES - PHYSICAL FITNESS	6,500.00		0.00		0.00		6,500.00	0.00
101-301-717.000	COSTS - MERS CONTRIBUTION	147,445.00		90,032.94		12,839.15		57,412.06	61.06
101-301-718.000	COSTS - HEALTH INSURANCE	97,162.00		50,260.21		7,135.43		46,901.79	51.73
101-301-718.001	COSTS - HSA CONTRIBUTION	24,000.00		24,000.00		0.00		0.00	100.00
101-301-718.002	COSTS - DENTAL INSURANCE	6,351.00		3,464.76		475.44		2,886.24	54.55
101-301-718.003	COSTS - VISION / ANCILLIARY	1,636.00		871.06		119.72		764.94	53.24
101-301-721.000	COSTS - UNIFORM/CLEANING ALLO	9,000.00		4,690.94		1,241.91		4,309.06	52.12
101-301-723.000	COSTS - RETIREE HEALTH CARE	6,000.00		3,500.00		500.00		2,500.00	58.33
101-301-725.000	COSTS - LIFE INSURANCE	1,878.00		1,214.31		169.93		663.69	64.66
101-301-726.000	COSTS - WORKERS COMPENSATION	20,334.00		10,901.97		1,520.68		9,432.03	53.61
101-301-727.000	WAGES - HOL/VAC/SICK SELLBACK	25,000.00		27,127.21		6,249.88		(2,127.21)	108.51
101-301-752.000	SUPPLIES - OPERATING	9,940.00		5,592.62		1,129.87		4,347.38	56.26
101-301-770.000	VEHICLE GAS / DIESEL	16,800.00		10,080.47		1,357.97		6,719.53	60.00
101-301-791.000	SUBSCRIPTIONS & PUBLICATIONS	100.00		213.00		213.00		(113.00)	213.00
101-301-801.000	PROFESSIONAL & CONSULTING SER	1,250.00		186.00		0.00		1,064.00	14.88
101-301-873.000	EDUCATION/TUITION REIMBURSE.	5,000.00		0.00		0.00		5,000.00	0.00
101-301-900.000	PRINTING & PUBLISHING	1,000.00		115.02		0.00		884.98	11.50
101-301-913.000	TRAVEL & TRAINING	11,500.00		1,979.15		75.50		9,520.85	17.21
101-301-915.000	MEMBERSHIPS & DUES	400.00		190.00		190.00		210.00	47.50
101-301-931.000	REPAIRS/MAINT - EQUIPMENT	4,000.00		0.00		0.00		4,000.00	0.00
101-301-932.000	REPAIRS/MAINT - VEHICLES	9,000.00		2,202.83		105.00		6,797.17	24.48
101-301-933.000	SOFTWARE AGREE / COPIER MAINT	5,550.00		3,511.74		1,085.13		2,038.26	63.27
101-301-957.000	MOTOR POOL	32,409.00		18,905.25		2,700.75		13,503.75	58.33
101-301-983.000	LEASE PURCHASE	1,420.00		707.88		0.00		712.12	49.85
101-301-985.000	CAPITAL OUTLAY	24,000.00		22,612.56		1,399.00		1,387.44	94.22
Total Dept 301 - POLICE		1,231,157.00		677,796.18		95,368.60		553,360.82	55.05
Dept 336 - FIRE									
101-336-702.000	WAGES - FULL TIME	465,163.00		217,128.23		33,300.34		248,034.77	46.68
101-336-704.000	WAGES - PART-TIME	3,000.00		0.00		0.00		3,000.00	0.00
101-336-708.000	COSTS - SUTA	2,727.00		118.49		110.52		2,608.51	4.35
101-336-709.000	COSTS - SOCIAL SECURITY	186.00		14.41		0.00		171.59	7.75
101-336-711.000	COSTS - MEDICARE	6,702.00		3,916.30		707.55		2,785.70	58.43
101-336-712.000	COSTS - IN LIEU OF BC/BS	1,956.00		1,323.74		505.26		632.26	67.68
101-336-713.000	WAGES - OVERTIME	38,000.00		30,505.35		2,192.46		7,494.65	80.28
101-336-713.005	WAGES - OT FF PA 604	4,000.00		2,791.73		733.07		1,208.27	69.79
101-336-715.000	WAGES - PHYSICAL FITNESS	4,000.00		0.00		0.00		4,000.00	0.00
101-336-717.000	COSTS - MERS CONTRIBUTION	134,264.00		83,136.30		12,515.55		51,127.70	61.92
101-336-718.000	COSTS - HEALTH INSURANCE	104,373.00		50,240.20		6,641.22		54,132.80	48.14
101-336-718.001	COSTS - HSA CONTRIBUTION	24,000.00		21,000.00		0.00		3,000.00	87.50
101-336-718.002	COSTS - DENTAL INSURANCE	6,782.00		3,365.15		430.59		3,416.85	49.62
101-336-718.003	COSTS - VISION / ANCILLIARY	1,785.00		884.63		111.23		900.37	49.56
101-336-721.000	COSTS - UNIFORM/CLEANING ALLO	7,280.00		6,479.50		757.81		800.50	89.00

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2019 (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND									
Expenditures									
101-336-722.000	COSTS - FOOD ALLOWANCE	6,560.00		5,193.33		0.00		1,366.67	79.17
101-336-723.000	COSTS - RETIREE HEALTH CARE	11,250.00		5,750.00		750.00		5,500.00	51.11
101-336-725.000	COSTS - LIFE INSURANCE	1,302.00		763.54		108.66		538.46	58.64
101-336-726.000	COSTS - WORKERS COMPENSATION	21,670.00		11,766.89		2,147.53		9,903.11	54.30
101-336-727.000	WAGES - HOL/VAC/SICK SELLBACK	35,000.00		35,811.94		18,853.72		(811.94)	102.32
101-336-752.000	SUPPLIES - OPERATING	8,500.00		4,640.22		417.09		3,859.78	54.59
101-336-770.000	VEHICLE GAS / DIESEL	6,730.00		4,351.32		509.89		2,378.68	64.66
101-336-777.000	SUPPLIES - MEDICAL	18,400.00		8,605.16		1,800.89		9,794.84	46.77
101-336-780.000	FIRE PREVENTION	1,900.00		0.00		0.00		1,900.00	0.00
101-336-791.000	SUBSCRIPTIONS & PUBLICATIONS	350.00		0.00		0.00		350.00	0.00
101-336-801.000	PROFESSIONAL & CONSULTING SER	27,875.00		15,603.05		2,556.65		12,271.95	55.98
101-336-873.000	EDUCATION/TUITION REIMBURSE.	5,000.00		0.00		0.00		5,000.00	0.00
101-336-900.000	PRINTING & PUBLISHING	750.00		679.22		220.00		70.78	90.56
101-336-913.000	TRAVEL & TRAINING	5,300.00		4,815.59		891.00		484.41	90.86
101-336-915.000	MEMBERSHIPS & DUES	710.00		710.00		175.00		0.00	100.00
101-336-918.000	UTILITIES - WATER	1,600.00		881.16		166.38		718.84	55.07
101-336-920.000	UTILITIES - ELECTRIC	5,700.00		2,447.16		445.61		3,252.84	42.93
101-336-921.000	UTILITIES - NATURAL GAS	3,300.00		1,386.94		493.43		1,913.06	42.03
101-336-930.000	REPAIRS/MAINT - BUILDINGS/LAN	2,800.00		1,662.31		459.87		1,137.69	59.37
101-336-931.000	REPAIRS/MAINT - EQUIPMENT	6,836.00		3,773.26		403.60		3,062.74	55.20
101-336-932.000	REPAIRS/MAINT - VEHICLES	7,700.00		6,922.49		141.00		777.51	89.90
101-336-933.000	SOFTWARE AGREE / COPIER MAINT	5,700.00		4,972.48		816.00		727.52	87.24
101-336-942.000	HYDRANT RENTAL	21,600.00		16,200.00		5,400.00		5,400.00	75.00
101-336-957.000	MOTOR POOL	64,818.00		37,810.50		5,401.50		27,007.50	58.33
101-336-983.000	LEASE PURCHASE	480.00		235.92		0.00		244.08	49.15
101-336-985.000	CAPITAL OUTLAY	11,600.00		6,577.35		0.00		5,022.65	56.70
Total Dept 336 - FIRE		1,087,649.00		602,463.86		100,163.42		485,185.14	55.39
Dept 441 - PUBLIC WORKS									
101-441-702.000	WAGES - FULL TIME	647,439.00		350,155.69		49,962.99		297,283.31	54.08
101-441-704.000	WAGES - PART-TIME	18,000.00		6,943.88		0.00		11,056.12	38.58
101-441-708.000	COSTS - SUTA	4,939.00		447.23		132.82		4,491.77	9.06
101-441-709.000	COSTS - SOCIAL SECURITY	44,143.00		24,447.07		3,166.67		19,695.93	55.38
101-441-711.000	COSTS - MEDICARE	10,324.00		5,717.47		740.60		4,606.53	55.38
101-441-712.000	COSTS - IN LIEU OF BC/BS	14,400.00		7,200.00		1,200.00		7,200.00	50.00
101-441-713.000	WAGES - OVERTIME	29,000.00		11,809.91		1,897.04		17,190.09	40.72
101-441-713.001	WAGES - 2E STANDBY PAY	16,540.00		9,214.18		1,272.32		7,325.82	55.71
101-441-716.000	COSTS - ICMA CONTRIBUTION	2,638.00		1,700.93		222.44		937.07	64.48
101-441-717.000	COSTS - MERS CONTRIBUTION	42,688.00		24,635.11		3,359.95		18,052.89	57.71
101-441-718.000	COSTS - HEALTH INSURANCE	140,466.00		67,978.66		9,770.93		72,487.34	48.40
101-441-718.001	COSTS - HSA CONTRIBUTION	37,500.00		34,500.00		0.00		3,000.00	92.00
101-441-718.002	COSTS - DENTAL INSURANCE	9,312.00		4,298.89		596.56		5,013.11	46.17
101-441-718.003	COSTS - VISION / ANCILLIARY	2,210.00		1,009.96		138.36		1,200.04	45.70
101-441-721.000	COSTS - UNIFORM/CLEANING ALLO	6,320.00		4,682.06		300.08		1,637.94	74.08
101-441-723.000	COSTS - RETIREE HEALTH CARE	6,000.00		3,904.58		500.36		2,095.42	65.08
101-441-725.000	COSTS - LIFE INSURANCE	1,562.00		1,052.73		150.39		509.27	67.40
101-441-726.000	COSTS - WORKERS COMPENSATION	41,858.00		23,066.74		3,090.37		18,791.26	55.11
101-441-727.000	WAGES - HOL/VAC/SICK SELLBACK	13,000.00		5,195.77		0.00		7,804.23	39.97
101-441-752.000	SUPPLIES - OPERATING	18,000.00		13,426.29		2,709.45		4,573.71	74.59
101-441-770.000	VEHICLE GAS / DIESEL	49,500.00		22,582.27		3,157.47		26,917.73	45.62
101-441-791.000	SUBSCRIPTIONS & PUBLICATIONS	150.00		186.00		186.00		(36.00)	124.00
101-441-801.000	PROFESSIONAL & CONSULTING SER	11,500.00		3,273.00		0.00		8,227.00	28.46
101-441-850.000	COMMUNICATIONS - PHONE	480.00		279.93		39.99		200.07	58.32
101-441-888.000	TREE COMMISSION	500.00		0.00		0.00		500.00	0.00

User: ebradford

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PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 (NORMAL (ABNORMAL))	MONTH 01/31/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 101 - GENERAL FUND						
Expenditures						
101-441-900.000	PRINTING & PUBLISHING	1,000.00	472.50	0.00	527.50	47.25
101-441-913.000	TRAVEL & TRAINING	2,000.00	1,387.85	0.00	612.15	69.39
101-441-915.000	MEMBERSHIPS & DUES	300.00	227.00	227.00	73.00	75.67
101-441-918.000	UTILITIES - WATER	2,500.00	464.94	69.66	2,035.06	18.60
101-441-920.000	UTILITIES - ELECTRIC	14,500.00	7,541.54	3,240.74	6,958.46	52.01
101-441-921.000	UTILITIES - NATURAL GAS	18,000.00	5,756.72	2,523.48	12,243.28	31.98
101-441-930.000	REPAIRS/MAINT - BUILDINGS/LAN	10,000.00	5,997.99	1,164.85	4,002.01	59.98
101-441-931.000	REPAIRS/MAINT - EQUIPMENT	20,000.00	11,075.00	1,053.11	8,925.00	55.38
101-441-932.000	REPAIRS/MAINT - VEHICLES	45,000.00	21,497.83	6,227.36	23,502.17	47.77
101-441-933.000	SOFTWARE AGREE / COPIER MAINT	1,850.00	1,366.50	672.00	483.50	73.86
101-441-954.000	CHRISTMAS DECORATIONS	5,000.00	5,632.00	1,597.83	(632.00)	112.64
101-441-957.000	MOTOR POOL	75,000.00	43,750.00	6,250.00	31,250.00	58.33
101-441-985.000	CAPITAL OUTLAY	15,000.00	1,401.30	0.00	13,598.70	9.34
Total Dept 441 - PUBLIC WORKS		1,378,619.00	734,279.52	105,620.82	644,339.48	53.26
Dept 701 - PLANNING & ZONING						
101-701-702.000	WAGES - FULL TIME	12,184.00	12,171.90	0.00	12.10	99.90
101-701-708.000	COSTS - SUTA	309.00	0.00	0.00	309.00	0.00
101-701-709.000	COSTS - SOCIAL SECURITY	3,844.00	1,522.44	0.00	2,321.56	39.61
101-701-711.000	COSTS - MEDICARE	955.00	356.05	0.00	598.95	37.28
101-701-717.000	COSTS - MERS CONTRIBUTION	8,887.00	3,143.02	0.00	5,743.98	35.37
101-701-718.000	COSTS - HEALTH INSURANCE	678.00	674.76	0.00	3.24	99.52
101-701-718.001	COSTS - HSA CONTRIBUTION	3,000.00	3,000.00	0.00	0.00	100.00
101-701-718.002	COSTS - DENTAL INSURANCE	56.00	54.28	0.00	1.72	96.93
101-701-718.003	COSTS - VISION / ANCILLIARY	116.00	9.69	0.00	106.31	8.35
101-701-723.000	COSTS - RETIREE HEALTH CARE	2,500.00	1,500.00	250.00	1,000.00	60.00
101-701-724.000	COSTS - VEHICLE ALLOWANCE	300.00	300.00	0.00	0.00	100.00
101-701-725.000	COSTS - LIFE INSURANCE	72.00	22.41	0.00	49.59	31.13
101-701-726.000	COSTS - WORKERS COMPENSATION	617.00	202.75	0.00	414.25	32.86
101-701-727.000	WAGES - HOL/VAC/SICK SELLBACK	10,200.00	10,103.97	0.00	96.03	99.06
101-701-752.000	SUPPLIES - OPERATING	2,700.00	719.38	7.86	1,980.62	26.64
101-701-791.000	SUBSCRIPTIONS & PUBLICATIONS	205.00	32.00	0.00	173.00	15.61
101-701-801.000	PROFESSIONAL & CONSULTING SERV	52,500.00	17,500.00	0.00	35,000.00	33.33
101-701-884.000	HISTORIC DISTRICT COMMISSION	1,090.00	0.00	0.00	1,090.00	0.00
101-701-887.000	PLANNING COMMISSION	3,260.00	222.00	0.00	3,038.00	6.81
101-701-889.000	ZONING BOARD OF APPEALS	840.00	96.00	0.00	744.00	11.43
101-701-900.000	PRINTING & PUBLISHING	100.00	93.75	93.75	6.25	93.75
101-701-915.000	MEMBERSHIPS & DUES	60.00	0.00	0.00	60.00	0.00
101-701-931.000	REPAIRS/MAINT - EQUIPMENT	200.00	0.00	0.00	200.00	0.00
101-701-933.000	SOFTWARE AGREE / COPIER MAINT	3,280.00	2,402.65	126.79	877.35	73.25
Total Dept 701 - PLANNING & ZONING		107,953.00	54,127.05	478.40	53,825.95	50.14
Dept 751 - PARKS & RECREATION						
101-751-702.000	WAGES - FULL TIME	90,413.00	48,675.72	7,017.61	41,737.28	53.84
101-751-704.000	WAGES - PART-TIME	56,000.00	21,453.09	0.00	34,546.91	38.31
101-751-708.000	COSTS - SUTA	2,538.00	885.48	18.61	1,652.52	34.89
101-751-709.000	COSTS - SOCIAL SECURITY	9,667.00	5,117.29	433.27	4,549.71	52.94
101-751-711.000	COSTS - MEDICARE	2,261.00	1,196.79	101.33	1,064.21	52.93
101-751-713.000	WAGES - OVERTIME	8,500.00	6,628.50	427.64	1,871.50	77.98
101-751-713.001	WAGES - 2E STANDBY PAY	500.00	0.00	0.00	500.00	0.00
101-751-717.000	COSTS - MERS CONTRIBUTION	5,834.00	4,021.82	574.54	1,812.18	68.94
101-751-718.000	COSTS - HEALTH INSURANCE	23,405.00	13,439.19	1,985.37	9,965.81	57.42

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 (NORMAL (ABNORMAL))	MONTH 01/31/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 101 - GENERAL FUND						
Expenditures						
101-751-718.001	COSTS - HSA CONTRIBUTION	6,000.00	6,000.00	0.00	0.00	100.00
101-751-718.002	COSTS - DENTAL INSURANCE	1,453.00	849.75	121.11	603.25	58.48
101-751-718.003	COSTS - VISION / ANCILLIARY	325.00	189.49	27.07	135.51	58.30
101-751-721.000	COSTS - UNIFORM/CLEANING ALLO	1,161.00	399.50	0.00	761.50	34.41
101-751-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	1,952.11	250.00	1,047.89	65.07
101-751-725.000	COSTS - LIFE INSURANCE	192.00	129.36	18.48	62.64	67.38
101-751-726.000	COSTS - WORKERS COMPENSATION	4,709.00	2,211.66	203.57	2,497.34	46.97
101-751-727.000	WAGES - HOL/VAC/SICK SELLBACK	1,000.00	0.00	0.00	1,000.00	0.00
101-751-752.000	SUPPLIES - OPERATING	23,000.00	10,053.21	720.55	12,946.79	43.71
101-751-770.000	VEHICLE GAS / DIESEL	8,400.00	5,458.29	321.50	2,941.71	64.98
101-751-801.000	PROFESSIONAL & CONSULTING SER	1,000.00	0.00	0.00	1,000.00	0.00
101-751-850.000	COMMUNICATIONS - PHONE	1,000.00	559.86	79.98	440.14	55.99
101-751-883.000	HARBOR COMMISSION	100.00	0.00	0.00	100.00	0.00
101-751-886.000	PARKS COMMISSION	800.00	230.24	0.00	569.76	28.78
101-751-900.000	PRINTING & PUBLISHING	1,050.00	389.30	0.00	660.70	37.08
101-751-913.000	TRAVEL & TRAINING	1,200.00	50.00	0.00	1,150.00	4.17
101-751-918.000	UTILITIES - WATER	23,000.00	10,413.99	640.26	12,586.01	45.28
101-751-920.000	UTILITIES - ELECTRIC	21,000.00	12,553.26	2,237.41	8,446.74	59.78
101-751-921.000	UTILITIES - NATURAL GAS	1,000.00	407.26	110.56	592.74	40.73
101-751-930.000	REPAIRS/MAINT - BUILDINGS/LAN	34,800.00	29,110.67	3,150.99	5,689.33	83.65
101-751-931.000	REPAIRS/MAINT - EQUIPMENT	25,000.00	7,480.37	55.77	17,519.63	29.92
101-751-932.000	REPAIRS/MAINT - VEHICLES	2,500.00	1,169.49	653.61	1,330.51	46.78
101-751-957.000	MOTOR POOL	37,636.00	21,954.31	3,136.33	15,681.69	58.33
101-751-985.000	CAPITAL OUTLAY	8,500.00	915.92	0.00	7,584.08	10.78
Total Dept 751 - PARKS & RECREATION		406,944.00	213,895.92	22,285.56	193,048.08	52.56
Dept 801 - APPROPRIATIONS						
101-801-890.000	ALTERNATIVES FOR AREA YOUTH	13,000.00	13,000.00	0.00	0.00	100.00
101-801-892.000	ECONOMIC DEVELOPMENT	25,000.00	0.00	0.00	25,000.00	0.00
101-801-893.500	MAPS PAINE POOL	40,000.00	30,000.00	0.00	10,000.00	75.00
101-801-894.000	MANISTEE RECREATION ASSOC.	27,000.00	27,000.00	0.00	0.00	100.00
101-801-894.500	MANISTEE SAINTS	2,000.00	2,000.00	0.00	0.00	100.00
101-801-895.000	MAN. CO. HISTORICAL MUSEUM	10,000.00	10,000.00	0.00	0.00	100.00
101-801-897.000	RAMSDELL REGIONAL CENTER FOR	55,000.00	41,250.00	0.00	13,750.00	75.00
Total Dept 801 - APPROPRIATIONS		172,000.00	123,250.00	0.00	48,750.00	71.66
Dept 905 - DEBT SERVICE						
101-905-991.006	2010 DDA REFUNDING - PRINCIPA	130,000.00	130,000.00	0.00	0.00	100.00
101-905-991.008	2013 CI REFUNDING - PRINCIPAL	200,000.00	200,000.00	0.00	0.00	100.00
101-905-992.106	2010 DDA REFUNDING - INTEREST	8,000.00	8,000.00	2,700.00	0.00	100.00
101-905-992.108	2013 CI REFUNDING - INTEREST	29,700.00	15,850.00	0.00	13,850.00	53.37
Total Dept 905 - DEBT SERVICE		367,700.00	353,850.00	2,700.00	13,850.00	96.23
TOTAL EXPENDITURES		6,319,959.00	3,639,732.46	426,690.85	2,680,226.54	57.59
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,279,409.00	4,648,335.13	163,320.99	1,631,073.87	74.03
TOTAL EXPENDITURES		6,319,959.00	3,639,732.46	426,690.85	2,680,226.54	57.59

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REVENUE AND EXPENDITURE REPORT FOR MANISTEE CITY

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	01/31/2019 NORMAL (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
NET OF REVENUES & EXPENDITURES		(40,550.00)	1,008,602.67	(263,369.86)	(1,049,152.67)	2,487.31

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 NORMAL (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-540.000	STATE GRANT - OTHER	187,500.00	96,899.98	48,449.99	90,600.02	51.68
202-000-546.001	STATE GRANT - ACT 51 REVENUE	576,708.00	254,916.61	44,700.45	321,791.39	44.20
202-000-546.003	STATE GRANT - MOVABLE BRIDGES	0.00	50,974.68	0.00	(50,974.68)	100.00
202-000-548.000	SNOW REMOVAL	10,000.00	0.00	0.00	10,000.00	0.00
202-000-626.000	CHARGE FOR SERVICE	180,000.00	59,517.92	0.00	120,482.08	33.07
202-000-665.000	INVESTMENT - INTEREST	1,000.00	4,818.16	1,207.65	(3,818.16)	481.82
202-000-676.000	REIMBURSEMENT	113,500.00	10,602.41	0.00	102,897.59	9.34
202-000-699.000	TRANSFERS IN	85,000.00	0.00	0.00	85,000.00	0.00
Total Dept 000		1,153,708.00	477,729.76	94,358.09	675,978.24	41.41
TOTAL REVENUES		1,153,708.00	477,729.76	94,358.09	675,978.24	41.41
Expenditures						
Dept 000						
202-000-752.000	SUPPLIES - OPERATING	500.00	0.00	0.00	500.00	0.00
202-000-863.000	TRAFFIC SERVICES	19,500.00	20,735.14	3,895.00	(1,235.14)	106.33
202-000-864.000	PRESERVATION STREETS	110,000.00	54,485.67	3,497.76	55,514.33	49.53
202-000-864.001	PRESERVATION STREETS -PROJECT	432,050.00	68,445.54	0.00	363,604.46	15.84
202-000-865.000	ROUTINE MAINTENANCE BRIDGES	20,000.00	264.24	0.00	19,735.76	1.32
202-000-865.001	OPERATIONS - BRIDGE	106,000.00	61,833.31	8,833.33	44,166.69	58.33
202-000-866.000	WINTER MAINTENANCE STREETS	160,500.00	90,656.93	23,156.93	69,843.07	56.48
202-000-870.000	SIDEWALKS	12,500.00	2,246.30	0.00	10,253.70	17.97
202-000-918.000	UTILITIES - WATER	1,200.00	566.86	80.98	633.14	47.24
202-000-920.000	UTILITIES - ELECTRIC	4,500.00	2,263.55	601.48	2,236.45	50.30
202-000-921.000	UTILITIES - NATURAL GAS	2,000.00	494.74	137.87	1,505.26	24.74
202-000-995.000	TRANSFERS OUT	180,776.00	0.00	0.00	180,776.00	0.00
Total Dept 000		1,049,526.00	301,992.28	40,203.35	747,533.72	28.77
TOTAL EXPENDITURES		1,049,526.00	301,992.28	40,203.35	747,533.72	28.77
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		1,153,708.00	477,729.76	94,358.09	675,978.24	41.41
TOTAL EXPENDITURES		1,049,526.00	301,992.28	40,203.35	747,533.72	28.77
NET OF REVENUES & EXPENDITURES		104,182.00	175,737.48	54,154.74	(71,555.48)	168.68

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 NORMAL (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.001	STATE GRANT - ACT 51 REVENUE	198,988.00	88,576.26	15,532.13	110,411.74	44.51
203-000-548.000	SNOW REMOVAL	500.00	0.00	0.00	500.00	0.00
203-000-665.000	INVESTMENT - INTEREST	50.00	339.74	108.77	(289.74)	679.48
203-000-699.000	TRANSFERS IN	524,776.00	0.00	0.00	524,776.00	0.00
Total Dept 000		724,314.00	88,916.00	15,640.90	635,398.00	12.28
TOTAL REVENUES		724,314.00	88,916.00	15,640.90	635,398.00	12.28
Expenditures						
Dept 000						
203-000-752.000	SUPPLIES - OPERATING	500.00	46.16	0.00	453.84	9.23
203-000-863.000	TRAFFIC SERVICES	6,000.00	1,033.42	0.00	4,966.58	17.22
203-000-864.000	PRESERVATION STREETS	90,000.00	45,466.71	5,416.67	44,533.29	50.52
203-000-864.001	PRESERVATION STREETS -PROJECTS	451,100.00	3,879.12	0.00	447,220.88	0.86
203-000-866.000	WINTER MAINTENANCE STREETS	92,500.00	52,740.23	17,740.25	39,759.77	57.02
203-000-870.000	SIDEWALKS	12,500.00	1,481.82	0.00	11,018.18	11.85
Total Dept 000		652,600.00	104,647.46	23,156.92	547,952.54	16.04
Dept 905 - DEBT SERVICE						
203-905-991.000	PRINCIPLE PORTION OF PAYMENTS	47,414.00	47,413.79	0.00	0.21	100.00
203-905-992.012	2010 CAPITAL IMP BOND INTEREST	33,362.00	17,125.63	0.00	16,236.37	51.33
Total Dept 905 - DEBT SERVICE		80,776.00	64,539.42	0.00	16,236.58	79.90
TOTAL EXPENDITURES		733,376.00	169,186.88	23,156.92	564,189.12	23.07
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		724,314.00	88,916.00	15,640.90	635,398.00	12.28
TOTAL EXPENDITURES		733,376.00	169,186.88	23,156.92	564,189.12	23.07
NET OF REVENUES & EXPENDITURES		(9,062.00)	(80,270.88)	(7,516.02)	71,208.88	885.80

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 NORMAL (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 204 - MUNICIPAL STREET FUND						
Revenues						
Dept 000						
204-000-546.002	STATE GRANT - ROW FEE	27,000.00	0.00	0.00	27,000.00	0.00
Total Dept 000		27,000.00	0.00	0.00	27,000.00	0.00
TOTAL REVENUES		27,000.00	0.00	0.00	27,000.00	0.00
Expenditures						
Dept 000						
204-000-801.000	PROFESSIONAL & CONSULTING SER	1,500.00	0.00	0.00	1,500.00	0.00
204-000-950.000	TREES	8,000.00	5,417.35	0.00	2,582.65	67.72
204-000-995.000	TRANSFERS OUT	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000		29,500.00	5,417.35	0.00	24,082.65	18.36
TOTAL EXPENDITURES		29,500.00	5,417.35	0.00	24,082.65	18.36
Fund 204 - MUNICIPAL STREET FUND:						
TOTAL REVENUES		27,000.00	0.00	0.00	27,000.00	0.00
TOTAL EXPENDITURES		29,500.00	5,417.35	0.00	24,082.65	18.36
NET OF REVENUES & EXPENDITURES		(2,500.00)	(5,417.35)	0.00	2,917.35	216.69

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 226 - CITY REFUSE FUND									
Revenues									
Dept 000									
226-000-402.000	TAXES - REAL/PERSONAL PROPERT	218,685.00	192,515.49		1,123.15		26,169.51		88.03
226-000-411.000	TAXES - DELINQ REAL PROPERTY	12,396.00	0.00		0.00		12,396.00		0.00
226-000-412.000	TAXES - DELINQ PERSONAL PROP	200.00	0.00		0.00		200.00		0.00
226-000-613.000	PENALTIES	4,000.00	5,145.89		748.93		(1,145.89)		128.65
226-000-626.000	CHARGE FOR SERVICE	335,145.00	204,876.26		31,187.83		130,268.74		61.13
226-000-643.000	SALES - YARD BAGS	10,000.00	5,431.50		9.00		4,568.50		54.32
226-000-644.000	SALES - TRASH BAGS	800.00	802.25		140.00		(2.25)		100.28
226-000-644.001	SALES - COMPOST	0.00	360.00		0.00		(360.00)		100.00
226-000-665.000	INVESTMENT - INTEREST	200.00	679.50		217.53		(479.50)		339.75
226-000-672.000	OTHER REVENUE	0.00	73.10		0.00		(73.10)		100.00
Total Dept 000		581,426.00	409,883.99		33,426.44		171,542.01		70.50
TOTAL REVENUES		581,426.00	409,883.99		33,426.44		171,542.01		70.50
Expenditures									
Dept 000									
226-000-752.000	SUPPLIES - OPERATING	2,500.00	9,635.20		6,855.50		(7,135.20)		385.41
226-000-755.000	SUPPLIES - YARD BAGS	12,000.00	6,600.00		0.00		5,400.00		55.00
226-000-803.000	ADMINISTRATION	40,699.00	30,524.25		10,174.75		10,174.75		75.00
226-000-826.000	RESIDENTIAL CONTRACT FEES	388,433.00	231,425.63		31,631.95		157,007.37		59.58
226-000-827.000	MUNICIPAL CONTRACT FEES	18,500.00	16,787.75		2,797.11		1,712.25		90.74
226-000-830.000	YARD WASTE CONTRACT FEES	3,000.00	0.00		0.00		3,000.00		0.00
226-000-830.001	YARD WASTE CITY	100,493.00	58,620.94		8,374.42		41,872.06		58.33
226-000-920.000	UTILITIES - ELECTRIC	480.00	271.90		108.46		208.10		56.65
Total Dept 000		566,105.00	353,865.67		59,942.19		212,239.33		62.51
TOTAL EXPENDITURES		566,105.00	353,865.67		59,942.19		212,239.33		62.51
Fund 226 - CITY REFUSE FUND:									
TOTAL REVENUES		581,426.00	409,883.99		33,426.44		171,542.01		70.50
TOTAL EXPENDITURES		566,105.00	353,865.67		59,942.19		212,239.33		62.51
NET OF REVENUES & EXPENDITURES		15,321.00	56,018.32		(26,515.75)		(40,697.32)		365.63

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 (NORMAL (ABNORMAL))	MONTH 01/31/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 245 - OIL & GAS FUND						
Revenues						
Dept 000						
245-000-665.000	INVESTMENT - INTEREST	225,000.00	134,600.85	16,210.65	90,399.15	59.82
245-000-668.000	INVESTMENT - OIL ROYALTIES	40,000.00	35,973.28	5,742.38	4,026.72	89.93
245-000-669.000	INVESTMENT - GAINS & LOSSES	400,000.00	52,614.43	405,437.65	347,385.57	13.15
Total Dept 000		665,000.00	223,188.56	427,390.68	441,811.44	33.56
TOTAL REVENUES		665,000.00	223,188.56	427,390.68	441,811.44	33.56
Expenditures						
Dept 000						
245-000-801.000	PROFESSIONAL & CONSULTING SER	55,000.00	41,207.16	13,245.69	13,792.84	74.92
245-000-995.000	TRANSFERS OUT	591,042.00	300,000.00	0.00	291,042.00	50.76
Total Dept 000		646,042.00	341,207.16	13,245.69	304,834.84	52.82
TOTAL EXPENDITURES		646,042.00	341,207.16	13,245.69	304,834.84	52.82
Fund 245 - OIL & GAS FUND:						
TOTAL REVENUES		665,000.00	223,188.56	427,390.68	441,811.44	33.56
TOTAL EXPENDITURES		646,042.00	341,207.16	13,245.69	304,834.84	52.82
NET OF REVENUES & EXPENDITURES		18,958.00	(118,018.60)	414,144.99	136,976.60	622.53

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2019 (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 272 - PEG COMMISSION						
Revenues						
Dept 000						
272-000-581.000	CONTRIBUTION FROM LOCAL UNITS	8,800.00	0.00	0.00	8,800.00	0.00
272-000-679.000	CABLE GRANT	6,600.00	2,211.92	0.00	4,388.08	33.51
Total Dept 000		15,400.00	2,211.92	0.00	13,188.08	14.36
TOTAL REVENUES		15,400.00	2,211.92	0.00	13,188.08	14.36
Expenditures						
Dept 000						
272-000-752.000	SUPPLIES - OPERATING	1,345.00	0.00	0.00	1,345.00	0.00
272-000-801.000	PROFESSIONAL & CONSULTING SER	10,000.00	0.00	0.00	10,000.00	0.00
272-000-880.000	MARKETING & PROMOTION	3,000.00	0.00	0.00	3,000.00	0.00
272-000-931.000	REPAIRS/MAINT - EQUIPMENT	2,655.00	0.00	0.00	2,655.00	0.00
272-000-985.000	CAPITAL OUTLAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 000		19,000.00	0.00	0.00	19,000.00	0.00
TOTAL EXPENDITURES		19,000.00	0.00	0.00	19,000.00	0.00
Fund 272 - PEG COMMISSION:						
TOTAL REVENUES		15,400.00	2,211.92	0.00	13,188.08	14.36
TOTAL EXPENDITURES		19,000.00	0.00	0.00	19,000.00	0.00
NET OF REVENUES & EXPENDITURES		(3,600.00)	2,211.92	0.00	(5,811.92)	61.44

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 (NORMAL (ABNORMAL))	MONTH 01/31/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 275 - GRANT MANAGEMENT FUND						
Revenues						
Dept 000						
275-000-505.000	FEDERAL GRANT - PUBLIC SAFETY	0.00	100,718.00	0.00	(100,718.00)	100.00
275-000-582.000	LOCAL GRANTS	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 000		50,000.00	100,718.00	0.00	(50,718.00)	201.44
TOTAL REVENUES		50,000.00	100,718.00	0.00	(50,718.00)	201.44
Expenditures						
Dept 901 - LOCAL REVENUE SHARING GRANTS						
275-901-965.001	LRSB GRANT EXPENSE	6,447.00	0.00	0.00	6,447.00	0.00
275-901-965.049	2011 CYCLE 2 SAFE ROUTE2SCHOO	0.00	10,602.41	0.00	(10,602.41)	100.00
275-901-965.077	2018 CYCLE 1 - EVIDENCE LOCKER P.D.	15,110.00	7,055.00	0.00	8,055.00	46.69
275-901-965.078	2018 CYCLE 1 - FEMA MATCH MON/EXT TOOLS	11,466.00	10,710.00	0.00	756.00	93.41
Total Dept 901 - LOCAL REVENUE SHARING GRANTS		33,023.00	28,367.41	0.00	4,655.59	85.90
Dept 902 - OTHER GRANTS						
275-902-986.079	2018 CYCLE2-FD STRETCHER, BACKBD, BASKET	5,356.00	4,937.99	4,937.99	418.01	92.20
275-902-986.080	2018 CYCLE2-PD TASERS, ACCESSORIES	11,621.00	11,621.00	11,621.00	0.00	100.00
275-902-986.081	FEMA GRANT-FD HEART MON/EXTRICATION EQUI	0.00	1,976.20	1,976.20	(1,976.20)	100.00
275-902-986.106	FEMA HEART MONITOR\EXTRICATION EQUIP	104,500.00	59,317.94	0.00	45,182.06	56.76
Total Dept 902 - OTHER GRANTS		121,477.00	77,853.13	18,535.19	43,623.87	64.09
TOTAL EXPENDITURES		154,500.00	106,220.54	18,535.19	48,279.46	68.75
Fund 275 - GRANT MANAGEMENT FUND:						
TOTAL REVENUES		50,000.00	100,718.00	0.00	(50,718.00)	201.44
TOTAL EXPENDITURES		154,500.00	106,220.54	18,535.19	48,279.46	68.75
NET OF REVENUES & EXPENDITURES		(104,500.00)	(5,502.54)	(18,535.19)	(98,997.46)	5.27

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
		2018-19 AMENDED BUDGET	01/31/2019 NORMAL (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	01/31/2019 NORMAL (ABNORMAL)	BALANCE		
Fund 430 - CAPITAL IMPROVEMENT FUND								
Revenues								
Dept 000								
430-000-699.000	TRANSFERS IN	591,042.00	300,000.00	0.00		291,042.00		50.76
Total Dept 000		591,042.00	300,000.00	0.00		291,042.00		50.76
TOTAL REVENUES		591,042.00	300,000.00	0.00		291,042.00		50.76
Expenditures								
Dept 000								
430-000-986.019	MARINA BLDG NOTE SUPPORT	65,000.00	65,000.00	0.00		0.00		100.00
430-000-986.029	LOCAL STREETS	254,000.00	0.00	0.00		254,000.00		0.00
430-000-986.035	ACCOUNTING SOFTWARE FY17,18,1	15,500.00	15,500.00	0.00		0.00		100.00
430-000-986.036	MAJOR STREETS	50,000.00	0.00	0.00		50,000.00		0.00
Total Dept 000		384,500.00	80,500.00	0.00		304,000.00		20.94
Dept 905 - DEBT SERVICE								
430-905-986.004	RAMSDELL - HVAC NOTE	80,850.00	80,850.00	0.00		0.00		100.00
430-905-991.000	PRINCIPLE PORTION OF PAYMENTS	42,328.00	42,327.59	0.00		0.41		100.00
430-905-992.012	2010 CAPITAL IMP BOND INTEREST	29,783.00	15,288.51	0.00		14,494.49		51.33
430-905-992.202	RAMSDELL THEATRE HVAC - INTERE	28,100.00	28,100.00	0.00		0.00		100.00
Total Dept 905 - DEBT SERVICE		181,061.00	166,566.10	0.00		14,494.90		91.99
TOTAL EXPENDITURES		565,561.00	247,066.10	0.00		318,494.90		43.69
Fund 430 - CAPITAL IMPROVEMENT FUND:								
TOTAL REVENUES		591,042.00	300,000.00	0.00		291,042.00		50.76
TOTAL EXPENDITURES		565,561.00	247,066.10	0.00		318,494.90		43.69
NET OF REVENUES & EXPENDITURES		25,481.00	52,933.90	0.00		(27,452.90)		207.74

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 (ABNORMAL)	MONTH 01/31/2019 (DECREASE)	BALANCE (ABNORMAL)	
Fund 496 - RENAISSANCE PARK						
Revenues						
Dept 000						
496-000-699.000	TRANSFERS IN	5,620.00	0.00	0.00	5,620.00	0.00
Total Dept 000		5,620.00	0.00	0.00	5,620.00	0.00
TOTAL REVENUES		5,620.00	0.00	0.00	5,620.00	0.00
Expenditures						
Dept 000						
496-000-991.002	RENAISSANCE PARK - PRINCIPAL	5,620.00	5,616.00	0.00	4.00	99.93
Total Dept 000		5,620.00	5,616.00	0.00	4.00	99.93
TOTAL EXPENDITURES		5,620.00	5,616.00	0.00	4.00	99.93
Fund 496 - RENAISSANCE PARK:						
TOTAL REVENUES		5,620.00	0.00	0.00	5,620.00	0.00
TOTAL EXPENDITURES		5,620.00	5,616.00	0.00	4.00	99.93
NET OF REVENUES & EXPENDITURES		0.00	(5,616.00)	0.00	5,616.00	100.00

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2019 (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 501 - BOAT LAUNCH FUND								
Revenues								
Dept 000								
501-000-642.000	SALES	37,000.00		20,973.00	40.00		16,027.00	56.68
501-000-665.000	INVESTMENT - INTEREST	50.00		0.00	0.00		50.00	0.00
Total Dept 000		37,050.00		20,973.00	40.00		16,077.00	56.61
TOTAL REVENUES		37,050.00		20,973.00	40.00		16,077.00	56.61
Expenditures								
Dept 000								
501-000-752.000	SUPPLIES - OPERATING	2,800.00		1,015.88	0.00		1,784.12	36.28
501-000-801.000	PROFESSIONAL & CONSULTING SER	500.00		0.00	0.00		500.00	0.00
501-000-803.000	ADMINISTRATION	2,600.00		2,600.00	0.00		0.00	100.00
501-000-850.000	COMMUNICATIONS - PHONE	480.00		239.94	0.00		240.06	49.99
501-000-880.000	MARKETING & PROMOTION	500.00		0.00	0.00		500.00	0.00
501-000-918.000	UTILITIES - WATER	2,500.00		1,264.90	149.92		1,235.10	50.60
501-000-920.000	UTILITIES - ELECTRIC	3,800.00		2,107.11	245.83		1,692.89	55.45
501-000-930.000	REPAIRS/MAINT - BUILDINGS/LAN	3,000.00		382.39	0.00		2,617.61	12.75
501-000-931.000	REPAIRS/MAINT - EQUIPMENT	500.00		0.00	0.00		500.00	0.00
501-000-960.000	BANK CHARGES	700.00		381.60	5.00		318.40	54.51
Total Dept 000		17,380.00		7,991.82	400.75		9,388.18	45.98
Dept 905 - DEBT SERVICE								
501-905-991.203	PRINCIPAL - INTERNAL LOAN	13,419.00		0.00	0.00		13,419.00	0.00
501-905-992.203	INTEREST - INTERNAL LOAN	1,117.00		1,382.15	0.00		(265.15)	123.74
Total Dept 905 - DEBT SERVICE		14,536.00		1,382.15	0.00		13,153.85	9.51
TOTAL EXPENDITURES		31,916.00		9,373.97	400.75		22,542.03	29.37
Fund 501 - BOAT LAUNCH FUND:								
TOTAL REVENUES		37,050.00		20,973.00	40.00		16,077.00	56.61
TOTAL EXPENDITURES		31,916.00		9,373.97	400.75		22,542.03	29.37
NET OF REVENUES & EXPENDITURES		5,134.00		11,599.03	(360.75)		(6,465.03)	225.93

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			01/31/2019 NORMAL (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 592 - WATER & SEWER UTILITY						
Revenues						
Dept 000						
592-000-540.000	STATE GRANT - OTHER	205,000.00	83,606.86	0.00	121,393.14	40.78
592-000-613.000	PENALTIES	44,006.00	29,341.37	4,121.43	14,664.63	66.68
592-000-614.000	WATER READY TO SERVE	221,403.00	122,991.86	18,910.85	98,411.14	55.55
592-000-615.000	SEWER READY TO SERVE	628,927.00	346,861.04	52,497.52	282,065.96	55.15
592-000-616.000	NEW SERVICE	20,000.00	0.00	0.00	20,000.00	0.00
592-000-626.000	CHARGE FOR SERVICE	500.00	400.00	100.00	100.00	80.00
592-000-648.000	SALES - WATER	1,005,139.00	398,341.69	65,698.50	606,797.31	39.63
592-000-648.001	SALES - WATER SPRINKLERS	0.00	141,761.97	8,352.77	(141,761.97)	100.00
592-000-649.000	SALES - SEWER	2,145,098.00	1,215,474.96	203,041.90	929,623.04	56.66
592-000-650.000	SALES - METERS	6,500.00	2,879.47	0.00	3,620.53	44.30
592-000-665.000	INVESTMENT - INTEREST	12,000.00	27,452.38	3,271.49	(15,452.38)	228.77
592-000-667.000	RENTAL INCOME	106,971.00	69,482.89	0.00	37,488.11	64.95
592-000-667.020	RENTAL - HYDRANT & TUNNEL	21,600.00	16,200.00	5,400.00	5,400.00	75.00
592-000-672.000	OTHER REVENUE	9,000.00	3,724.07	200.00	5,275.93	41.38
592-000-676.000	REIMBURSEMENT	8,000.00	763.27	868.27	7,236.73	9.54
592-000-680.000	CAPITAL COST RECOVERY	23,855.00	12,987.93	1,987.95	10,867.07	54.45
592-000-687.000	REFUNDS	4,000.00	0.00	0.00	4,000.00	0.00
592-000-696.000	BOND/NOTE PROCEEDS	2,245,000.00	0.00	0.00	2,245,000.00	0.00
592-000-699.000	TRANSFERS IN	391,042.00	0.00	0.00	391,042.00	0.00
Total Dept 000		7,098,041.00	2,472,269.76	364,450.68	4,625,771.24	34.83
TOTAL REVENUES		7,098,041.00	2,472,269.76	364,450.68	4,625,771.24	34.83
Expenditures						
Dept 275 - GENERAL						
592-275-961.000	UTILITY OWNERSHIP FEE	190,000.00	113,707.65	16,176.83	76,292.35	59.85
592-275-995.000	TRANSFERS OUT	391,042.00	0.00	0.00	391,042.00	0.00
Total Dept 275 - GENERAL		581,042.00	113,707.65	16,176.83	467,334.35	19.57
Dept 541 - ADMINISTRATION						
592-541-702.000	WAGES - FULL TIME	122,503.00	65,963.14	9,423.31	56,539.86	53.85
592-541-708.000	COSTS - SUTA	617.00	23.56	23.56	593.44	3.82
592-541-709.000	COSTS - SOCIAL SECURITY	7,657.00	4,088.98	543.59	3,568.02	53.40
592-541-711.000	COSTS - MEDICARE	1,791.00	956.30	127.13	834.70	53.39
592-541-713.000	WAGES - OVERTIME	1,000.00	105.51	0.00	894.49	10.55
592-541-717.000	COSTS - MERS CONTRIBUTION	17,130.00	10,902.61	1,678.36	6,227.39	63.65
592-541-718.000	COSTS - HEALTH INSURANCE	23,405.00	13,439.19	1,985.37	9,965.81	57.42
592-541-718.001	COSTS - HSA CONTRIBUTION	6,000.00	6,000.00	0.00	0.00	100.00
592-541-718.002	COSTS - DENTAL INSURANCE	1,453.00	849.75	121.11	603.25	58.48
592-541-718.003	COSTS - VISION / ANCILLIARY	325.00	189.49	27.07	135.51	58.30
592-541-725.000	COSTS - LIFE INSURANCE	168.00	113.19	16.17	54.81	67.38
592-541-726.000	COSTS - WORKERS COMPENSATION	1,656.00	940.02	125.64	715.98	56.76
592-541-752.000	SUPPLIES - OPERATING	10,980.00	6,003.33	301.64	4,976.67	54.68
592-541-801.000	PROFESSIONAL & CONSULTING SER	5,000.00	0.00	0.00	5,000.00	0.00
592-541-802.000	ATTORNEY	2,500.00	0.00	0.00	2,500.00	0.00
592-541-803.000	ADMINISTRATION	375,000.00	216,548.10	30,986.92	158,451.90	57.75
592-541-850.000	COMMUNICATIONS - PHONE	10,800.00	3,576.13	303.62	7,223.87	33.11
592-541-853.000	COMMUNICATIONS - CELL PHONES	1,400.00	842.88	400.10	557.12	60.21
592-541-900.000	PRINTING & PUBLISHING	7,100.00	2,558.90	0.00	4,541.10	36.04
592-541-913.000	TRAVEL & TRAINING	2,000.00	0.00	0.00	2,000.00	0.00
592-541-915.000	MEMBERSHIPS & DUES	150.00	(83.00)	0.00	233.00	(55.33)

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PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
			NORMAL	(ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 592 - WATER & SEWER UTILITY									
Expenditures									
592-541-933.000	SOFTWARE AGREE / COPIER MAINT	3,950.00	834.91		294.00		3,115.09		21.14
592-541-960.000	BANK CHARGES	4,000.00	160.25		0.00		3,839.75		4.01
592-541-985.000	CAPITAL OUTLAY	7,000.00	6,000.00		0.00		1,000.00		85.71
Total Dept 541 - ADMINISTRATION		613,585.00	340,013.24		46,357.59		273,571.76		55.41
Dept 542 - WATER OPERATION									
592-542-702.000	WAGES - FULL TIME	139,250.00	70,617.14		10,766.40		68,632.86		50.71
592-542-708.000	COSTS - SUTA	926.00	30.02		30.02		895.98		3.24
592-542-709.000	COSTS - SOCIAL SECURITY	10,387.00	5,131.09		682.19		5,255.91		49.40
592-542-711.000	COSTS - MEDICARE	2,429.00	1,200.03		159.55		1,228.97		49.40
592-542-713.000	WAGES - OVERTIME	9,000.00	3,741.61		596.93		5,258.39		41.57
592-542-713.001	WAGES - 2E STANDBY PAY	17,363.00	8,692.11		648.04		8,670.89		50.06
592-542-717.000	COSTS - MERS CONTRIBUTION	7,436.00	4,174.23		575.73		3,261.77		56.14
592-542-718.000	COSTS - HEALTH INSURANCE	46,415.00	22,480.28		3,320.61		23,934.72		48.43
592-542-718.001	COSTS - HSA CONTRIBUTION	9,000.00	9,000.00		0.00		0.00		100.00
592-542-718.002	COSTS - DENTAL INSURANCE	2,422.00	1,416.12		201.84		1,005.88		58.47
592-542-718.003	COSTS - VISION / ANCILLIARY	626.00	364.98		52.14		261.02		58.30
592-542-721.000	COSTS - UNIFORM/CLEANING ALLO	3,330.00	1,094.89		116.70		2,235.11		32.88
592-542-723.000	COSTS - RETIREE HEALTH CARE	0.00	452.11		0.00		(452.11)		100.00
592-542-725.000	COSTS - LIFE INSURANCE	288.00	194.04		27.72		93.96		67.38
592-542-726.000	COSTS - WORKERS COMPENSATION	6,227.00	3,088.83		414.55		3,138.17		49.60
592-542-727.000	WAGES - HOL/VAC/SICK SELBACK	1,500.00	458.06		0.00		1,041.94		30.54
592-542-752.000	SUPPLIES - OPERATING	5,500.00	3,927.35		249.21		1,572.65		71.41
592-542-753.000	SUPPLIES - CHEMICALS	25,500.00	6,022.40		4,560.00		19,477.60		23.62
592-542-754.000	SUPPLIES - METERS	47,000.00	2,763.73		0.00		44,236.27		5.88
592-542-770.000	VEHICLE GAS / DIESEL	7,200.00	2,401.80		291.95		4,798.20		33.36
592-542-801.000	PROFESSIONAL & CONSULTING SER	21,500.00	2,000.00		0.00		19,500.00		9.30
592-542-824.000	LAB TESTING	13,500.00	2,290.30		574.00		11,209.70		16.97
592-542-913.000	TRAVEL & TRAINING	4,000.00	540.00		0.00		3,460.00		13.50
592-542-915.000	MEMBERSHIPS & DUES	600.00	178.00		83.00		422.00		29.67
592-542-920.000	UTILITIES - ELECTRIC	72,000.00	39,662.87		6,725.61		32,337.13		55.09
592-542-930.000	REPAIRS/MAINT - BUILDINGS/LAN	5,000.00	1,472.28		261.28		3,527.72		29.45
592-542-931.000	REPAIRS/MAINT - EQUIPMENT	98,500.00	13,064.57		5,287.59		85,435.43		13.26
592-542-932.000	REPAIRS/MAINT - VEHICLES	1,500.00	753.20		13.70		746.80		50.21
592-542-933.000	SOFTWARE AGREE / COPIER MAINT	5,000.00	1,312.50		0.00		3,687.50		26.25
592-542-935.000	INSURANCE	6,000.00	4,582.33		0.00		1,417.67		76.37
592-542-957.000	MOTOR POOL	50,000.00	29,166.69		4,166.67		20,833.31		58.33
592-542-985.000	CAPITAL OUTLAY	9,400.00	0.00		0.00		9,400.00		0.00
Total Dept 542 - WATER OPERATION		628,799.00	242,273.56		39,805.43		386,525.44		38.53
Dept 543 - SEWER - WWTP									
592-543-702.000	WAGES - FULL TIME	128,454.00	64,914.83		6,643.20		63,539.17		50.54
592-543-708.000	COSTS - SUTA	926.00	21.64		21.64		904.36		2.34
592-543-709.000	COSTS - SOCIAL SECURITY	8,814.00	4,437.21		507.39		4,376.79		50.34
592-543-711.000	COSTS - MEDICARE	2,061.00	1,037.72		118.66		1,023.28		50.35
592-543-713.000	WAGES - OVERTIME	12,000.00	5,242.67		2,012.00		6,757.33		43.69
592-543-713.001	WAGES - 2E STANDBY PAY	1,200.00	745.44		0.00		454.56		62.12
592-543-717.000	COSTS - MERS CONTRIBUTION	6,072.00	3,432.26		415.10		2,639.74		56.53
592-543-718.000	COSTS - HEALTH INSURANCE	27,666.00	12,562.73		1,239.79		15,103.27		45.41
592-543-718.001	COSTS - HSA CONTRIBUTION	7,500.00	7,500.00		0.00		0.00		100.00
592-543-718.002	COSTS - DENTAL INSURANCE	1,722.00	805.21		76.25		916.79		46.76
592-543-718.003	COSTS - VISION / ANCILLIARY	401.00	199.18		16.04		201.82		49.67

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PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
			NORMAL	(ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 592 - WATER & SEWER UTILITY									
Expenditures									
592-543-721.000	COSTS - UNIFORM/CLEANING ALLO	2,920.00	1,344.16		111.00		1,575.84		46.03
592-543-723.000	COSTS - RETIREE HEALTH CARE	2,500.00	1,971.35		250.00		528.65		78.85
592-543-725.000	COSTS - LIFE INSURANCE	288.00	175.56		18.48		112.44		60.96
592-543-726.000	COSTS - WORKERS COMPENSATION	2,876.00	1,404.11		153.97		1,471.89		48.82
592-543-727.000	WAGES - HOL/VAC/SICK SELLBACK	2,000.00	324.48		0.00		1,675.52		16.22
592-543-752.000	SUPPLIES - OPERATING	28,700.00	24,437.38		4,562.54		4,262.62		85.15
592-543-753.000	SUPPLIES - CHEMICALS	26,500.00	10,373.85		4,186.59		16,126.15		39.15
592-543-770.000	VEHICLE GAS / DIESEL	3,600.00	1,649.34		111.34		1,950.66		45.82
592-543-801.000	PROFESSIONAL & CONSULTING SER	24,700.00	21,367.25		460.50		3,332.75		86.51
592-543-824.000	LAB TESTING	5,000.00	3,489.27		0.00		1,510.73		69.79
592-543-913.000	TRAVEL & TRAINING	4,000.00	2,673.67		452.50		1,326.33		66.84
592-543-915.000	MEMBERSHIPS & DUES	400.00	355.00		0.00		45.00		88.75
592-543-920.000	UTILITIES - ELECTRIC	130,000.00	79,433.83		13,476.37		50,566.17		61.10
592-543-921.000	UTILITIES - NATURAL GAS	16,000.00	7,386.36		1,766.65		8,613.64		46.16
592-543-930.000	REPAIRS/MAINT - BUILDINGS/LAN	35,000.00	15,317.90		121.61		19,682.10		43.77
592-543-931.000	REPAIRS/MAINT - EQUIPMENT	173,500.00	157,385.83		4,540.00		16,114.17		90.71
592-543-932.000	REPAIRS/MAINT - VEHICLES	2,000.00	1,189.87		1,010.88		810.13		59.49
592-543-933.000	SOFTWARE AGREE / COPIER MAINT	950.00	455.02		115.02		494.98		47.90
592-543-935.000	INSURANCE	21,000.00	12,809.16		0.00		8,190.84		61.00
592-543-957.000	MOTOR POOL	50,000.00	29,166.69		4,166.67		20,833.31		58.33
592-543-985.000	CAPITAL OUTLAY	7,300.00	7,218.60		0.00		81.40		98.88
Total Dept 543 - SEWER - WWTP		736,050.00	480,827.57		46,554.19		255,222.43		65.33
Dept 544 - SEWER COLLECTION (STREETS)									
592-544-702.000	WAGES - FULL TIME	84,822.00	45,491.40		6,524.80		39,330.60		53.63
592-544-708.000	COSTS - SUTA	617.00	17.67		17.67		599.33		2.86
592-544-709.000	COSTS - SOCIAL SECURITY	5,600.00	2,961.52		416.46		2,638.48		52.88
592-544-711.000	COSTS - MEDICARE	1,310.00	692.62		97.40		617.38		52.87
592-544-713.000	WAGES - OVERTIME	5,000.00	1,430.09		543.31		3,569.91		28.60
592-544-717.000	COSTS - MERS CONTRIBUTION	3,045.00	1,567.10		220.52		1,477.90		51.46
592-544-718.000	COSTS - HEALTH INSURANCE	17,308.00	9,937.57		1,468.16		7,370.43		57.42
592-544-718.001	COSTS - HSA CONTRIBUTION	4,500.00	4,500.00		0.00		0.00		100.00
592-544-718.002	COSTS - DENTAL INSURANCE	1,076.00	629.34		89.70		446.66		58.49
592-544-718.003	COSTS - VISION / ANCILLIARY	285.00	166.11		23.73		118.89		58.28
592-544-721.000	COSTS - UNIFORM/CLEANING ALLO	1,620.00	576.97		84.75		1,043.03		35.62
592-544-725.000	COSTS - LIFE INSURANCE	192.00	129.36		18.48		62.64		67.38
592-544-726.000	COSTS - WORKERS COMPENSATION	1,823.00	931.01		129.28		891.99		51.07
592-544-727.000	WAGES - HOL/VAC/SICK SELLBACK	2,000.00	0.00		0.00		2,000.00		0.00
592-544-752.000	SUPPLIES - OPERATING	3,500.00	1,445.37		108.79		2,054.63		41.30
592-544-753.000	SUPPLIES - CHEMICALS	1,000.00	0.00		0.00		1,000.00		0.00
592-544-801.000	PROFESSIONAL & CONSULTING SER	35,000.00	0.00		0.00		35,000.00		0.00
592-544-913.000	TRAVEL & TRAINING	1,000.00	0.00		0.00		1,000.00		0.00
592-544-931.000	REPAIRS/MAINT - EQUIPMENT	35,500.00	1,185.55		0.00		34,314.45		3.34
592-544-932.000	REPAIRS/MAINT - VEHICLES	2,000.00	335.20		238.61		1,664.80		16.76
592-544-957.000	MOTOR POOL	50,000.00	29,166.69		4,166.67		20,833.31		58.33
592-544-985.000	CAPITAL OUTLAY	7,500.00	0.00		0.00		7,500.00		0.00
Total Dept 544 - SEWER COLLECTION (STREETS)		264,698.00	101,163.57		14,148.33		163,534.43		38.22
Dept 902 - OTHER GRANTS									
592-902-947.000	SAW GRANT EXPENSE	230,000.00	112,507.81		0.00		117,492.19		48.92
592-902-947.001	2018 WATER PILOT GRANT	331,000.00	37,237.86		2,767.02		293,762.14		11.25

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2019 (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 592 - WATER & SEWER UTILITY								
Expenditures								
Total Dept 902 - OTHER GRANTS		561,000.00		149,745.67		2,767.02	411,254.33	26.69
Dept 903 - CAPITAL OUTLAY WATER - OVER \$5,000								
592-903-985.000	CAPITAL OUTLAY	1,360,000.00		0.00		0.00	1,360,000.00	0.00
592-903-987.016	2018 TWELFTH ST SEWER MAIN	232,000.00		107,905.98		0.00	124,094.02	46.51
592-903-987.017	2018 CAP BASIS OF DESIGN PROJECT 047	305,000.00		233,128.90		15,627.50	71,871.10	76.44
592-903-987.018	2018 COLLECT SYSTEM REHAB PILOT PROJ 049	500,000.00		440,180.86		0.00	59,819.14	88.04
592-903-987.019	WASTEWATER IMPROVEMENTS PHASE I 070	200,000.00		58,827.00		24,353.75	141,173.00	29.41
592-903-987.020	2018 WATER PILOT GRANT 065	331,000.00		0.00		0.00	331,000.00	0.00
592-903-987.021	WASTEWATER IMPROVEMENTS PHASE II 071	200,000.00		30,694.75		8,479.25	169,305.25	15.35
Total Dept 903 - CAPITAL OUTLAY WATER - OVER \$5,000		3,128,000.00		870,737.49		48,460.50	2,257,262.51	27.84
Dept 905 - DEBT SERVICE								
592-905-960.000	BANK CHARGES	2,500.00		1,500.00		750.00	1,000.00	60.00
592-905-991.000	PRINCIPLE PORTION OF PAYMENTS	1,375,259.00		0.00		0.00	1,375,259.00	0.00
592-905-992.005	1998 B SRF BOND INTEREST	1,856.00		1,856.25		0.00	(0.25)	100.01
592-905-992.007	1999 B SRF BOND INTEREST	8,813.00		5,250.00		0.00	3,563.00	59.57
592-905-992.009	2006 SRF BOND INTEREST	21,649.00		10,824.69		0.00	10,824.31	50.00
592-905-992.010	2010 SRF BOND INTEREST	11,152.00		5,763.44		0.00	5,388.56	51.68
592-905-992.011	2010 DWRP BOND INTEREST	7,875.00		4,062.50		0.00	3,812.50	51.59
592-905-992.012	2010 CAPITAL IMP BOND INTERES	112,764.00		57,884.61		0.00	54,879.39	51.33
592-905-992.013	2011 SRF BOND INTEREST	23,269.00		11,634.68		0.00	11,634.32	50.00
592-905-992.014	2011 DWRP BOND INTEREST	7,814.00		3,906.94		0.00	3,907.06	50.00
592-905-992.015	2015 W/S REVENUE BOND - INT	86,750.00		43,375.00		0.00	43,375.00	50.00
592-905-992.016	2017 W/S REVENUE & REFUNDING - INTEREST	95,872.00		51,136.00		0.00	44,736.00	53.34
Total Dept 905 - DEBT SERVICE		1,755,573.00		197,194.11		750.00	1,558,378.89	11.23
TOTAL EXPENDITURES		8,268,747.00		2,495,662.86		215,019.89	5,773,084.14	30.18
Fund 592 - WATER & SEWER UTILITY:								
TOTAL REVENUES		7,098,041.00		2,472,269.76		364,450.68	4,625,771.24	34.83
TOTAL EXPENDITURES		8,268,747.00		2,495,662.86		215,019.89	5,773,084.14	30.18
NET OF REVENUES & EXPENDITURES		(1,170,706.00)		(23,393.10)		149,430.79	(1,147,312.90)	2.00

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 (NORMAL (ABNORMAL))	MONTH 01/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 594 - MARINA FUND						
Revenues						
Dept 000						
594-000-642.000	SALES	2,500.00	1,360.00	0.00	1,140.00	54.40
594-000-645.000	SALES - FUEL	90,000.00	70,307.33	0.00	19,692.67	78.12
594-000-646.000	SALES - DOCKAGE	73,000.00	30,578.00	60.00	42,422.00	41.89
594-000-665.000	INVESTMENT - INTEREST	50.00	0.00	0.00	50.00	0.00
594-000-667.000	RENTAL INCOME	7,500.00	6,200.00	1,040.00	1,300.00	82.67
594-000-672.000	OTHER REVENUE	0.00	0.00	(80.00)	0.00	0.00
594-000-687.000	REFUNDS	0.00	1,255.08	667.54	(1,255.08)	100.00
594-000-698.000	INSURANCE SETTLEMENT	0.00	24,247.84	2,077.05	(24,247.84)	100.00
594-000-699.000	TRANSFERS IN	65,000.00	65,000.00	0.00	0.00	100.00
Total Dept 000		238,050.00	198,948.25	3,764.59	39,101.75	83.57
TOTAL REVENUES		238,050.00	198,948.25	3,764.59	39,101.75	83.57
Expenditures						
Dept 000						
594-000-704.000	WAGES - PART-TIME	25,000.00	13,265.13	0.00	11,734.87	53.06
594-000-708.000	COSTS - SUTA	864.00	526.34	0.00	337.66	60.92
594-000-709.000	COSTS - SOCIAL SECURITY	1,562.00	951.44	0.00	610.56	60.91
594-000-711.000	COSTS - MEDICARE	365.00	222.52	0.00	142.48	60.96
594-000-713.000	WAGES - OVERTIME	200.00	0.00	0.00	200.00	0.00
594-000-726.000	COSTS - WORKERS COMPENSATION	859.00	476.84	0.00	382.16	55.51
594-000-752.000	SUPPLIES - OPERATING	5,500.00	2,212.03	142.43	3,287.97	40.22
594-000-760.000	SUPPLIES - GASOLINE	60,000.00	37,382.41	0.00	22,617.59	62.30
594-000-761.000	SUPPLIES - DIESEL FUEL	30,000.00	25,934.42	0.00	4,065.58	86.45
594-000-801.000	PROFESSIONAL & CONSULTING SER	1,000.00	0.00	0.00	1,000.00	0.00
594-000-803.000	ADMINISTRATION	11,753.00	5,926.50	0.00	5,826.50	50.43
594-000-880.000	MARKETING & PROMOTION	4,000.00	425.00	0.00	3,575.00	10.63
594-000-918.000	UTILITIES - WATER	7,200.00	9,046.86	201.30	(1,846.86)	125.65
594-000-920.000	UTILITIES - ELECTRIC	11,000.00	5,639.11	662.82	5,360.89	51.26
594-000-921.000	UTILITIES - NATURAL GAS	4,000.00	1,337.52	432.42	2,662.48	33.44
594-000-930.000	REPAIRS/MAINT - BUILDINGS/LAN	12,500.00	823.00	(3,602.69)	11,677.00	6.58
594-000-930.001	REPAIRS/MAINT - SEICHE DAMAGE	400,000.00	17,229.88	4,174.69	382,770.12	4.31
594-000-931.000	REPAIRS/MAINT - EQUIPMENT	1,500.00	2,560.73	0.00	(1,060.73)	170.72
594-000-935.000	INSURANCE	1,750.00	765.25	0.00	984.75	43.73
594-000-958.000	SALES TAX	6,000.00	5,062.16	(6,239.45)	937.84	84.37
594-000-960.000	BANK CHARGES	6,000.00	3,586.96	13.80	2,413.04	59.78
Total Dept 000		591,053.00	133,374.10	(4,214.68)	457,678.90	22.57
Dept 905 - DEBT SERVICE						
594-905-991.201	MARINA BLDG - PRINCIPAL	25,095.00	0.00	0.00	25,095.00	0.00
594-905-991.203	PRINCIPAL - INTERNAL LOAN	26,594.00	0.00	0.00	26,594.00	0.00
594-905-992.201	MARINA BLDG - INTEREST	7,292.00	8,079.44	0.00	(787.44)	110.80
594-905-992.203	INTEREST - INTERNAL LOAN	3,993.00	4,518.94	0.00	(525.94)	113.17
Total Dept 905 - DEBT SERVICE		62,974.00	12,598.38	0.00	50,375.62	20.01
TOTAL EXPENDITURES		654,027.00	145,972.48	(4,214.68)	508,054.52	22.32

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 NORMAL (ABNORMAL)	MONTH 01/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 594 - MARINA FUND						
Fund 594 - MARINA FUND:						
TOTAL REVENUES		238,050.00	198,948.25	3,764.59	39,101.75	83.57
TOTAL EXPENDITURES		654,027.00	145,972.48	(4,214.68)	508,054.52	22.32
NET OF REVENUES & EXPENDITURES		(415,977.00)	52,975.77	7,979.27	(468,952.77)	12.74

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2019 (NORMAL (ABNORMAL))	MONTH 01/31/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 661 - MOTOR POOL FUND						
Revenues						
Dept 000						
661-000-642.000	SALES	0.00	15,000.00	0.00	(15,000.00)	100.00
661-000-665.000	INVESTMENT - INTEREST	3,000.00	4,872.89	783.22	(1,872.89)	162.43
661-000-670.003	EQUIPMENT RENTAL - FIRE	64,818.00	37,809.36	5,401.50	27,008.64	58.33
661-000-670.004	EQUIPMENT RENTAL - PARKS	37,636.00	21,955.30	3,136.33	15,680.70	58.34
661-000-670.005	EQUIPMENT RENTAL - POLICE	32,409.00	18,905.49	2,700.75	13,503.51	58.33
661-000-670.006	EQUIPMENT RENTAL - PUBLIC WOR	75,000.00	43,750.00	6,250.00	31,250.00	58.33
661-000-670.007	EQUIPMENT RENTAL - STREETSEWE	50,000.00	29,166.66	4,166.67	20,833.34	58.33
661-000-670.008	EQUIPMENT RENTAL - WATER	50,000.00	29,166.66	4,166.67	20,833.34	58.33
661-000-670.009	EQUIPMENT RENTAL - WWTP	50,000.00	29,166.66	4,166.67	20,833.34	58.33
661-000-675.000	SALE OF ASSET	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 000		367,863.00	229,793.02	30,771.81	138,069.98	62.47
TOTAL REVENUES		367,863.00	229,793.02	30,771.81	138,069.98	62.47
Expenditures						
Dept 000						
661-000-935.000	INSURANCE	35,000.00	38,765.50	0.00	(3,765.50)	110.76
661-000-981.101	DPW - PLOW TRUCKS	115,641.00	0.00	0.00	115,641.00	0.00
661-000-981.106	DPW - LOADER	143,622.00	36,538.30	0.00	107,083.70	25.44
661-000-981.201	PARKS - MOWERS	12,000.00	0.00	0.00	12,000.00	0.00
661-000-981.301	POLICE - PATROL CAR	48,000.00	1,401.02	0.00	46,598.98	2.92
661-000-981.402	FIRE - RESCUE AMBULANCE	29,000.00	29,000.00	0.00	0.00	100.00
661-000-981.501	WATER - PICKUP	42,861.00	0.00	0.00	42,861.00	0.00
661-000-981.503	WWTP - PICKUP	30,600.00	30,728.00	0.00	(128.00)	100.42
661-000-981.504	WS - VACTOR	67,881.00	0.00	0.00	67,881.00	0.00
Total Dept 000		524,605.00	136,432.82	0.00	388,172.18	26.01
TOTAL EXPENDITURES		524,605.00	136,432.82	0.00	388,172.18	26.01
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		367,863.00	229,793.02	30,771.81	138,069.98	62.47
TOTAL EXPENDITURES		524,605.00	136,432.82	0.00	388,172.18	26.01
NET OF REVENUES & EXPENDITURES		(156,742.00)	93,360.20	30,771.81	(250,102.20)	59.56
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES		(1,734,561.00)	1,215,220.82	340,184.03	(2,949,781.82)	70.06

Mika Meyers PLC



Memorandum

To: City Manager Thad Taylor
Mayor Roger Zielinski
Manistee City Council Members

From: George V. Saylor, III

Date: February 22, 2019

Subject: Ordinance Amendments

The purpose of this memorandum is to review a number of ordinance changes that are being proposed to City Council.

Ordinance 19-04 **CHAPTER 663 – FIREWORKS**

There are two proposed changes to Chapter 663. The Michigan Fireworks Safety Act was amended at the end of 2018 to allow greater periods of time for cities to bar the use of consumer fireworks. The City's current ordinance bars the use of consumer fireworks in the City, except for those periods of time that Michigan law did not permit a city to regulate. The proposed modification to the ordinance, bars the use of consumer fireworks except for those days and times that the 2018 amendment to the Michigan Fireworks Safety Act does not permit the City to regulate.

The penalty section for the ordinance also changed to follow the change to state law.

Ordinance 19-05 **CHAPTER 662 – PEACE DISTURBANCES**

Two changes were made to Chapter 662. First, Section 662.01 B. 1. provides that being intoxicated in a public place, standing alone, is not a violation, but the individual must also be acting in a way that endangers the safety of someone, endangers property, or is causing a public disturbance. This change was to conform the ordinance to the requirements of Michigan law.

Section 662.01 B.15. was added to provide that consumption of marihuana in a public place, other than an area identified by a private property owner, is prohibited. The Michigan

Regulation and Taxation of Marihuana Act (Recreational Marihuana) allows municipalities to authorize consumption in a public place and the ordinance is intended to make clear that it is not authorized in Manistee. The Act is silent as to what penalty, if any, is imposed for violating the restriction against consumption in a public place. The ordinance makes it a misdemeanor to consume in a public place.

Ordinance 19-06
CHAPTER 606 – ANIMALS

The proposed modifications to Chapter 606 are to incorporate, with respect to dogs and cats, state law. By incorporating state law, City Police Officers are able to charge what is described as a state offense as a City ordinance violation.

Section 606.5 D. was added to prohibit dogs on City beaches, except between the piers at First Street Beach and from the north end of Manmade Lake to the north end of the City beach. While the City has posted the prohibition of dogs on the beaches, without an ordinance City Police Officers were unable to ticket violators.

Ordinance 19-07
CHAPTER 1482 – RESIDENTIAL RENTAL PROPERTIES

The ordinance to amend parts of Chapter 1482 is primarily intended to address confusion as to whether short-term rentals and bed and breakfasts are exempt from the rental inspection requirements. The ordinance refers to hotels, motels, and overnight rooms intended for transient use as being exempt. Pursuant to Michigan law, hotels, motels, and overnight rooms designed for transient use are subject to inspection by the State of Michigan. Bed and breakfast, Airbnb, etc. are not subject to inspection by the State, consequently they are subject to inspection by the City pursuant to the rental inspection program. The Amendment clarifies what rentals must comply with the inspection requirement. It also clarifies that the Certificate of Compliance issued after inspection terminates after three years, but is assignable to a new owner. The remaining changes were to correct or clarify language in the ordinance.

Ordinance 19-08
CHAPTER 1024 – SIDEWALKS AND RIVERWALK

The proposed change to Chapter 1024 prohibits walking dogs along the Riverwalk from the west end of the City Marina to the west end of the Riverwalk. Bicycles, skateboarding, and rollerblading are prohibited along all portions of the Riverwalk. Just like Chapter 606, by providing these restrictions in the ordinance City Police Officers are able to ticket violators.

The proposed change makes clear that a violation of Chapter 1024 is a civil infraction.

COUNCIL ORDINANCE COMMITTEE MEETING MINUTES OF FEBRUARY 14, 2019

A meeting of the Manistee City Council Ordinance Committee was called to order by the Chair at 4:30 p.m. on Thursday, February 14, 2019 in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan 49660.

MEMBERS PRESENT: Lynda Beaton, Dale Cooper, Chip Goodspeed

MEMBERS ABSENT: None

OTHERS PRESENT: Jim Grabowski, City Manager Thad Taylor, City Attorney George Saylor, Finance Director Ed Bradford, Public Safety Director Tim Kozal

Public Comments – None

Discussion on Repealing Retirement Ordinances, Chapter 292 Employee Savings Plan and Chapter 294 Employees Retirement System. Finance Director Ed Bradford reviewed the current ordinances. The City has moved to a MERS retirement system. These two ordinances are no longer needed and staff recommends that they be repealed.

CONSENSUS: The Ordinance Committee recommends that the City Attorney prepare an ordinance to repeal Chapter 292 and Chapter 294 and take this to full Council at a future date.

Discussion on Amending Chapter 663 Fireworks. City Attorney George Saylor reviewed the recent changes by the state legislature to the Fireworks Safety Act. This ordinance has been the subject of discussion by Council for several years. City Attorney recommends that at a minimum the City ordinance be amended to reflect the change in state law regarding fines and increase the amount from \$500 to \$1,000. City Ordinances cannot be more restrictive than state law.

CONSENSUS: The Ordinance Committee recommends taking Chapter 663 Fireworks amendments to full Council for consideration at a future date. City Attorney will prepare an ordinance amendment to reflect the increase in fines from \$500 to \$1,000 and follow state regulations to limit discharge to:

- a.) December 31 to January 1 at 1:00 a.m.;
- b.) Saturday and Sunday immediately preceding Memorial Day (until 11:45 p.m. those days);
- c.) June 29 to July 4 until 11:45 p.m. those days;
- d.) July 5, if a Friday or Saturday, until 11:45 p.m.; and
- e.) Saturday and Sunday immediately preceding Labor Day until 11:45 p.m. those days.

Discussion on Chapter 606 Animals. City Council has discussed this ordinance several times in the past. Discussed allowing dogs on a portion of the Riverwalk from the east end to the west end of the marina; and restricting them along the narrower, wooden portion west of the marina. Discussed dogs in park areas, the leash requirement already in place, enforcement, cleanup, and

allowing dogs in certain beach areas. In the Parks Guidelines brochure dogs are not allowed where posted. Police would require similar language in an ordinance in order to enforce and write citations.

CONSENSUS: The Ordinance Committee recommends the City Attorney and City Manager prepare ordinance amendments for Chapter 606 to include language to restrict dogs where posted; allow dogs on the beach between the pier heads; and allow dogs on the public beach north of Man-Made Lake.

Discussion on Chapter 1482 Residential Rental Properties. City Manager and City Attorney discussed amending Chapter 1482 to address areas in the ordinance regarding transient facilities like VRBO and AirBNB. Transient rentals, including B&Bs could be required to register in the City's rental inspection program. We need to clean up and clarify the current ordinance language. Discussed requiring re-registration and re-inspection of rental properties when sold during an inspection cycle; should be a transfer of warranty and inspected in regular cycle. Discussed vacation tax on rental properties similar to what the CVB collects for hotels and motels (City Attorney will research the legality).

CONSENSUS: The Ordinance Committee recommends that the City Attorney and City Manager prepare amendments for clarification in Chapter 1482 and bring them to full Council at a future date.

Discussion on Chapter 674 Safety Sanitation & Health (Open Burning). Public Safety Director Tim Kozal reviewed recent discussions to amend Chapter 674 and the need for clarification for enforcement. Open burning and fire pits are covered in the International Fire Code which has been adopted by the City. Concerned with the closeness of some fire pits to structures and neighbors or being located in the front yard of a residence.

CONSENSUS: The Ordinance Committee recommends the City Attorney prepare amendments for clarification in Chapter 674 and bring them to full Council at a future date.

Discussion on Chapter 662 Peace Disturbances. City Attorney noted recent enforcement concerns regarding drunk and disorderly. The Attorney would also like to include language regarding consumption of marijuana in a public place.

CONSENSUS: The Ordinance Committee recommends the City Attorney prepare amendments for clarification in Chapter 662 and bring them to full Council at a future date.

Public Comments. - None

MOTION by Chip Goodspeed, second by Dale Cooper to adjourn at 5:25 p.m.

Respectfully submitted,

Cynthia J. Lokovich, CAP OM
Executive Secretary

ORDINANCE 19-05

**AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED
“CHAPTER 662 – PEACE DISTURBANCES”, OF THE CODIFIED
ORDINANCES OF MANISTEE, MICHIGAN BY MODIFYING THE OFFENSE
OF BEING INTOXICATED IN A PUBLIC PLACE, ADDING THE OFFENSE OF
CONSUMING MARIHUANA IN A PUBLIC PLACE, AND TO REPEAL ALL
ORDINANCES IN CONFLICT THEREWITH**

THE CITY OF MANISTEE ORDAINS:

Section 1.

Section 662.01 B. 1. is deleted and replaced with:

B. Prohibited Acts. No person shall:

1. Be under the influence of alcohol or any narcotic drug in a public place and who is endangering directly the safety of another person or of property or is acting in a manner that causes a public disturbance;

Section 662.01 B. 15.

15. Consume marihuana in a public place, other than an area on private property designated by the owner as an area where marihuana may be consumed and is restricted to individuals 21 years of age or older.

Section 2.

Effective Date; Publication.

This Ordinance shall be effective ten (10) days after its enactment as provided in Section 4-3 of the City of Manistee Charter. The City Clerk shall cause a copy of this Ordinance to be published in a newspaper circulated in the city of Manistee, stating the date of the enactment and effective date of the Ordinance, a brief notice as to the subject matter of the Ordinance and such other facts as the City Clerk shall deem pertinent. A copy of the Ordinance shall be made available for public use and inspection at the office of the Manistee City Clerk.

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
MANISTEE, MANISTEE COUNTY, MICHIGAN, THIS _____ DAY OF _____,
2019.

ENACTMENT DATE: _____

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF MANISTEE)

I, the undersigned, the duly qualified and acting Clerk of City of Manistee, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Manistee City Council at a regular meeting held on the ___ day of _____, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ___ day of _____, 2019.

Heather Pefley, City Clerk

**Chapter
663
Fireworks**

663.01	Definitions	663.05	Repeal
663.02	Use of Consumer Fireworks Prohibited	663.06	Severability
663.03	Firework Safety	663.99	Penalty
663.04	Enforcement		

CROSS REFERENCES
Michigan Fireworks Safety Act – see M.C.L.A. Secs 28.451
Director of Public Safety – See ADM. Ch. 232

663.1 DEFINITIONS

As used in this chapter, the following definitions shall apply:

- A. "Act 256" means the Michigan Fireworks Safety Act, Act 256 of the Public Acts of Michigan of 2011, being MCL 28.451, et seq., as it may be amended from time to time.
- B. "Consumer fireworks" means that term as defined in Act 256.
- C. "Firework" or "fireworks" means that term as defined in Act 256.
- D. "Retailer" means that term as defined in Act 256.
- E. "Wholesaler" means that term as defined in Act 256.
- F. "National holiday" means those holidays described in 5 USC § 6103.

(Ord. 14-03 adopted 6-17-14)

663.2 USE OF CONSUMER FIREWORKS PROHIBITED

No person shall ignite, discharge or use consumer fireworks in the City; except for the following:

From 11:00 am on the following days:

- A. December 31st to January 1st at 1:00 am each day;
- B. Saturday and Sunday immediately preceding Memorial Day (until 11:45 pm those days);
- C. June 29 to July 4 until 11:45 pm those days;

D. July 5, if a Friday or Saturday, until 11:45 pm; and

E. Saturday and Sunday immediately preceding Labor Day until 11:45 pm those days.

~~A. The day preceding, day of, and day after a national holiday (except between the hours of 1:00 a.m. and 8:00 a.m. on those days), consistent with Act 256; or~~

~~B. Upon approval of City Council.~~

(Ord. 14-03 adopted 6-17-14) (Ord. 16-01 adopted 9-20-16)

663.3 FIREWORK SAFETY

No person shall recklessly endanger the life, health, safety, or well-being of any person by the ignition, discharge, or use of consumer fireworks. (Ord. 14-03 adopted 6-17-14)

663.4 ENFORCEMENT

The Director of Public Safety, his designees and sworn law enforcement officers are authorized to enforce the provisions of this Ordinance. (Ord. 14-03 adopted 6-17-14)

663.5 REPEAL

All regulatory provisions contained in other city ordinances which are inconsistent with the provisions of this Ordinance are repealed. (Ord. 14-03 adopted 6-17-14)

663.6 SEVERABILITY

The sections and provisions of this Chapter 663 are declared to be severable and any portion which is declared inoperative or invalid for any reason by a court of competent jurisdiction shall in no way affect the remaining sections or provisions of this Ordinance. (Ord. 14-03 adopted 6-17-14)

663.99 PENALTY

Whoever violates any provisions of this Chapter 663 is guilty of a municipal civil infraction and shall be fined in ~~an the~~ amount ~~not less than that established from time to time by the City Council, or in absence of an amount established by City Council, in the sum~~ of ~~\$500.00~~ **\$1,000.00** for each and every violation. **\$500 of every fine collected under this ordinance shall be remitted to the City of Manistee Police Department.** (Ord. 14-03 adopted 6-17-14)

ORDINANCE 19-04

**AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED
“CHAPTER 663 – FIREWORKS” OF THE CODIFIED ORDINANCES OF
MANISTEE, MICHIGAN BY MODIFYING THE TIME PERIODS FOR WHICH
THE USE OF CONSUMER FIREWORKS ARE PROHIBITED, MODIFY THE
PENALTY FOR VIOLATION AND TO REPEAL ALL ORDINANCES IN
CONFLICT THEREWITH**

THE CITY OF MANISTEE ORDAINS:

Section 1.

Ordinance 663.02 is deleted in its entirety and in its place the following is added:

663.02 USE OF CONSUMER FIREWORKS PROHIBITED.

No person shall ignite, discharge or use consumer fireworks in the City, except for the following:

From 11:00 am on the following days:

- A. December 31st to January 1st at 1:00 am each day;
- B. Saturday and Sunday immediately preceding Memorial Day (until 11:45 pm those days);
- C. June 29 to July 4 until 11:45 pm those days;
- D. July 5, if a Friday or Saturday, until 11:45 pm; and
- E. Saturday and Sunday immediately preceding Labor Day until 11:45 pm those days.

Ordinance 663.99 Penalty is deleted in its entirety and in its place the following is added:

663.99 PENALTY

Whoever violates any provisions of this Chapter 663 is guilty of a municipal civil infraction and shall be fined in the amount of \$1,000.00 for each and every violation. \$500 of every fine collected under this ordinance shall be remitted to the City of Manistee Police Department.

Section 2.

Effective Date; Publication.

This Ordinance shall be effective ten (10) days after its enactment as provided in Section 4-3 of the City of Manistee Charter. The City Clerk shall cause a copy of this Ordinance to be published in a newspaper circulated in the city of Manistee, stating the date of the enactment and effective date of the Ordinance, a brief notice as to the subject matter of the Ordinance and such other facts as the City Clerk shall deem pertinent. A copy of the Ordinance shall be made available for public use and inspection at the office of the Manistee City Clerk.

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, THIS ____ DAY OF _____, 2019.

ENACTMENT DATE: _____

CERTIFICATION

I, Heather Pefley, do hereby certify that I am the duly appointed and acting City Clerk of the City of Manistee and that the foregoing ordinance was adopted by the City of Manistee on the ____ day of _____, 2019.

Heather Pefley, City Clerk

Chapter 662
Peace Disturbances

662.01	Offenses relating to public peace and morals	662.09	Penalty
662.02	Noise creating activities		

CROSS REFERENCES
Disorderly conduct generally - see M.C.L.A. Secs. 750.167 et seq.
Gambling - see M.C.L.A. Secs. 750.301 et seq.
Prostitution - see M.C.L.A. Secs. 750.448 et seq.
Noise from mufflers - see TRAF. 410.04(UTC 5.90)
Barking or howling dogs - see GEN. OFF. 606.05
Nuisances - see GEN. OFF. Ch. 654
Noise in parks - see S.U. & P.S. 1062.01
Michigan Vehicle Code – see M.C.L.A., Secs. 257.1 et seq.

662.01 OFFENSES RELATING TO PUBLIC PEACE AND MORALS

A. **Public Place Defined.** As used in this section, "public place" means any place of business or assembly open to or frequented by the public, and any other place which is open to public view or to which the public has access.

B. **Prohibited Acts.** No person shall:

1. Be ~~drunk in any public place or~~ under the influence of alcohol or any narcotic drugs in any public place and who is endangering directly the safety of another person or of property or is acting in a manner that causes a public disturbance;
2. Engage in any indecent, insulting, immoral or obscene conduct in any public place;
3. Engage in peeping in the windows of any inhabited place;
4. Make any immoral exhibition or indecent exposure of his or her person;
5. Engage in any disturbance, fight or quarrel in a public place;
6. Play any game in any public street or sidewalk or otherwise obstruct traffic on any street or sidewalk by collecting in groups thereon, for any purpose;
7. Permit or suffer any place occupied or controlled by him or her to be a resort of noisy, boisterous or disorderly conduct;
8. Prowl about any alley or the private premises of any person in the nighttime, without authority or the permission of the owner of such premises;
9. Wrongfully throw or propel any snowball, missile or object toward any person or vehicle, or on the private property of another person;
10. Trespass or unlawfully remain upon premises of another;
11. Enter a motor vehicle without the owner's permission;
12. Accost a person or endeavor to entice him or her into a vehicle;
13. Willfully make to a law enforcement officer any false, misleading or unfounded statement for the purpose of interfering with the law enforcement officer's duties or with the intention of misleading any law enforcement officer; or

14. Willfully make to a firefighter any false, misleading or unfounded report for the purpose of interfering with the firefighter's duties or with the intention of misleading any firefighter of this City.

~~14.15.~~ Consume marihuana in a public place, other than an area on private property designated by the owner as an area where marihuana may be consumed and is restricted to individuals 21 years of age or older.

(Ord. Unno. Passed 12-23-63.) (Ord. 14-03 Deleted Item 4 "Fire, discharge, sell, display or possess any fireworks except of the type and under conditions permitted by Chapter 30 of the Penal Code of the State of Michigan, as amended by Act 242 of the Public Acts of 1949, as amended, and those permitted by the Chief of Police;" 6-17-14)

C. Violations as Misdemeanors. Whoever violates any provision of this section is guilty of a misdemeanor and shall be subject to the penalty provided in Section 662.99.

662.02 NOISE-CREATING ACTIVITIES

A. General Restrictions: No person, firm or corporation or other legal entity shall cause, create, assist in creating, continue or permit the continuance of any unreasonable or unnecessary loud noise or disturbance which unreasonably upsets the comfort, health, peace, quiet or safety of a person or persons in the City or their property.

B. Specific Violations of Noise Regulation: The following noises and disturbances are hereby declared to be a violation of this ordinance; provided, however, that the specification of the same is not thereby to be constructed to exclude other violations of this ordinance not specifically enumerated:

1. Radio, television, musical instruments. The playing of a radio, phonograph, television, or other electronic or mechanical sound producing device, including any musical instrument, in such a manner or with such volume as to unreasonably upset or disturb the quiet, comfort or repose of other person or persons. The operation of such instrument or sound producing devices in such a manner as to be plainly audible on a property or in a dwelling unit other than that from which the sound originates shall be prima facie evidence of a violation of this section. The operation of such a device from a vehicle shall be prima facie evidence of a violation of this section if the sound produced is audible at a distance of fifty (50) or more feet from the vehicle.
2. Shouting or whistling. Yelling, shouting, hooting, whistling, singing or the making of other loud noises on public property between the hours of 9:00 p.m. and 8:00 a.m. or the making of such noises at any time or place so as to unreasonably upset or disturb the quiet, comfort or repose of any person in the vicinity.
3. School, church and court zones. The emission or creation of any excessive noise which unreasonably interferes with the operation of any school, church, or court.
4. Loud motor vehicles. The operation of an automobile, motorcycle or other vehicle so out of repair or so loaded or constructed as to cause loud and unnecessary grating, grinding, rattling, or other unreasonable noise (including the noise resulting from exhaust), which is clearly audible from nearby properties and which unreasonably upsets or disturbs the quiet, comfort or repose of other person or persons. The

modification or elimination of any noise abatement device on any motor vehicle or engine or the failure to maintain such a device so that the noise emitted by such vehicle or engine is increased above that emitted by the vehicle as originally manufactured shall violate this section.

5. Horn and signal devices. The sounding of any horn or other device on any vehicle unless necessary to operate said vehicle safely or as required by the Michigan Motor Vehicle Code.
6. Engine exhaust. The discharging outside of any enclosed building of the exhaust of any steam engine, internal combustion engine, motor vehicle, or motor boat engine except through a muffler or other similar device which will effectively prevent loud or explosive noises.
7. Construction noises. The erection, excavation, demolition, alteration or repair of any building or premises in any part of the City, and including the streets and highways, in such a manner as to emanate noise unreasonably upsetting or disturbing to other person or persons, other than between the hours of 8:00 a.m. and 9:00 p.m. on any day, except in cases of urgent necessity in the interest of public health and safety. In such cases of urgent necessity, a permit shall be obtained from the City Manager or Public Safety Director, which permit shall limit the periods when the activity may continue.
8. Loading areas. The creation of a loud or excessive noise unreasonably upsetting or disturbing to other persons in the vicinity in connection with the operation, loading or unloading of any vehicle, trailer, railroad car, or other carrier or in connection with the repairing of any such vehicle in or near residential areas.
9. Devices to attract attention. The use of any drum, loudspeaker or other instrument or device for the purpose of attracting attention to any performance, show, sale, display or other commercial purpose which, by the creation of such noise, shall be unreasonably upsetting or disturbing to other person or persons in the vicinity. Also, the operation of a loudspeaker or other sound amplifying device upon any vehicle on the streets of the City with the purpose of advertising, where such vehicle, speaker or sound amplifying device emits loud and raucous noises easily heard from nearby adjoining residential property.

C. The prohibitions of Sections A and B shall not apply to the following:

1. Emergency vehicles. Any police vehicle, ambulance, fire engine or emergency vehicle while engaged in necessary emergency activities.
2. Highway and utility maintenance and construction. Excavation or repair of bridges, streets or highways or other property by or on behalf of the State of Michigan, the City of Manistee, the County of Manistee, or any public utility, or any agency of the foregoing when the public welfare, safety and convenience necessitates the performance of the work at such time.
3. Warning devices. Warning devices emitting sound for warning purposes as authorized by law.
4. City approved activities. City sponsored or approved parades, festivals, fairs or events.

(Ord. Unno. Passed 12-17-63.)

662.99 PENALTY

(EDITOR'S NOTE: See Section 202.99 for general Code penalty if no specific penalty is provided.)

ORDINANCE 19-06

**AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED
“CHAPTER 606 – ANIMALS” OF THE CODIFIED ORDINANCES OF
MANISTEE, MICHIGAN BY MODIFYING SECTIONS 606.01 A. AND 606.02. A.
BY INCORPORATING STATE OF MICHIGAN LAW RELATIVE TO DOGS
AND CATS, RESPECTIVELY, ADDING SECTION 606.1 D. BARRING DOGS
ON CITY BEACHES, EXCEPT FOR SPECIFIC LOCATIONS AND TO REPEAL
ALL ORDINANCES IN CONFLICT THEREWITH**

THE CITY OF MANISTEE ORDAINS:

Section 1.

Section 606.1 A. is deleted and replaced with:

606.1 DOGS

- A. Application of State Law. No person shall violate any law of the State pertaining to dogs, or any rule or regulation pertaining to dogs adopted by any state agency, which laws and the penalties therein provided are incorporated herein as laws of the City.

Section 606.1. D. is added as follows:

- D. Dogs on Beaches. No dog shall be permitted on any of the City beaches, except between the piers at 1st Street Beach and the beach area adjacent to Lake Michigan from the north end of Manmade Lake to the north end of the City beach.

Section 606.2 A. is deleted and replaced with:

606.2 CATS

- A. Application of State Law. No person shall violate any law of the State pertaining to cats, or any rule or regulation pertaining to cats adopted by any state agency, which laws and the penalties therein provided are incorporated herein as laws of the City.

Section 2.

Effective Date; Publication.

This Ordinance shall be effective ten (10) days after its enactment as provided in Section 4-3 of the City of Manistee Charter. The City Clerk shall cause a copy of this Ordinance to be published in a newspaper circulated in the city of Manistee,

Chapter 606
Animals

606.01	Prohibited Animals	606.06	Cats
606.02	Confinement to Premises	606.07	Chickens or Ducks
606.03	Access to Public Ways and Places	606.08	Feeding Deer, Wild Turkeys and other Wild Mammals
606.04	Removal of Defecation	606.99	Penalty
606.05	Dogs		

CROSS REFERENCES
Dog Law generally see MCL 287.261 et seq.
Registration and identification of Dogs see MCL 287.301 et seq.
Use of firearms to control pests - see GEN. OFF. 690.05

606.1 PROHIBITED ANIMALS

- A. "Annoying Animals" No person shall harbor or keep any animal or bird which causes annoyance or disturbance in a neighborhood, by making sounds common to its species or otherwise, or which endangers the safety of any person or property.
- B. "Penalty" a person who violates this section is responsible for a municipal civil infraction pursuant to Chapter 203.

606.2 CONFINEMENT TO PREMISES

The owner or custodian of any animal or bird shall keep such animal or bird confined to his or her own premises if necessary to avoid annoyance or disturbance in the neighborhood.

606.3 ACCESS TO PUBLIC WAYS AND PLACES

No person shall tie, stake or fasten any animal in such a manner that the animal has access to any portion of any street, alley or public place.

606.4 REMOVAL OF DEFECACTION

No owner or person having custody of any dog, cat or other animal shall permit such dog, cat or other domestic animal to defecate on any school grounds, public street, alley, sidewalk, tree, lawn, park, or other public grounds or private property in the City, other than on the premises or such owner or person, unless such defecation is removed immediately.

606.5 DOGS

- A. Application of State Law. No person shall violate any law of the State pertaining to dogs, or any rule or regulation pertaining to dogs adopted by any state agency, which laws and the penalties therein provided are incorporated herein as laws of the City.
- B. License Required. Any dog subject to license, which dog is not licensed, is a nuisance and may be impounded in the County Animal Shelter.
- C. Running at Large. Any dog, licensed or unlicensed, which is not attached to a leash, and

which is running at large in public places or private property, other than the premises of the

owner or person having custody of such dog, may be impounded in the County Animal Shelter. When any dog is running at large, the owner or custodian may be notified by the City of a violation of this section, and after three such notices, the dog may be taken from the owner or custodian and impounded. This subsection shall not apply to City parkland which has been designated as an off-leash area by resolution of the City Council and so posted by sign.

D. Dogs on Beaches. No dog shall be permitted on any of the City beaches, except between the piers at 1st Street Beach and the beach area adjacent to Lake Michigan from the north end of Manmade Lake to the north end of the City beach.

606.6 CATS

- A. Application of State Law. No person shall violate any law of the State pertaining to cats, or any rule or regulation pertaining to cats adopted by any state agency, which laws and the penalties therein provided are incorporated herein as laws of the City.
- B. Running at Large. The owner or custodian of a cat which is not spayed or neutered shall not permit the cat to run at large in public places or on private property, other than the premises of the owner or person having custody of such cat.

606.7 CHICKENS OR DUCKS

Chickens and Ducks may be kept according to the following conditions:

- A. A maximum of eight (8) female chickens (hens) or ducks may be kept per parcel. Male chickens (roosters) are prohibited.
- B. Slaughtering of chickens or ducks outdoors is prohibited.
- C. Chickens or ducks shall remain within a fully enclosed shelter with an optional covered fenced enclosure in the rear yard and shall not be located within 25 feet of a dwelling on a neighboring parcel.
- D. Chickens and Ducks shall be kept in a clean and sanitary condition, free from rodents, vermin and disagreeable odors.
- E. No chicken or duck shall be kept on parcels with more than one dwelling.

606.8 FEEDING DEER, WILD TURKEYS AND OTHER WILD MAMMALS

No person may place or permit placement within the city any fruit, berries, grain, vegetables, nuts, salt or other edible material, or bait, which may reasonably be expected to attract or feed deer, wild turkeys or other wild mammals. The foregoing prohibition does not apply to naturally growing materials from fruit trees, trees, shrubs, crops, flowers, gardens producing fruit or vegetables for household consumption, bird feeders at least four (4) feet off the ground and vegetation. The foregoing prohibition also does not apply to the feeding of domestic pets, nor chickens or ducks kept in compliance with this Chapter 606. (Ord. 15-10 Passed 10-6-15)

606.99 PENALTY

Any violation of this Chapter for which no penalty is stated shall be considered a municipal civil infraction pursuant to Chapter 203.

(Ord. 15-07 Passed 7-7-15)

ORDINANCE 19-07

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED
"CHAPTER 1482 – RESIDENTIAL RENTAL PROPERTIES" OF THE
CODIFIED ORDINANCES OF MANISTEE, MICHIGAN BY MODIFYING AND
CORRECTING LANGUAGE ERRORS, CLARIFYING THE DEFINITION OF
"DWELLING", DEFINING "INSPECTOR", DEFINING "OWNER", DELETING
SECTION 1482.04 B. RELATING TO INITIAL REGISTRATION OF RENTAL
DWELLINGS, IDENTIFYING THE OWNER'S RESPONSIBILITY TO SECURE
AND MAINTAIN A CERTIFICATE OF COMPLIANCE, PROVIDE FOR THE
TERMINATION OF A CERTIFICATE OF COMPLIANCE AFTER THREE
YEARS, PROVIDE FOR THE ASSIGNMENT OF A CERTIFICATE OF
COMPLIANCE TO A NEW OWNER, DELETE SECTION 1482.05. D., PROVIDE
FOR VIOLATIONS AS MUNICIPAL CIVIL INFRACTIONS AND TO REPEAL
ALL ORDINANCES IN CONFLICT THEREWITH

THE CITY OF MANISTEE ORDAINS:

Section 1.

The following words with a strike-through are deleted and underlined words are added:

1482.01 PURPOSES

The purposes of this ~~chapter~~Chapter are to establish minimum standards for dwellings offered for rent or lease, to authorize inspections of such dwellings, to fix certain responsibilities and duties of ~~landlords~~owners and occupants essential to make such dwellings safe, sanitary and fit for human habitation, to provide for registration with the ~~Building~~Inspector, to require a Certificate of Compliance issued by the ~~Building~~Inspector and to fix penalties for violations of this ~~Chapter~~Chapter. (Ord. 00-03 adopted 3-7-00)

1482.02 DEFINITIONS

As used in this chapter:

- A. "Certificate of Compliance" means a document issued by the ~~inspector~~Inspector stating the dwelling has passed inspection and complies with local codes and requirements.
- B. "Dwelling" means any house, room or apartment, including those offered as short-term rentals (i.e. Airbnb, Bed & Breakfast, etc.), which is wholly or partly used or intended to be used for living, sleeping, cooking and eating. Hotels, motels or overnight rooms designed and marketed for transient use shall ~~not be defined as a dwelling~~are not dwellings for purposes of this ~~chapter~~Chapter.

C. "Fee" means a fee determined from time to time by Council resolution that shall be charged each time the ~~inspector~~ Inspector makes an on-site inspection of any dwelling that comes within the meaning of this chapter.

D. "Inspector" means the individual or entity retained by the City to inspect rental units pursuant to this Chapter.

~~DE.~~ "Landlord/Owner" means any person, firm, partnership, association, corporation, company or organization of any kind offering for rent or lease any dwelling within the City. Owner is the individual or entity identified as the owner on the City tax roll.

~~EF.~~ "Registration Certificate" means the document issued by the ~~inspector~~ Inspector which is required for every dwelling within the City offered for rent or lease.

1482.04 REGISTRATION OF RENTAL DWELLINGS

A. All rental dwellings shall be registered with the City by the owner.

~~B. All rental dwellings existing as of the effective date of this Chapter shall be registered no later than April 30, 2000.~~

~~CB.~~ The A new owner of a new rental dwelling or of any dwelling newly converted to a rental dwelling shall register the rental dwelling prior to allowing occupancy of any new units.

~~DC.~~ The owner of rental dwellings already registered with the City shall re-register within sixty (60) days after any change occurs in registration information. A new owner of a registered dwelling shall re-register the dwelling within sixty (60) days of assuming ownership.

~~ED.~~ Failure of the ~~landlord/owner~~ to register his or her rented or leased dwelling is a violation of this chapter.

1482.05 INSPECTIONS BY ~~BUILDING~~ RENTAL UNIT INSPECTOR PRIOR TO PERMIT ISSUANCE

A. The ~~Building~~ Inspector or his or her agent, shall make the necessary inspections required for the purpose of enforcing this chapter. ~~They~~ Inspector shall determine if the dwelling meets the minimum standards set forth in Chapter 1480. If, after inspection, the ~~inspectors find~~ that the dwelling cannot meet the minimum standards, such ~~inspectors~~ shall so advise the owner or landlord, in writing, of what corrections must be made before a Certificate of Compliance can be issued.

B. Inspections will be conducted on a three year cycle with the City being divided into three geographical areas. Each area will have rental dwellings inspected for

compliance every third year. It shall be the owner's responsibility to arrange for and maintain a valid Certificate of Compliance.

C. The ~~Building~~ Inspector shall establish an Inspection Schedule. Notice shall be mailed to each rental dwelling owner at least 14 days prior to scheduled inspection. It shall be the responsibility of the owner to notify and make arrangements with the tenant. If the inspection as scheduled creates undo hardship, the inspection can be rescheduled by notifying the building inspector at least 48 hour prior to scheduled inspection.

D. A Certificate of Compliance, once issued, shall extend for a period of three years at which time it shall terminate, unless renewed prior to termination. If a property is transferred, the new owner, after registering, shall assume the Certificate of Compliance issued to the previous owner.

~~D. After the first year of inspections all units within the first geographical area must have certificates of compliance prior to occupancy of a rental dwelling. After the second year all units within the first and second geographical area must have certificates of compliance prior to occupancy of a rental dwelling.~~

~~Effective three years after ordinance adoption all rental dwellings within the City shall have certificates of compliance prior to occupancy of a rental dwelling.~~

1482.99 PENALTY

Whoever violates any provision of this chapter is guilty of a municipal civil infraction in accordance with ~~Section Chapter 202.99~~203. (Ord. 00-03 adopted 3-7-00)

Section 2.

Effective Date; Publication.

This Ordinance shall be effective ten (10) days after its enactment as provided in Section 4-3 of the City of Manistee Charter. The City Clerk shall cause a copy of this Ordinance to be published in a newspaper circulated in the city of Manistee, stating the date of the enactment and effective date of the Ordinance, a brief notice as to the subject matter of the Ordinance and such other facts as the City Clerk shall deem pertinent. A copy of the Ordinance shall be made available for public use and inspection at the office of the Manistee City Clerk.

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, THIS ____ DAY OF _____, 2019.

ENACTMENT DATE: _____

EFFECTIVE DATE (10 days after enactment): _____

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF MANISTEE)

I, the undersigned, the duly qualified and acting Clerk of City of Manistee, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Manistee City Council at a regular meeting held on the ___ day of _____, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

I have hereunto affixed my official signature this ___ day of _____, 2019.

Heather Pefley, City Clerk

Chapter 1482
Residential Rental Properties

1482.01	Purposes	1482.05	Inspections by Building -Rental Unit Inspector prior to issuing certificate of compliance
1482.02	Definitions	1482.06	Fees
1482.03	Minimum Standards for rental property	1482.99	Penalty
1482.04	Registration of rental dwellings		

CROSS REFERENCES
Abatement of dangerous, unsightly or unsanitary conditions - see CHTR. Ch. 13, Sec. 13-2; B. & H. 1454.01 et seq.
Board of Tenant Affairs - see M.C.L.A. Secs. 125.699 et seq.
Hotels, boarding and lodging houses - see M.C.L.A. Secs. 427.1 et seq.
Housing Commission - see ADM. Ch. 270
Nuisances generally - see GEN. OFF. Ch. 654
Accumulation of garbage and rubbish - see GEN. OFF. 674.11
Nuisance trees on private property - see S.U. & P.S. 1026.09
Michigan Building Code - see B. & H. Ch. 1420
Numbering of buildings - see B. & H. Ch. 1464
Rental properties - see B. & H. Ch. 1482
Fire Prevention Code - see F.P. Ch. 1610

1482.01 PURPOSES

The purposes of this ~~chapter~~-Chapter are to establish minimum standards for dwellings offered for rent or lease, to authorize inspections of such dwellings, to fix certain responsibilities and duties of ~~landlords~~-owners and occupants essential to make such dwellings safe, sanitary and fit for human habitation, to provide for registration with the ~~Building~~-Inspector, to require a Certificate of Compliance issued by the ~~Building~~-Inspector and to fix penalties for violations of this Chapter. (Ord. 00-03 adopted 3-7-00)

1482.02 DEFINITIONS

As used in this chapter:

- A. "Certificate of Compliance" means a document issued by the ~~inspector~~-Inspector stating the dwelling has passed inspection and complies with local codes and requirements.
- B. "Dwelling" means any house, room or apartment, including those offered as short-term rentals (i.e. Airbnb, Bed & Breakfast, etc.), which is wholly or partly used or intended to be used for living, sleeping, cooking and eating. Hotels, motels or overnight rooms designed and marketed for transient use shall ~~not be defined as a dwelling~~are not dwellings for purposes of this ~~chapter~~Chapter.

- C. "Fee" means a fee determined from time to time by Council resolution that shall be charged each time the ~~inspector~~Inspector makes an on-site inspection of any dwelling that comes within the meaning of this chapter.
- D. "Inspector" means the individual or entity retained by the City to inspect rental units pursuant to this Chapter.
- ~~DE.~~ "Landlord Owner" means any person, firm, partnership, association, corporation, company or organization of any kind offering for rent or lease any dwelling within the City. Owner is the individual or entity identified as the owner on the City tax roll.
- ~~EE.~~ "Registration Certificate" means the document issued by the ~~inspector~~Inspector which is required for every dwelling within the City offered for rent or lease. (Ord. 00-03 adopted 3-7-00)

1482.03 MINIMUM STANDARDS FOR RENTAL PROPERTY

The minimum standards for rental property maintenance shall be those contained in the Property Maintenance Code as adopted in Chapter 1480 of Codified Ordinance of the City of Manistee. (Ord. 00-03 adopted 3-7-00)

1482.04 REGISTRATION OF RENTAL DWELLINGS

- A. All rental dwellings shall be registered with the City by the owner.
- ~~B. All rental dwellings existing as of the effective date of this Chapter shall be registered no later than April 30, 2000.~~
- ~~CB.~~ The A new owner of a new rental dwelling or of any dwelling newly converted to a rental dwelling shall register the rental dwelling prior to allowing occupancy of any new units.
- ~~DC.~~ The owner of rental dwellings already registered with the City shall re-register within sixty (60) days after any change occurs in registration information. A new owner of a registered dwelling shall re-register the dwelling within sixty (60) days of assuming ownership.
- ~~ED.~~ Failure of the ~~landlord~~owner to register his or her rented or leased dwelling is a violation of this chapter.

(Ord. 00-03 adopted 3-7-00)

1482.05 INSPECTIONS BY ~~BUILDING~~RENTAL UNIT INSPECTOR PRIOR TO PERMIT ISSUANCE

- A. The ~~Building~~Inspector or his or her agent, shall make the necessary inspections required for the purpose of enforcing this chapter. They Inspector shall determine if the dwelling meets the minimum standards set forth in Chapter 1480. If, after inspection, the ~~inspectors~~Inspector finds that the dwelling cannot meet the minimum standards, such ~~inspectors~~Inspector

shall so advise the owner or landlord, in writing, of what corrections must be made before a Certificate of Compliance can be issued.

- B. Inspections will be conducted on a three year cycle with the City being divided into three geographical areas. Each area will have rental dwellings inspected for compliance every third year. It shall be the owner's responsibility to arrange for and maintain a valid Certificate of Compliance.
- C. The ~~Building~~ Inspector shall establish an Inspection Schedule. Notice shall be mailed to each rental dwelling owner at least 14 days prior to scheduled inspection. It shall be the responsibility of the owner to notify and make arrangements with the tenant. If the inspection as scheduled creates undue hardship, the inspection can be rescheduled by notifying the building inspector at least 48 hour prior to scheduled inspection.
- D. A Certificate of Compliance, once issued, shall extend for a period of three years at which time it shall terminate, unless renewed prior to termination. If a property is transferred, the new owner, after registering, shall assume the Certificate of Compliance issued to the previous owner.

~~D. After the first year of inspections all units within the first geographical area must have certificates of compliance prior to occupancy of a rental dwelling. After the second year all units within the first and second geographical area must have certificates of compliance prior to occupancy of a rental dwelling.~~

~~Effective three years after ordinance adoption all rental dwellings within the City shall have certificates of compliance prior to occupancy of a rental dwelling.~~ (Ord. 00-03 adopted 3-7-00)

1482.06 FEES

There shall be imposed pursuant to these sections various Fees, as established from time to time by the City Council by resolution which Fee Schedule is incorporated herein by reference. (Ord. 00-03 adopted 3-7-00)

1482.99 PENALTY

Whoever violates any provision of this chapter is guilty of a municipal civil infraction in accordance with Section Chapter 202.99203. (Ord. 00-03 adopted 3-7-00)

ORDINANCE 19-08

AN ORDINANCE TO AMEND CHAPTER 1024-SIDEWALKS BY ADDING RIVERWALK TO THE CHAPTER HEADING, ADDING SECTION 1024.06 – PROHIBITION AGAINST DOGS, BICYCLES, SKATEBOARDING AND ROLLERBLADING ALONG RIVERWALK, MODIFYING THE CHAPTER HEADING, MODIFYING SECTION 1024.06 - PENALTY AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH

THE CITY OF MANISTEE ORDAINS:

Section 1.

Chapter 1024 is amended by adding/revising the following Sections as appear underlined:

Chapter 1024
Sidewalks and Riverwalk

1024.01	Maintenance and repair by owners; notice by City	1024.05	Maintenance of area between gutter line and line of lots abutting streets; injury to vegetation.
1024.02	Failure of owners to construct or repair; action by City	<u>1024.06</u>	<u>Prohibition against dogs, bicycles, skateboarding and rollerblading along parts of the Riverwalk</u>
1024.03	Service of notices		
1024.04	Liability of owners for defects	<u>1024.99</u>	<u>Penalty</u>

.....
1024.06 PROHIBITION AGAINST DOGS, BICYCLES, SKATEBOARDING AND ROLLERBLADING ALONG PARTS OF THE RIVERWALK

No dogs shall be permitted along the City of Manistee Riverwalk from the west end of the City of Marina to the west end of the Riverwalk. No bicycles, skateboarding or rollerblading shall be permitted along any part of the Riverwalk.

.....
1024.99 PENALTY

A violation of a provision of this Chapter 1024 is a civil infraction as provided in Section 202.99 of these Ordinances.

Section 2.

Effective Date; Publication.

This Ordinance shall be effective ten (10) days after its enactment as provided in Section 4-3 of the City of Manistee Charter. The City Clerk shall cause a copy of this Ordinance to be published in a newspaper circulated in the city of Manistee, stating the date of the enactment and effective date of the Ordinance, a brief notice as to the subject matter of the Ordinance and such other facts as the City Clerk shall deem pertinent. A copy of the Ordinance shall be made available for public use and inspection at the office of the Manistee City Clerk.

Section 3.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Voting for: _____

Voting against: _____

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, THIS ____ DAY OF _____, 2019.

ENACTMENT DATE: _____

EFFECTIVE DATE (10 days after enactment): _____

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF MANISTEE)

I, the undersigned, the duly qualified and acting Clerk of City of Manistee, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Manistee City Council at a regular meeting held on the ___ day of _____, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

I have hereunto affixed my official signature this ____ day of _____, 2019.

Heather Pefley, City Clerk

Published in Manistee News Advocate on _____, 2019.

Chapter 1024
Sidewalks and Riverwalk

1024.01	Maintenance and repair by owners; notice by City	1024.05	Maintenance of area between gutter line and line of lots abutting streets; injury to vegetation.
1024.02	Failure of owners to construct or repair; action by City	<u>1024.06</u>	<u>Prohibition against dogs, bicycles, skateboarding and rollerblading along parts of the Riverwalk</u>
1024.03	Service of notices		
1024.04	Liability of owners for defects	1024.99	Penalty

CROSS REFERENCES	
Failure of property owner to keep sidewalks free of obstructions - see M.C.L.A. Sec. 103.4	
Liability of City re sidewalks - see M.C.L.A. Secs. 691.1401 et seq.	
Animals on sidewalks - see GEN. OFF. 606.08	
Obstruction of sidewalks by building materials and firewood - see GEN. OFF. 674.05	
Snow and ice removal from sidewalks - see GEN. OFF. 674.07, 674.08	
Restoration of pavement upon completion of excavations - see S.U. & P.S. 1022.02, 1022.04	

1024.01 MAINTENANCE AND REPAIR BY OWNERS; NOTICE BY CITY

All sidewalks in the City shall be kept in good repair by the owner, agent or occupant of the premises adjoining or fronting such sidewalks, and whenever any sidewalk in the City needs repair, does not conform to the established grade or otherwise conflicts with any ordinance of the City, it shall be the duty of the City Manager or his or her designee to notify the owner, agent or occupant of the premises adjoining or fronting such sidewalk needing repair to repair the same within forty-eight hours after receiving such notice. If the owner or agent thereof cannot be found in the City or is unknown, the notice may be served by posting the same in a conspicuous position upon said lot or premises for a period of ten days.

1024.02 FAILURE OF OWNERS TO CONSTRUCT OR REPAIR; ACTION BY CITY

If any owner, agent, occupant or person in charge of any lot or premises in the City shall neglect or refuse to build any sidewalk ordered by the Council within the time specified in a notice served upon such owner, occupant or person in charge of such lot or premises by the City Manager or his or her designee, as provided in Section 1024.01, or shall allow any sidewalk constructed in front of or adjacent to any such lot or premises to become out of repair for forty-eight hours, the City Manager or his or her designee may proceed forthwith to build or repair such sidewalk, as the case may be, and the reasonable and necessary cost thereof, or such portion or amount as shall be determined by the Council, shall be a lien upon such lot or premises and be collected the same as other taxes are assessed and collected within the City.

1024.03 SERVICE OF NOTICES

All notices provided for in this chapter or required herein to be served by the City Manager or his or her designee may be served by the City Manager or his or her designee or by any police officer of the City.

1024.04 LIABILITY OF OWNERS FOR DEFECTS

Whenever a sidewalk is in a state of disrepair or in a defective condition, the abutting landowner has the duty of repairing such sidewalk as provided for in this chapter, and the City shall not be liable for any such sidewalk defects, even though no notice of defect or order to repair was given as provided in Section 1024.01.

(1973 Code §93.33)

1024.05 MAINTENANCE OF AREA BETWEEN GUTTER LINE AND LINE OF LOTS ABUTTING STREETS; INJURY TO VEGETATION

The portion of every street lying between the gutter line and the line of lots abutting on any street will be regarded and treated as City walks for the purpose of entry thereon, and such walks shall be used by the City for the purpose of public improvements. However, where the owner of any abutting property, on a street devoted to residences, shall properly grade the space between the line of his or her lot and the sidewalk, and the gutter line, such space shall be, in fact, lawn, and such owner shall keep the grass thereon properly trimmed and mowed. Further, such lawn shall be deemed to be public property and any defacement thereof or injury thereto is hereby prohibited. The driving of animals or vehicles thereon or the use of any portion thereof as places upon which to walk, causing injury to the grass or flowering plants growing thereon, or any act which shall cause any defacement or injury to any such lawns, is hereby prohibited. (Ord. Unno. Passed 6-3-14.)

1024.06 PROHIBITION AGAINST DOGS, BICYCLES, SKATEBOARDING AND ROLLERBLADING ALONG PARTS OF THE RIVERWALK

No dogs shall be permitted along the City of Manistee Riverwalk from the west end of the City of Marina to the west end of the Riverwalk. No bicycles, skateboarding or rollerblading shall be permitted along any part of the Riverwalk.

1024.99 PENALTY

(EDITOR'S NOTE: See Section 202.99 for general Code penalty if no specific penalty is provided.) A violation of a provision of this Chapter 1024 is a civil infraction as provided in Section 202.99 of these Ordinances.

ORDINANCE 19-09

**AN ORDINANCE TO REPEAL CHAPTER 292 – EMPLOYEE SAVINGS PLAN AND
CHAPTER 294 – EMPLOYEES RETIREMENT SYSTEM, AND TO REPEAL ALL
ORDINANCES IN CONFLICT HEREWITH**

THE CITY OF MANISTEE ORDAINS:

Section 1.

Chapter 292 – Employee Savings Plan and Chapter 294 – Employees Retirement System are repealed, in their entirety.

Section 2.

Effective Date; Publication.

This Ordinance shall be effective ten (10) days after its enactment as provided in Section 4-3 of the City of Manistee Charter. The City Clerk shall cause a copy of this Ordinance to be published in a newspaper circulated in the city of Manistee, stating the date of the enactment and effective date of the Ordinance, a brief notice as to the subject matter of the Ordinance and such other facts as the City Clerk shall deem pertinent. A copy of the Ordinance shall be made available for public use and inspection at the office of the Manistee City Clerk.

Section 3.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Voting for: _____

Voting against: _____

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MANISTEE,
MANISTEE COUNTY, MICHIGAN, THIS ____ DAY OF _____, 2019.

ENACTMENT DATE: _____

EFFECTIVE DATE (10 days after enactment): _____

CERTIFICATION

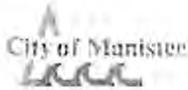
STATE OF MICHIGAN)
) ss.
COUNTY OF MANISTEE)

I, the undersigned, the duly qualified and acting Clerk of City of Manistee, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Manistee City Council at a regular meeting held on the ___ day of _____, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

I have hereunto affixed my official signature this ___ day of _____, 2019.

Heather Pefley, City Clerk

Published in Manistee News Advocate on _____, 2019.



Administrative Services

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

Memo to: Thad Taylor, City Manager
Council Audit Committee

From: Edward Bradford, CFO

Re: Repeal Retirement Ordinance

Date: January 7, 2019



Thad,

The City has two dated ordinances that address employees' retirements. Chapter 292: Employee Savings Plan and Chapter 294: Employees Retirement System. I have attached both for reference.

Both ordinances were adopted in the late 1980's. Chapter 294 was necessitated by the voters removing the City of Manistee Employee Retirement System from the Charter and codifying it in Ordinance. Chapter 292 was created to accommodate an alternative retirement system for those that did not wish to participate in the City of Manistee Employee Retirement System.

Since the time these Ordinances were created, the need for both has been removed.

The City adopted membership in the Municipal Employees Retirement System (MERS) in 2005 and closed the City of Manistee Employee Retirement System. This in effect repealed Chapter 294, but it was never formally repealed by Council. At the time of adopting MERS, any employee participating in the alternative plan could join MERS by purchasing the full cost of prior years of service.

All employees except one in the USW are now participating in MERS and all new hires in participating divisions must join MERS. The sole USW employee remaining in the alternative system is documented in a Letter of Understanding in the collective bargaining agreement. Effectively, Chapter 292 is no longer needed.

The City recently moved to close MERS Division 01 – Non-Union to all Non-Union Employees and Department Heads. This was replaced by a matching deferred compensation plan that does not require an Ordinance.



Administrative Services

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

Memo to: Thad Taylor, City Manager
From: Edward Bradford, CFO *EB*
Re: City of Manistee Personnel Policies and Procedures
Date: February 26, 2019



Thad,

The City has a variety of personnel policies and procedures (policies). These policies are documented in an Employee Handbook adopted April 21, 1998 (revised January 2005), several General Policies, some Council Policies, City Charter and current practice. Many of these policies were out of date, lacking detail, inconsistent or had been superseded by prior Manager or Council actions. A revision of the policies was long overdue and needed to modernize, conform with new legal requirements and consolidate policies in one document.

The City Manager and city staff reviewed all existing policies and provided them along with comments to the City labor attorney. The attorney then created a draft of the policies which went thru several rounds of review and revisions. The end result is a comprehensive City of Manistee Personnel Policies and Procedures Manual (manual).

The manual governs all employees and has been developed to assist employees in understanding the terms and conditions of their employment. The policies in the manual are subject to change and ongoing review by the City Manager and City Council. The City Manager may make exceptions to the personnel policies as needed for individual employees, but in order for any exception to be effective it must be in writing and signed by the Employee and City Manager and approved by the City Council if it has financial implications, subject to exceptions noted in the manual.

A copy of the manual will be given to all employees of the City. Employees will be required to sign a statement indicating that they have received a copy of the manual and that they understand that the policies contained therein, as the same may be changed from time to time, govern their employment with the City. The policies contained in the manual apply to all City employees; provided, however that where the provisions of the manual conflict with or differ from the provisions of any existing City collective bargaining agreement or written employment

agreement, the provisions of the collective bargaining agreement or written employment agreement shall apply.

Although there are many changes and clarifications in the manual, the end result is a comprehensive, modern policy that will serve the City well. It will, however, need to be reviewed periodically in the future and modified as needed.

CITY OF MANISTEE

**PERSONNEL POLICIES AND PROCEDURES
MANUAL**

Effective March 5, 2019

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Article 1 General Principles

1.1 Preamble

The City of Manistee (the “City”) is responsible for providing services to its residents. The City’s ability to provide these services is directly related to the efficiency of the employees working for the City. An important factor in attracting and keeping efficient and fully trained personnel is the establishment of uniform personnel rules and regulations.

1.2 At-Will Employer

Except as otherwise provided in Section 5.4 of the City Charter, the City is an “at-will” employer. This means that the City can end the employment relationship at any time, with or without notice, with or without cause and that your employment is for no specified period of time.

1.3 Applicability

The policies and procedures contained in this Personnel Policies and Procedures Manual (“Manual”) apply to all City employees; provided, however that where the provisions on this Manual conflict with or differ from the provisions of any existing City collective bargaining agreement or written employment agreement, the provisions of the collective bargaining agreement or written employment agreement shall be applied to employees within that particular collective bargaining unit or to the signatory of the written employment agreement rather than the provisions of this Manual.

Further, where differences between classes of non-union employees exist, these provisions are noted. The benefit provisions do not apply to part-time or irregular employees unless specifically noted in the particular benefit section.

1.4 Management Rights

Michigan law, the City Charter, the Ordinances and Policies of the City provide the basis for the operational authority of each department and its supervisory personnel. Failure to exercise that authority does not negate the authority, nor prohibit exercise of the authority at some future time. The City has adopted the rules and regulations contained in this Personnel Policies and Procedures Manual and believes that the policies and procedures described herein are equitable, but the City reserves the right to revise these policies and procedures from time to time when it determines that changes are necessary.

1.5 Department Work Rules and Regulations

Department Heads are authorized to determine departmental policies and procedures and have supervision and control of their department(s). Employees will be advised of all new or modified policies and procedures in the department. All policies and procedures, including safety, must be followed by employees and a failure to comply with any policy or procedure may result in disciplinary action.

1.6 Personnel Policies

Personnel policies have been developed to assist employees of the City to understand the terms and conditions of their employment. These personnel policies are subject to change and ongoing review by the City Manager and City Council.

The City Manager may make exceptions to the personnel policies as needed for individual employees, but in order for any exception to be effective it must be in writing and signed by the Employee and City Manager, and approved by the City Council if it has financial implications, subject to exceptions noted in this policy.

The operating requirements of individual City Departments may require the issuance of rules and regulations to further govern the conduct and performance of employees. Such rules and regulations, when approved by the City Manager, shall have the same force and effect as the rules and regulations contained in this Manual.

A copy of this Manual shall be given to all employees of the City. Employees will be required to sign a statement indicating that they have received a copy of the Manual and that they understand that the policies contained therein, as the same may be changed from time to time, govern their employment with the City.

Article 2 Employment

2.1 Equal Opportunity Policy

The City is an equal opportunity employer and will not discriminate with regard to religion, race, color, national origin, age, sex, height, weight, marital status, disability, protected military status, sexual orientation, genetic information or any other characteristic protected by law. Individuals who believe that they have been unlawfully discriminated against may file a complaint with the City Manager, who is designated as the EEO/ADA/Section 504 Compliance Officer. In the event of an alleged act of discrimination caused by the City Manager, the report shall be made to the City Attorney or to a member of the City Council. The City will ensure that a prompt and equitable resolution of the complaint is achieved.

2.2 Employee Selection

The City Council is responsible for the selection, employment, and discharge of the City Manager. The City Manager is responsible for the selection, employment and discharge of all other employees of the City.

As set forth in Section 2-14 of the City Charter, “[t]he Council shall appoint and may remove a City Manager, Clerk, Attorney and Assessor for the City, all to serve at the pleasure of the Council. The Council shall fix the compensation to be paid such officers of the City.”

When a permanent full-time or regular part-time job or vacancy occurs in a City position, notice of the job or vacancy may be advertised by such other means as deemed appropriate by the City Manager. The notice of position vacancy shall include a statement that the City is an equal

opportunity employer and does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, disability, sexual orientation or genetic information. Application forms will be available at City Hall.

Each applicant shall submit a written application and references in the form to be determined by the City Manager. The application form will request information concerning conviction of crimes and disclosure of pending felony charges, and will advise prospective employees that their employment is subject to termination if the information provided is subsequently determined to be false. In addition, each applicant shall be required to sign a waiver allowing a thorough background search to be conducted, and to provide evidence of valid authorization to work in the United States.

Applicants will not be employed unless they met the minimum requirements for the position. The City may require applicants to undergo written, oral or physical testing to demonstrate the skills and qualifications necessary for the position.

The Department Head will normally review the employment history of the applicants, interview those applicants considered to be potentially eligible of the position and advise the City Manager regarding the applicant to be hired.

The City shall give due consideration to all applicants for the permanent vacancy, including applications from non-City employees. The applicant considered by the City to be the best qualified shall be awarded the permanent vacancy. The City reserves the right to determine that none of the applicants are qualified and leave the position open or to seek further applicants.

All new employees shall be selected exclusively on merit. Employment of relatives of the City Manager or City Council members will require approval by the City Council in accordance with the City's Nepotism Policy.

Applicants tentatively selected for appointment to a position will be required to undergo a medical examination and may be required to undergo a psychological examination by a professional designated by the City at the City's expense prior to commencement of employment.

Each appointment to a position shall be on a probationary basis.

As set forth in Section 5-6 of the City Charter, the City Manager shall, "be the Personnel Director with authority to delegate the duties of said office." The City Manager may vary the hiring procedures in appropriate circumstances.

2.3 Nepotism

(a) Relatives of Councilpersons or City Manager

Section 2-12 of the Charter of the City of Manistee reads in part as follows: "Relatives by blood or marriage of any Councilperson or the City Manager within the second degree of consanguinity or affinity may not enter upon employment with the City during the term for which the said Councilperson was elected, or during the tenure of said Manager." (The second degree of

consanguinity includes grandparents, sons and daughters, grandsons and granddaughters, siblings, aunts and uncles, nieces and nephews, and first cousins; whether by blood, marriage or law.)

This provision of the Charter applies to the hiring of all full-time, part-time and temporary or seasonal employees. This provision of the Charter shall be implemented by specifically including a question on the application form for all full-time, part-time, temporary or seasonal employees requesting information on any relationship, by blood or marriage, to members of the City Council or the City Manager.

Applicants who are related shall not be considered for employment unless the City Manager individually, specifically and in writing determines that the skills, abilities or talents of the applicant are unique and of such a value to the City generally that an exception to this policy is warranted. The Manager must seek the concurrence of the entire City Council by formal vote at a properly noticed regular or special meeting prior to the hiring of the applicant.

(b) Supervisory Staff

No employee, including regular full-time, part-time, temporary or seasonal shall be hired, transferred or promoted if said hire, transfer or promotion would result in a supervisor exercising supervision over a relative within the second degree of consanguinity or affinity as noted above. In the event the employee possesses skills, talents or abilities which are unique and of such benefit to the City generally that an exception to this policy is warranted, then the City Manager may make such a finding which must be individual, specific and in writing creating that exception to this policy.

(c) Program Personnel

The City typically uses the services of various public employment and public service programs. Program employees are not restricted by this policy so long as the City issues no payroll check or compensation of any other kind directly to the employee. This provision shall not prohibit the City from contracting to partially reimburse the public agency for a portion of its costs.

Neither the Council nor any of its members shall require the appointment, discipline or removal of any City administrative employees when the Manager or any of his or her subordinates are empowered to appoint, but the Council may express its views and fully and freely discuss with the Manager anything pertaining to appointment, discipline and removal of such employees.

2.4 Job Classification

Written job descriptions are maintained for all job classifications. Each job description includes a classification title, a general statement of normal duties and responsibilities, a listing of the position's essential functions, a statement of the qualification requirements of the position and a determination whether the position is required to be paid overtime under the FLSA. The City Manager periodically reviews and updates the job descriptions.

2.5 Categories of Employment

An employee's status as a full-time, regular part-time or irregular employee will be established at the time of their initial employment and will only be changed when there is an increase or decrease in their regular work hours. Permanent, non-union part-time employees may not work more than 120 hours per month. In addition to an employee's job classification, employees are categorized as follows:

(a) Full-time employee

A full-time employee is an employee whose normal schedule of work usually consists of at least forty (40) hours per week on a regular schedule in a position classified by the City as permanent. Only full-time employees shall receive full benefits.

(b) Regular part-time employee

A regular part-time employee is an employee whose normal schedule of work usually consists of less than forty (40) hours but at least twenty (20) hours per week on a regular schedule in a position classified by the City as permanent. Permanent part-time employees shall receive prorated vacation time, sick leave and government mandated wage benefits.

(c) Irregular Employee

An irregular employee is an individual not included within the definitions of full-time or regular part-time employee who is working on any other basis, including temporary, casual and seasonal. Irregular employees shall not receive any benefits except required state and federal wage based benefits such as FICA.

2.6 New Employee Probationary Period

All full-time and regular part-time employees are in a period of probation for their first twelve (12) months of continuous employment. The City reserves the right to extend the probationary period of individuals whose service is not entirely satisfactory for a period of an additional six (6) months upon written notice to the employee.

The probationary period is a time for an employee to decide whether to continue to work for the City and for the City to determine if the employee can provide the level of performance required from City employees. An employee may be discharged for any reason during the probationary period.

The employment relationship with the employee after probation is subject to the employee's continued performance of assigned work in a manner satisfactory to the City and the City's financial ability and need to continue the services provided by the employee. Nothing in this Section shall be construed as changing the at-will employment relationship between the employee and the City.

2.7 Current Employee in New Position Probationary Period

Current employees who receive a new job within the City shall be required to serve a new job probationary period of ninety (90) working days in the new position to prove that they have the skill and ability to perform all the requirements of the position. If at any time during the period the employee fails to meet all the requirements of the position to the satisfaction of the City, the employee will be transferred back to the employee's prior classification if that position is still available. An employee will also be returned to their former classification if it is still available during this period upon the employee's request.

2.8 Work Expectations

(a) Work Period

The work period for all employees shall begin at 12:00 a.m. on Monday and end at 11:59 p.m. the following Sunday.

(b) Hours of Work

The regular work hours of City employees shall be determined by the City Manager. The normal workweek for full-time employees shall be forty (40) hours and the normal work day shall be eight (8) hours, but alternate flex time work schedules may be approved by Department Heads. Nothing contained herein shall be construed to constitute a guarantee of any particular number of hours of work or pay per day or hours of work or pay per week. The City may change the normal workweek and workday whenever the City Manager determines that operating conditions warrant such changes.

(c) Work Schedule

The work schedule of all City employees shall be determined by the Department Director in consultation with the City Manager. The City may change the normal work schedule and shift starting times whenever the Department Director in consultation with the City Manager determines that operating conditions warrant such changes.

(d) Overtime

All employees shall be expected to work overtime upon request. Overtime must be authorized in advance by their supervisor.

(e) Meal Periods

All employees working a shift of eight (8) hours or more will be allowed a one (1) hour meal period without pay. This meal period shall generally be at or near the midpoint of the scheduled day. The timing of an employee's meal period shall be scheduled by their supervisor so as not to interfere with prompt and efficient service to the City and the public.

2.9 Supplemental Employment

No full-time employee of the City shall hold another full-time job, or its equivalent, in addition to the full-time employee's regular City employment. Supplementary part-time employment is permitted under the following circumstances:

Supplemental employment must not be engaged in utilizing City facilities, equipment, or supplies; or using other City personnel while on the City payroll.

Supplemental employment must not be engaged in during an employee's regularly scheduled working hours.

Supplemental employment must not cause a conflict of interest, the appearance of a conflict of interest or interfere in any way with the satisfactory performance of the employee's City duties.

2.10 Personnel Records

Under Michigan law, personnel records are defined to include any record kept by the employer that identifies the employee, to the extent that it is used or has been used, or may affect or be used relative to that employee's qualifications for employment, promotion, transfer, additional compensation or disciplinary action.

Personnel files are maintained for all employees in the City Clerk's Office. Employees are required to advise the City Clerk in writing of their current address, telephone number, name, marital status, and the names and addresses of their dependents as well as any changes in this information. Employees desiring personnel information released to outside parties shall provide a signed authorization to the City Manager.

Employees may review the contents of their personnel files during regular office hours upon request to the City Manager. Employees may not remove their personnel file from the City Clerk's Office. The City Manager or designee shall ensure that no records are removed, added or altered from the personnel file during the inspection.

Access to an employee's personnel file is limited to the City Manager, an employee's immediate supervisor, the employee and such other agents of the City as deemed necessary by the City Manager and/or the City Council.

Article 3 Code of Conduct

All employees are expected to conduct their private and professional lives in a manner which reflects positively upon the City. Employees shall be courteous in their dealings with the public and other employees. Employees shall avoid any action that gives the appearance of a conflict of interest or impropriety. Adherence to this policy is essential for the City to maintain the public support necessary to carry out its functions. The City expects that the personal and professional conduct of its employees will conform to acceptable standards. In instances where an employee fails to comply with these standards, an attempt may be made to correct an employee's conduct through the use of progressive discipline, but commission of the offenses

listed below or any other improper employee action may result in disciplinary action up to and including discharge, depending upon the seriousness of the offense in the judgment of the City Manager. This list of unacceptable employee conduct does not include all examples of improper conduct, but is provided for the guidance of employees. Employees with questions concerning the propriety of any contemplated action should consult with the City Manager before engaging in the activity.

3.1 General Work Rules

The following rules are provided for the guidance of all employees:

1. Employees should be at their work stations prior to the commencement of the work day.
2. Employees must secure permission from their supervisor to leave work prior to the scheduled end of their work day.
3. All needed repairs and/or safety hazards on equipment and property must be reported to your Supervisor as soon as possible.
4. Any accident involving personal injury must be reported to your Supervisor.
5. All damage to City equipment, vehicles, tools or property must be reported to your Supervisor.
6. All safety rules and regulations must be followed. Employees are required to report any and all potentially dangerous work practices, unsafe work conditions, horseplay, negligence and carelessness to their Supervisor.
7. Any employee involved in an accident with a City-owned vehicle shall promptly notify the nearest law enforcement agency regardless of how minor the accident.

3.2 Unacceptable Employee Conduct

1. Using, selling or possessing intoxicating beverages, marijuana, narcotics or any controlled substance while at work or while on City property.
2. Using intoxicating beverages, marijuana, narcotics or any controlled substance at such time before work that will interfere with one's mental or physical ability to satisfactorily perform assigned duties.
3. Stealing, abusing, misusing, removing or deliberately destroying City property or the property of its employees.
4. Violation of safety regulations.
5. Failure to carry out instructions, orders, or work assignments.

6. Refusal to answer questions of the City Manager or its designee or submit reports pertaining to the performance of official duties.
7. Any communication or action intended to threaten, intimidate or coerce another employee or a member of the general public.
8. Engaging in illegal harassment based upon sex, race, religion or other suspect classification.
9. Damaging, marking or defacing any surface of any City building.
10. Failing to notify your Supervisor that you are using prescribed medication or a non-prescription drug that could interfere with your ability to perform your assigned duties in a safe and efficient manner.
11. Unauthorized possession of firearms, weapons and/or explosives while on duty or while on City property.
12. Using abusive language, threatening, intimidating, coercing and/or fighting with employees, Supervisors or the general public.
13. Engaging in obscene or indecent conduct.
14. Sleeping, loafing, idling or loitering during work hours.
15. Horseplay, creating a distraction, interfering with an employee or causing unsafe or unsanitary working conditions.
16. Falsifying records, reports, documents or knowingly misrepresenting any information requested by a Supervisor.
17. Conducting personal business while on duty.
18. Failing to properly advise the City when not reporting to work.
19. Failing to provide a reason acceptable to the City for absence from work or tardiness for work.
20. Excessive tardiness or absences.
21. Using your position of employment with the City to directly or indirectly gain benefits, favors, money, advantages, privileges or anything of value other than regular compensation.
22. Disregarding or refusing to obey an order, either written or verbal, from a Supervisor, Department Head, or the City Manager.
23. Submission of false time reports and/or sick leave requests or removing time reports from City offices.

24. Failing to comply with any provision of this Manual, or with any other work rule and regulation applicable to the employee.
25. Conviction of any felony or conviction of any misdemeanor involving moral turpitude or casting doubt upon the employee's ability to perform assigned work.
26. Taking any other action which interferes with the proper performance of the employee's assigned work or which would reflect discredit upon the City.

Article 4 Evaluation, Discipline and Discharge

4.1 Performance Evaluations

The performance of all employees shall normally be evaluated in accordance with the following:

1. For probationary employees: Periodically during the term of probation and determined by management.
2. For non-probationary employees: Annually by the end of January for the prior year.
3. A special evaluation of an employee's performance may be directed to be performed at any time.

4.2 Evaluation

The Department Head shall prepare a written evaluation in the form prescribed by the City Manager at the end of the evaluation period. This evaluation shall be dated and signed by the Department Head.

The Department Head shall schedule a conference with the employee to review the evaluation. At the completion of the conference, the evaluation shall be signed by the employee. The employee will be permitted three (3) days to prepare a written statement to attach to the evaluation if there is disagreement with its contents. Evaluations are placed in the employee's personnel file, and a copy provided to the employee.

4.3 Discipline and Discharge

In any case where disciplinary action is taken by any Department Director, designated supervisory personnel or the City, the following progressive disciplinary steps shall generally be followed:

1. Verbal reprimand;
2. Written reprimand;
3. Suspension not to exceed ten (10) days, transfer or demotion;

4. Discharge.

A verbal reprimand is not a prerequisite to a written reprimand.

Suspension without pay, transfer and/or demotion may be imposed without prior warning and in the absence of prior disciplinary actions when the seriousness of any individual offense indicates that such action is appropriate.

Discharge without prior disciplinary action of any kind may be imposed when the seriousness of any individual offense indicates that such action is appropriate.

Notwithstanding the progressive disciplinary steps generally provided for above, the City may proceed to impose immediate suspension without pay, transfer and/or demotion, or discharge, without regard for an employee's work record in any case involving recklessness or willful or wanton misconduct; and may proceed to impose immediate discharge, without regard for an employee's past work record, in any case involving dishonesty, violence and/or moral turpitude or unauthorized absences.

The City may modify a disciplinary action by increasing or reducing its severity.

4.4 Termination of Employment

The employment relationship with employees of the City is at will and is subject to termination for any reason by the employee or the City.

In most instances, the City provides at least two (2) weeks advance notice that an individual's employment will end.

Employees who resign or retire shall notify the City Manager and Department Director in writing at least two (2) weeks prior to the effective date of the resignation or retirement and make arrangements for the return of any City equipment in their possession on or before their last day of work.

The City Manager will normally schedule an exit interview with employees who leave City employment.

The final paycheck for employees who leave City employment will be the first regularly scheduled payday following termination of employment, provided adequate notice is received.

4.5 Tardiness and Absenteeism

Employees shall report promptly for work and remain at work until the end of the work schedule. In the event that an employee is unable to report for work, they must notify their Department Head, or designated representative as soon as possible but no later than one (1) hour before the beginning of the workday. This notification must be made by the employee contacting their Department Head or designated representative by telephone, email or other electronic means; provided, however that another individual may contact the City on behalf of the employee in emergency situations where the employee is unable to contact the City by telephone. An employee

may only advise another employee that they will not be able to report as scheduled in instances where the employee has been unable to contact the Department Head or other designated representative.

4.6 Inclement Weather

City services remain operational during severe weather periods and employees are expected to report for and remain at work. In severe weather conditions when an hourly employee reports for work late or is authorized to leave work early, the employee may elect to use accrued vacation, compensatory time or flex time, if any, to maintain their normal pay for that day. Employees prevented from reporting for work at their scheduled time due to severe weather conditions must notify their supervisor as soon as possible.

Salaried employees may choose to work from home during inclement weather if approved by the City Manager.

Article 5 Employee Compensation

5.1 Wages

The City maintains a pay range for each job classification. An employee's regular straight time rate of pay is established by the employee's placement on the pay range. Employees normally begin at the "start" rate and progress from step to step in the pay range upon completion of the specified period of time in that classification, but the City Manager reserves the right to start a new employee at advanced steps based upon prior employment experience. Employees who are promoted to a higher paid classification will be placed at the lowest step on that pay range which provides them with an increase in pay and will progress from step to step in the new wage classification upon completion of the specified period of time in that classification.

As provided in Section 5-7 of the City Charter, "[t]he City Council shall fix by resolution the salary or rate of compensation of all officers and employees of the City. The Council may also provide other fringe benefits, including insurance covering life, hospital, health, surgical, accident, medical or similar risks of life and the City may pay all or such portions of the cost thereof or premiums therefor as the City Council may determine. Such programs may extend to the immediate families and dependents of City officials and employees."

The City Manager will make recommendations for changes to the pay ranges and/or benefits on an annual basis as part of the budget process.

5.2 Overtime Pay

Hourly employees shall be paid one and one-half (1½) times their regular straight time rate of pay for all hours worked in excess of forty (40) in any workweek. There shall be no pyramiding of other forms of premium pay and hours compensated at time and one half or double time shall not again be counted as hours worked for overtime calculation purposes.

5.3 Compensatory Time for Non-Exempt Employees

Hourly employees who are required to work more than their regularly scheduled hours in a workweek may elect to receive compensatory time in lieu of receiving overtime pay for the hours worked. This compensatory time shall be credited at the rate of one and one half (1½) hours for every hour worked that would otherwise entitle the employee to premium pay.

The scheduling of compensatory time off shall be arranged in advance by the employee with their Department Head or designated representative. A request for use of compensatory time may be denied, or canceled if it would unduly disrupt the City's operations. Compensatory time off may be accumulated to a maximum of forty (40) hours. Employees leaving City employment shall receive pay for accrued but unused compensatory time at the rate of pay in effect at the time the employment relationship is terminated.

5.4 Pay Periods

Employees will be paid every other Friday. Pay will cover a two-week period which ends on the Sunday preceding the pay day. Employees will be paid every other week by direct deposit, and deposits are normally available on Friday of the pay week.

The City reserves the right to change the pay periods when considered appropriate.

5.5 Payroll Deductions

The City withholds Federal Income Tax, State Income Tax, Federal Social Security Tax, Federal Medicare Tax, employee contributions to the City Retirement Plan, court-ordered garnishments and child support payments from employee paychecks in the amount and manner prescribed by state and federal law.

In addition, the City will withhold all mandatory and otherwise required voluntarily authorized deductions from an employee's paycheck for other programs approved by the City, including taxes, social security, health insurance, retirement benefits, and any other mandatory or voluntary deduction. The starting and changing of voluntary deductions must be requested on a form or forms provided by the Administrative Services Office.

5.6 Vacation

(a) Vacation Allowance

All full-time and regular part-time employees shall be granted vacation leave with pay and benefits based upon their length of continuous service with the City in accordance with the following:

<u>Length of Service</u>	<u>Time Off</u>
1-2 years	40 hours
3-6 years	80 hours
7-14 years	120 hours
15-22 years	160 hours
23 years or more	200 hours

This schedule may be modified on a case by case basis at the time of hiring or at other times for existing employees as deemed appropriate by the City Manager.

For purposes of this section, an employee has one (1) year of service as of the first January 1 after initial date of hire and accrues an additional year of service each January 1 thereafter.

Vacation leave accrues and is credited to eligible employees on January 1st of each year, based upon their years of continuous service with the City as of that date. In the year of hire, an employee is credited upon starting work with prorated vacation based upon the number of full months of employment left in that year divided by 12 and multiplied by 40 hours. On the January 1st following the initial date of hire, a full-time employee will be credited with 40 hours of vacation for use in the following year. A new regular part-time employee receives the same prorated vacation, but the amount is then reduced by the fraction derived by dividing 160 by the number of hours in their normal monthly schedule. An employee may not maintain more than twice their annual accrual and vacation in excess of this carry over is forfeited. The City Manager can approve exceptions to this policy on a case-by-case basis.

(b) Vacation Eligibility

In order to be eligible for full vacation leave on subsequent January 1 accrual dates, an eligible employee must have worked a total of at least two thousand eighty (2,080) hours during the immediately preceding calendar year. Eligible employees who fail to work the required number of hours shall be entitled to a pro-rated vacation based upon the ratio of the number of hours worked to 2,080. For purposes of this section, hours worked shall include paid sick leave, paid funeral leave, paid jury duty leave, paid vacation, paid holidays, days off due to injury for which workers' compensation is paid by the City's insurance carrier not to exceed forty-five (45) days in any calendar year credited at the number of hours in the employee's normal work day.

(c) Vacation Scheduling

Employees may request time off for vacations during the twelve (12) months following January 1 of each year, provided that, in the opinion of the city, such time off does not interfere with the efficient operation of the City and the City's obligations to the public generally. Vacation must be taken in increments of not less than one-half hour. Vacation requests must be in writing and normally should be submitted by the employee to the City at least three (3) days in advance of the period requested. The City will endeavor to honor all requests, but reserves the right to deny a request to take a vacation at the time requested if the vacation would interfere with the efficient operation of the City and the City's obligations to the public.

(d) Vacation Pay

Vacation pay shall be at the employee's straight time rate in effect at the time the employee takes vacation leave. If a designated City holiday falls during the period of an employee's vacation, the employee will receive pay for the holiday and will not be charged a day of vacation for that holiday.

(e) Benefits on Termination

Employees who leave the employ of the City may receive pay for accrued but unused vacation leave in any of the following circumstances:

(1) If an employee resigns from employment and a minimum of two (2) weeks advance notice is given to the City.

(2) If an employee retires from employment and a minimum of two (2) weeks advance notice is given to the City.

(3) If an employee is laid off and requests payment of vacation pay; provided however that such vacation pay shall be designated to the period of the layoff.

(4) In the event of the death of an employee, vacation pay shall be paid to the employee's estate.

5.7 Holidays

(a) Recognized Holidays

All full-time hourly employees shall receive eight (8) hours of pay at their regular straight time rate, exclusive of premiums, for each of the following recognized holidays:

- New Year's Day
- Spring Day (celebrated on the Friday before Easter)
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- Personal Day (Floating)

Regular part-time and temporary full-time employees who lose time from their regularly scheduled hours due to a holiday will receive holiday pay in the amount of the time lost from their regular schedule.

(b) Holiday Observance

In the event a holiday falls on a Saturday, Friday shall be recognized as the holiday. In the event a holiday falls on a Sunday, Monday shall be recognized as a holiday.

(c) Holiday Eligibility

Employees eligible for holiday pay are subject to the following conditions and qualifications:

(1) The employee must work their hours on the City's last regularly scheduled day before and the first regularly scheduled day after the holiday, unless on approved paid leave or vacation;

(2) An employee who agrees to work on a holiday, but fails to report for work shall not be entitled to holiday pay;

(3) The employee must not be on a layoff or on an unpaid leave of absence;

(4) The employee must not be suspended for disciplinary reasons and such suspension is not reversed;

(5) If an employee is receiving sickness and accident insurance benefits, the employee will receive holiday pay for any holiday recognized by this Agreement which occurs within the first thirty (30) days of the sick leave of absence in an amount equal to the difference between the employee's regular daily pay and one (1) day's sickness and accident benefit.

(d) Holiday Work

Employees who work on a holiday shall receive one and one-half (1½) times their straight time regular rate of pay for all hours actually worked, plus holiday pay if applicable.

(e) Salaried Employees Holiday

Salaried employees are not normally required to work on recognized holidays but continue to receive their full salaries for those days.

(f) Personal Day

An employee may schedule their personal day at any time throughout the year, contingent upon the Department Head's approval.

5.8 Retirement

Full-time and regular part-time employees working at least one hundred twenty (120) hours a month participate in program of retirement benefits provided for in Plan B-2 with riders F55(30), and V-8 of the Michigan Municipal Employees Retirement System. As participants in Plan B-2, employees contribute 4% of their gross earnings through required payroll deductions.

For new hires, rehires and transfers hired into a non-union position beginning July 1, 2018, the closed defined benefit plan will be replaced with an ICMA defined contribution plan. The plan would utilize the City's existing 457 Deferred Compensation plan, but would provide the following City match. The City will contribute a base 3%, regardless of employee contribution. The City will also match dollar for dollar up to an additional 7%. The maximum City contribution will be 10%.

The specific terms and conditions governing the retirement plan are controlled by the statutes and regulations establishing the Michigan Municipal Employees Retirement System.

5.9 Deferred Compensation Plan

The City of Manistee provides employees access to a 457 deferred compensation plan administered by ICMA. Employees still in the MERS Defined Benefit plan will have access to the 457 deferred compensation plan, but with no matching contribution from the City. Employees can contribute by payroll deduction up to the IRS limits on a pre-tax basis. New employees will not be in the MERS plan, but will be in the ICMA plan described in 5.8.

The specific terms and conditions governing the 457 plan are controlled by the ICMA plan document.

Article 6 Leaves of Absence

6.1 Paid Sick Leave

Hourly full-time and regular part-time employees other than Supervisory personnel shall earn and be granted sick leave of absence with pay under the following conditions and qualifications:

Paid sick leave will be earned at a rate of eight (8) hours for each complete month of service with the City. For purposes of this section, an employee has a complete month of service when they work or receive pay for at least one hundred sixty (160) hours during any calendar month. Employees who work or receive pay from the City for less than one hundred sixty (160) hours per month shall receive pro-rated sick leave based upon the number of hours worked or paid divided by one hundred sixty (160), rounded to the nearest one half (.5) hour.

For purposes of this section, hours worked shall include paid sick leave, paid funeral leave, paid jury duty leave, paid vacation, paid holidays, days off due to injury for which workers' compensation is paid by the City's insurance carrier not to exceed forty-five (45) days in any calendar year credited at the number of hours in the employee's normal work day.

The employee's sick leave accumulation shall be reduced by one (1) hour for each hour of sick leave taken; provided, however that in instances where an employee is injured while on duty no time will be deducted from sick leave accumulation for that day. Sick leave will be paid at the employee's straight time regular rate of pay at the time that the sick leave is taken.

Employees may utilize accrued paid sick leave when it is established to the City's satisfaction that an employee is incapacitated from the performance of work due to illness, injury or other disability for themselves. Employees may also use accrued paid sick leave for illnesses to members of their immediate household that necessitates their absence from work, subject to the same verification procedures for personal illness or injury. Immediate family members shall consist of spouses, children, (including adopted children, foster children, step children, legal wards, or children when the eligible employee stands *in loco parentis*), grandchildren, parents (including biological parents, foster parents, step parents, adoptive parents, legal guardians of an eligible employee or an individual who stood *in loco parentis* when the eligible employee was a minor child), grandparents, siblings (including biological, foster, or adopted siblings), and people that reside in the immediate household. In instances where the paid sick leave is taken because of a serious health condition that makes the employees unable to perform the functions of their job, the leave will be considered to be a family and medical leave.

Employees will be required to sign a statement requesting the use of paid sick leave indicating the reason for the absence. The City may require, in addition to the employee's own statement, a physician's certificate setting forth the reasons for the sick leave. The City will not normally require a physician's certificate for short sick leaves of three (3) consecutive working days or less, but reserves the right to require a physician's certificate in instances where the City believes that the employee is abusing sick leave.

Each employee shall be notified in January of each year the number of sick leave days credited to him.

Upon retirement of an employee under the City's retirement system or upon death, the employee or his estate or beneficiary shall be paid for 100% of the employee's accumulated sick leave days; to a maximum sick leave payout of 12 days (96 hours) at the employee's then current regular straight time rate exclusive of all premiums.

Upon application to the City, an employee may utilize his accumulated sick leave to supplement the Sickness and Accident Leave benefits set forth in Section 6.5 to provide one hundred percent (100%) of their normal take home pay. For purposes of this supplement, normal take home pay shall be defined as forty (40) times the employee's straight time regular rate, exclusive of all premiums, less state and federal income tax withholdings, FICA and retirement contribution.

Department Heads and other Supervisory personnel do not accumulate sick days but are covered under a separate Sick and Accident Policy, which provides as follows. Department heads who incur a non-work related injury or illness may take up to six (6) months off work at 100% salary and benefits. After six months, the department head may take an additional six (6) months at 2/3 salary. The employee may use vacation pay, if available, to supplement the benefits received under this policy.

6.2 Military Leave

It is the policy of the City of Manistee to grant leave for military service in accordance with applicable state and federal laws, including the Uniformed Services Employment and

Reemployment Rights Act of 1994, as amended, 38 USC § 4301-4333 (“USERRA”) and the Michigan Military Reemployment Protection Act, MCL 32.271.

A member of Armed Forces, Reserves or the National Guard may be called to service. Service includes all categories of voluntary or involuntary military training and service. All such employees may be eligible for reemployment rights under USERRA or Michigan law, provided all statutory eligibility and notice provisions are satisfied. Any employee who needs time off for military leave shall immediately notify his or her Supervisor.

6.3 Jury Duty Leave

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day that an employee serves as juror when the employee otherwise would have worked, the employee shall receive the difference between the employee’s regular rate of pay, exclusive of all premiums for the employee’s regularly scheduled hours and the amount the employee received from the court. In order to facilitate this policy, the City will pay the employee their rate of pay for regularly scheduled hours, and the employee will sign over any payments received for jury duty pay. In order to be eligible to receive jury duty pay from the City, an employee must:

1. Give the City reasonable advanced notice of the time that the employee is required to report for jury duty;
2. Give satisfactory evidence that the employee served as a juror at the summons of the court on the day that the employee claims to be entitled to jury duty pay;
3. Return to work promptly if excused from jury duty service.

6.4 Funeral Leave

An employee shall be granted up to three (3) days leave that an employee is otherwise scheduled to work immediately following the date of death of a member of the employee’s immediate family to allow the employee to attend the funeral. “Immediate Family” shall mean the employee’s current spouse, children including stepchildren, mother, father, step-parents, sister and brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Employees who lose work from their regular scheduled hours shall receive pay at their straight time regular rate of pay equal to what they would have earned by working the employee’s scheduled straight time hours, exclusive of all premium pay, on the duty days for which paid leave is granted. No funeral leave will be paid to any employee while on leave of absence, layoff or on a disciplinary suspension. Funeral leave must be taken within one year of the date of death. Additional time off may be requested in accordance with the vacation scheduling procedures.

6.5 Sick and Accident Leave

A disability leave of absence will be granted to hourly employees who have been absent for more than five (5) consecutive working days because of a non-work related injury, illness, pregnancy or other disability, subject to the City’s right to require a healthcare provider’s

certificate establishing to the satisfaction of the City that the employee is incapacitated from the performance of work due to illness, injury or other disability.

A disability leave shall be with pay until such time as the employee has exhausted all accrued paid sick leave benefits and sickness and accident insurance payments, and thereafter shall be without pay unless the employee utilizes accrued vacation or compensatory time.

During a disability leave, the City will pay its portion of the insurance premiums for a period of up to six (6) months. This disability leave will continue for the period of the employee's disability; provided, however, that an employee may not be on a disability leave for a period of more than six (6) consecutive months inclusive of time spent on FMLA leave. Extension of the disability leave for a period of up to an additional six (6) months may be granted by the City upon written application establishing to the City's satisfaction that there is a reasonable likelihood that the employee will be able to return to work during the period of the requested extension. The City may request at any time, as a condition of continuance of a disability leave of absence, proof of a continuing disability.

In situations where the employee's physical or mental condition raises a question as to the employee's capacity to perform the job, the City may require a medical examination by a healthcare provider chosen by the City at its cost, and, if appropriate, require the employee to take a disability leave of absence under this Section.

Employees are required to notify the City of any condition which will require a disability leave of absence under this Section together with the anticipated date for commencement of such leave. This notice shall be given to the City by the employee as soon as the employee is first aware of the condition. Employees who are anticipating a disability leave of absence under this Section may be required to present a certification from a qualified healthcare provider recommending that the employee continue at work and in all cases, the employee's attendance and job responsibilities must be satisfactorily maintained. All employees returning to work from a disability leave of absence must present a healthcare provider's certificate establishing to the City's satisfaction that the employee is medically able to perform the employee's job. After the exhaustion of FMLA leave, the City may deny a requested disability leave if the absence from work would cause an unreasonable hardship on City operations.

Eligible Department Heads and supervisory personnel may be entitled to sick and accident leave as set forth in Section 6.1 above.

6.6 Workers Compensation Leave

Employees are required to report any job related injury or occupational disease to their department head or designee as soon as possible, but no longer than twenty-four hours after the accident or injury occurs or the disease is diagnosed. In addition, employees are required to prepare and file appropriate forms with the workers compensation carrier.

Upon written application, a leave of absence for a period of not more than six (6) months will be granted to employees who are unable to continue to work at the City because of a work related injury or disease for which the employee is entitled to receive benefits under the worker's

compensation laws of the State of Michigan or is receiving sick and accident insurance payments from the City, subject to the City's right to require medical proof.

Employees are eligible for worker's compensation benefits beginning on the eighth (8th) day after the injury but worker's compensation benefits will be paid retroactively to the first day of injury if the period of incapacity last for fourteen (14) days or longer. In addition to payments from the City's worker's compensation carrier, the employee is eligible to receive supplemental payments from accrued paid sick leave and the City will continue to pay its portion of the insurance premium.

Extension of the leave for a period of up to an additional twelve (12) months may be granted by the City upon written application establishing to the City's satisfaction that there is a reasonable likelihood that the employee will be able to return to work during the period of the extension. The City may require at any time, as a condition of continuance of a worker's compensation leave of absence, proof of a continuing inability to perform work with the City.

In the event that the City, in conjunction with its medical advisors, determines that the employee is capable of returning to work, the employee's workers compensation leave of absence shall immediately end. All employees returning to work from a worker's compensation leave of absence must establish to the City's satisfaction that the employee is able to perform the employee's job.

6.7 Family and Medical Leave

Employees who have been employed for at least 12 months are eligible for leaves of absence for family and medical reasons under the terms and conditions set forth below and as those terms and conditions are supplemented and explained by the Family and Medical Leave Act of 1993 (FMLA) and the regulations promulgated under that act, provided that they were employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the requested leave:

(a) Qualifying reasons for leaves

An eligible employee is entitled to a total of 12 workweeks of leave during a "rolling" 12-month period measured backward from the date an employee uses any leave for any one, or more, of the following reasons:

(1) FMLA Regular Leave means (i) the birth of a son or daughter, and to care for the newborn child; (ii) the placement with the employee of a son or daughter for adoption or foster care; (iii) to care for the employee's spouse, son, daughter, or parent with a serious health condition; and (iv) because of a serious health condition that makes the employee unable to perform the functions of their job.

(2) FMLA Service Member Leave may be used under the following circumstances: (i) because of any qualifying exigency arising out of the fact that a spouse, son, or daughter of the employee is on covered active duty (or has been notified of an impending call to covered active duty) in the Armed Services; or (ii) to care for a covered service member who is

the spouse, son, daughter, parent, or next of kin of an eligible employee and who has suffered a serious injury or illness in the line of duty on active duty.

A “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves (a) inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or (b) continuing treatment by a healthcare provider. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems and periodontal disease are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

Continuing treatment includes (i) a period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment two or more times by a healthcare provider or treatment by a healthcare provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider; (ii) any period of incapacity due to pregnancy, or for prenatal care; (iii) any period of incapacity or treatment for such incapacity due to a chronic serious health condition; (iv) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; and (v) any period of absence to receive multiple treatments by a healthcare provider for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment. A period of incapacity means an inability to work, attend school, or perform other regular daily activities due to the serious health condition or its treatment and recovery.

(b) Requests for Leave

Employees desiring leaves of absence under this section shall provide written notice to the City setting forth the reasons for the requested leave, the anticipated start date of the leave, and its anticipated duration. The timing of this notice shall be as follows:

(1) Foreseeable Leaves

An employee must provide at least 30 days’ advance notice before the leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If 30 days’ notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin or a change in circumstances, notice must be given as soon as possible. Employees are expected to consult with the City prior to the scheduling of planned medical treatment in order to work out a treatment schedule which best suits the needs of both the City and the employee and the City may, for justifiable cause, require an employee to attempt to reschedule treatment, subject to the ability of the healthcare provider to reschedule the treatment and the approval of the healthcare provider as to any modification of the treatment schedule. In the event that an employee fails to give the required notice with no reasonable excuse for the delay, the City may deny the taking of the leave until at least 30 days after the date the employee provides notice to the City of the need for the leave.

(2) Unforeseeable Leaves

When the need for leave, or its approximate timing, is not foreseeable, an employee shall give notice to the City as soon as practicable under the facts and circumstances of the particular case. It is expected that an employee will give notice to the City within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances. In the case of a medical emergency requiring leave because of an employee's own serious health condition or to care for a the employee's spouse, son, daughter or parent with a serious health condition, written advance notice is not required.

Employees shall provide notice to the City either in person or by telephone, telegraph, facsimile ("fax") machine or other electronic means. Notice may be given by the employee's representative (e.g., a spouse, family member or other responsible party) if the employee is unable to do so personally. The employee or representative will be expected to provide more information when it can readily be accomplished as a practical matter, taking into consideration the exigencies of the situation.

(3) Medical Certification

A request for leave to care for the employee's spouse, son, daughter, or parent with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, must be supported by a certification issued by the healthcare provider of the employee or the employee's ill family member. The employee must provide the requested certification to the City within 15 calendar days, unless it is not practicable under particular circumstances to do so despite the employee's diligent, good faith efforts. An employee who fails to provide the certification may be denied the taking of leave until the required certification is provided.

If the City has reason to doubt the validity of a medical certification, it may require the employee to obtain a second opinion at the City's expense from a healthcare provider of its choice, provided that the selected healthcare provider cannot be employed on a regular basis by the City. If the opinions of the employee's and the City's designated healthcare providers differ, the City may require the employee at the City's expense to obtain certification from a third healthcare provider designated or approved jointly by the City and the employee. The City and the employee must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. This third opinion shall be final and binding.

The City may request recertification at any reasonable interval, but not more often than every 30 days, unless (i) the employee requests an extension of leave; (ii) circumstances described by the original certification have changed significantly (e.g., the duration of the illness, the nature of the illness, complications); or (iii) the City receives information that casts doubt upon the continuing validity of the certification.

Employees whose leave was occasioned by a serious health condition that made the employee unable to perform their job are required to obtain and present certification from the healthcare provider that they are fit for duty and able to return to their work. This certification

must be provided at the time the employee seeks reinstatement at the end of the leave, and the City may deny restoration until satisfactory certification is provided.

(c) Payment Status While on Leave

Employees on leaves of absence under this section shall be paid in accordance with the Paid Sick Leave policy in Section 6.1 and the Sick and Accident Leave policy in Section 6.5. To the extent that Section 6.1 and/or 6.5 do not apply, employees may be eligible for paid sick leave as follows:

In instances where the leave is needed due to the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order: (i) accrued vacation; (ii) compensatory time.

In instances where the leave is needed for reasons other than the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order: (i) paid vacation.

As a condition of the leave, employees must utilize available paid leave and cannot elect to have unpaid leave in order to retain paid leave for use at other times. Upon the exhaustion of accrued paid leave, the remainder of the leave shall be without pay.

(d) Rights Upon Return to Work

On return from leave, an employee shall be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, unless the employee is no longer qualified for the position because of their physical or mental condition or the failure to maintain a necessary license or certification.

6.8 FMLA Procedure

In order to comply with the provisions of the FMLA, the following procedures shall be followed:

(a) Posting Requirements

A notice explaining the Act's provisions and providing information concerning the procedures for filing complaints of violations of the Act with the Wage and Hour Division shall be posted in conspicuous places where employees are employed. The notice must be posted prominently where it can be readily seen by employees and applicants for employment, and shall be large enough to be easily read and contain fully legible text. In the event that a substantial portion of the workforce is comprised of workers who are not literate in English, the notice shall be provided in a language in which the employees are literate.

(b) Specific Notice Requirements

Written notice shall be given to the employee the first time in each six month period that an employee gives notice of the need for FMLA leave. The notice shall be given within a reasonable time after notice of the need for leave is given by the employee, within one or two business days if feasible, and shall be given in a language in which the employee is literate. If leave has already begun, the notice should be mailed to the employee's address of record.

(c) Review of the Adequacy of Medical Certification

An employee requesting FMLA leave to care for the employee's seriously-ill spouse, son, daughter, or parent, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position must be supported by a certification issued by the health care provider of the employee or the employee's ill family member.

If the City has reason to doubt the validity of a medical certification, it may require the employee to obtain a second opinion at the City's expense from a health care provider of its choice. If the opinions of the employee's and the City's designated health care providers differ, the City may require the employee at the City's expense to obtain certification from a third health care provider designated or approved jointly by the City and the employee. The City and the employee must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. This third opinion shall be final and binding.

(d) Designation as FMLA Leave

The City is responsible for designating leave, paid or unpaid, as FMLA qualifying. This designation decision must be based only upon information received from the employee or the employee's spokesperson. In instances where the City does not have sufficient information about the reason for an employee's use of paid leave, the City should inquire further of the employee or the spokesperson to ascertain whether the paid leave is potentially FMLA qualifying.

If the leave is taken for an FMLA reason and has not been so designated by the City, an employee may request such designation by notifying the City within two business days of returning to work that the leave was for an FMLA reason.

**Article 7
Insurance**

7.1 Medical Insurance

The City makes available group insurance programs covering certain hospitalization, surgical, medical, dental and ancillary health services expenses for participating full-time employees and their eligible dependents. Summary descriptions of the programs are available in the Administrative Services Office. The specific terms and conditions governing the group insurance program are set forth in detail in the master policy or policies governing the program as issued by the carrier or carriers. The City reserves the right to modify the coverage provided under

the insurance program, to select the insurance carrier or carriers, to become a self-insurer either wholly or partially, and to select the administrator of such self-insurance programs.

Full-time employees are eligible to participate in the group insurance program the first (1st) day of the month following employment with the City. A City employee who is married to another City employee shall maintain one policy for both spouses. Eligible employees electing to participate in the group insurance plan shall advise the City in writing of this intent by filling out the applicable insurance forms and shall make arrangements satisfactory to the City for the payment of the required monthly premium, if any.

Each year the City Council will establish the budget for health insurance coverage costs. After receipt of the City Council's budget, the City Manager will consult with the various employee groups to determine the changes, if any, to the coverage to be provided under the group healthcare insurance program and the amount to be paid by employees for the next year.

7.2 Payment of Medical, Dental and Vision Insurance Premiums

The City's plan year for medical, prescription, dental and vision insurance, taxes and ancillary health services is July 1 through June 30, and changes in insurance premiums and costs are normally effective as of the first day of a new plan year. The City pays the full amount of the premium for the dental and vision insurance and ancillary health services. Employees are required to pay a portion of the monthly premium charges and costs for medical and prescription insurance coverage and applicable taxes. The employee amount is determined every year as part of the renewal process. The City pays medical, prescription, dental and vision insurance premiums, taxes and costs in advance, and the monthly employee portion is taken out of the previous month's pay checks.

The remaining portion of the medical and prescription insurance premiums and applicable taxes are paid by the City; provided, however, that the City is not required to pay more than the hard cap amount permitted by Michigan law.

In the event that the cost of the medical and prescription insurance, taxes on that medical insurance coverage, and the contribution towards the City's HSA contribution exceeds the amount allowable under Michigan law, the amount paid by employees shall be increased to bring the City payment into compliance with Michigan law.

7.3 Health Savings Account

The City will make contributions to the HSA accounts of employees who participate in the City's group medical plan in an amount to be determined annually by the City Council. This annualized amount will be paid by the City making a contribution in the determined amount during the first pay of July to the accounts of those employees with two person or family coverage and in the determined amount for employees with single coverage. Eligibility for these contributions will be determined as of the contribution date. Employees experiencing subsequent changes in coverage status will receive an additional pro-rated contribution to their HSA if applicable, to account for any difference between the Employer HSA contribution levels of the plans. The additional contribution will be pro-rated based upon the remaining number of whole months in the medical insurance year to twelve. Employees hired after the contribution date who elect to

participate in the HSA Plan will receive a pro-rated HSA contribution based upon the ratio of the number of complete months of service in the medical insurance year to twelve. The City will work with a local financial institution to facilitate setting up an HSA account, but employees are free to set up their own accounts if they wish. Account information must be provided to the City to allow for the direct deposit of the annual City HSA contribution, or employee contributions through payroll deduction, if desired.

7.4 Payment in Lieu of Health Insurance

Employees who are eligible for coverage under the City's group medical insurance plan who are also eligible for group health insurance coverage provided by an employer other than the City and can provide proof of such alternate coverage can opt out of the City's group medical insurance plan and its related HSA.

Employees who opt out will receive credit in a monthly amount determined annually, but will not be eligible for coverage in the City's medical, dental and ancillary health service plans. That amount may be spent on other insurance riders that may be available, on a deferred compensation account for the employee or for some other pre-tax benefit offered by the City.

This amount will not be paid directly to the employee in any form which is taxable. This payment is not available to City employees who are married to another City employee.

Employees who would like to be covered by the dental and ancillary health service plans may do so, but the opt out amount will be reduced by the cost of the premiums.

7.5 Department Head Short-Term Disability Insurance Leave (Sick and Accident)

Department Heads will receive full salary for up to six months regardless of attendance due to illness, or non-work related injury. Department Heads will receive 2/3 of gross pay exclusive of other benefits provided through the City for up to six additional months of incapacity following the first six months of incapacity.

If a leave under this provision exceeds five (5) working days, an employee will furnish satisfactory evidence of illness or incapacity from their attending healthcare provider. Employees off work for medical reasons and under a doctor's care who seek to return to work must submit a return to work authorization from the doctor to the City confirming that the employee is capable of returning to work. The return to work authorization may be for full-time or part-time, if approved by the City. Insurance premiums for medical, dental, vision and life insurance will be paid in full by the City for a period of 12 months so long as the Department Head is eligible under this provision.

7.6 Term Life Insurance

All full-time employees shall be eligible for group term life insurance policy coverage in an amount determined annually, with Department Heads eligible to receive coverage in an amount equal to 1½ times their annual salary.

The specific terms and conditions governing the term life insurance coverage are set forth in detail in the master policy or policies issued by the carrier or carriers. The City pays the required monthly premium for eligible employees and reserves the right to change carriers from time to time.

7.7 Liability Insurance

The City maintains liability insurance that provides coverage for the City and its employees when acting in the scope of their employment. The specific terms and conditions governing the liability insurance program are set forth in detail in the master policy or policies governing the program as issued by the carrier or carriers.

7.8 Continuation of Insurance Premiums

In the event that an employee eligible for insurance coverage is discharged, quits, retires, resigns, is laid off, or commences an unpaid leave of absence, the City shall have no obligation or liability whatsoever for making any insurance premium payment for any such employee or their lawful dependents beyond the month in which the discharge, quit, retirement, resignation, layoff, or unpaid leave of absence commences; provided, however, that employees on a family and medical leave of absence shall continue to be eligible for City paid insurance for the period of their family and medical leave on the same terms that would exist if they were not on the leave.

The City shall continue to pay its portion of the insurance premiums for employees on a disability leave of absence for up to six (6) months and for employees on a workers compensation leave of absence on the same terms that would exist if they were not on the leave for up to twelve (12) months.

Employees on City approved unpaid leaves of absence may continue insurance benefits on a month by month basis by paying to the City, in advance, the amount of the next month's premium for that employee and/or their lawful dependents, subject to the approval of the insurance program.

The City shall resume payment of its portion of insurance premiums for eligible employees who return to work as of the first (1st) day of the premium month following the date of the employee's return to work.

7.9 Retiree Health Insurance Stipend

Employees hired prior to July 1, 2018 who retire from the City and are immediately eligible for a normal retirement benefit from the City's MERS retirement plan shall receive an amount of \$250 per month from retirement to age 65 or Medicare eligibility, whichever occurs sooner, to help defray the cost of health insurance. Except as provided through COBRA, retirees are not allowed to participate in any City medical, dental, vision or other health insurance plan.

Employees hired on or after July 1, 2018 are not eligible for the stipend to help defray the cost of medical insurance.

7.10 COBRA Insurance Coverage Continuation

Continuation of health insurance coverage is available to all employees and their spouses and dependent children if they are participants in the group health plan in accordance with the provision of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

(a) Eligibility

Covered employees have the right to choose continuation coverage under the group health plan if such coverage is lost because of a reduction in hours of employment or the termination of employment for reasons other than gross misconduct.

(1) Eligibility of Spouses

The spouse of a covered employee has the right to choose continuation coverage under the group health plan if coverage is lost for any of the following reasons: (i) the death of the employee; (ii) termination of the employee's employment for reasons other than gross misconduct; (iii) reduction in the employee's hours of employment; (iv) divorce or legal separation from the employee; and/or (v) employee becomes eligible for Medicare.

(2) Eligibility of Dependent Children

The dependent child of a covered employee has the right to choose continuation coverage under the group health plan if coverage is lost for any of the following reasons: (i) the death of the employee; (ii) termination of the employee's employment for reasons other than gross misconduct; (iii) reduction in the employee's hours of employment; (iv) parents' divorce or legal separation; (v) the employee becomes eligible for Medicare; and/or (vi) the dependent child loses dependent status as defined by the plan.

The employee, or a family member, must inform the City Clerk's Office, in writing, of a divorce, legal separation, or a child losing dependent status within a maximum of sixty (60) days from the day of the event or the loss of coverage, whichever is later.

(3) Time Period for Requesting Continuation Coverage

If continuation coverage is not requested within sixty (60) days of the later of the date of the event causing loss of coverage or the date of the notice from the employer to the employee, then your group coverage will end and continuation coverage will no longer be available.

If continuation coverage is chosen, the covered individual will be afforded coverage identical to the coverage provided to similarly situated employees or family members.

(4) Charge for Continuation Coverage

The charge for continuation coverage shall be 102% of the normal charge for similar coverage. For certain disabled individuals who are eligible to extend continuation coverage for an additional eleven (11) months (see below), the charge shall be 150% of the normal charge during the eleven-month extension.

(5) Reservation of Rights

The City reserves the right to change insurance carriers at its own discretion. Any such changes will be based on adequate coverage of the employee and his/her dependents at the most economical rate available.

(b) Continuation Coverage Periods

Continuation coverage for spouses and dependent children will be available up to a maximum of thirty six (36) months where eligibility for such coverage is due to: (i) the death of the employee; (ii) divorce or legal separation; (iii) the employee becomes eligible for Medicare; and/or (iv) a dependent ceases to be a “dependent child” as defined by the plan.

Continuation coverage will be available up to a maximum of eighteen (18) months where eligibility for such coverage is due to termination of the employee’s employment for reasons other than gross misconduct; and/or reduction in the employee’s hours of employment.

The eighteen (18) months of continuation coverage may be extended to twenty-nine (29) months if the affected individual is determined to be disabled for purposes of Social Security within sixty (60) days of first becoming eligible for continuation coverage.

(c) Termination of Continuation Coverage

Continuation coverage for all eligible individuals will be terminated for any of the following reasons: (i) the City no longer provides group health coverage to any of its employees; (ii) the premium for the continuation coverage is not paid within thirty (30) days of the date of the billing invoice; (iii) the covered individual becomes covered under another group health plan that does not exclude or limit coverage for pre-existing conditions; and/or (iv) the covered individual becomes eligible for Medicare.

All employees will be provided with initial COBRA notification upon enrollment in the health care plan.

7.11 Unemployment Compensation

All employees are covered under Michigan’s unemployment compensation system. The City Manager will make arrangements for the City to be a reimbursing employer.

**Article 8
Other Employee Benefits**

8.1 Travel and Training/Career Enrichment

The City recognizes that it is important for Supervisory personnel to maintain training certifications, expand their base of knowledge and experience, and continue to be active in the community. Supervisory personnel may not designate more than 22 work days per year for service, educational or training opportunities. Exceptions to this rule will be considered on a case by case basis by the City Manager. The City will reimburse employees for the reasonable cost of

expenses incurred as a result of their official duties as a City employee or to attend approved conferences, seminars or other educational/municipal related functions as set forth below:

(a) Types of Travel

“Local Travel” is defined as travel within Manistee County. “Travel” is defined as travel outside of Manistee County, but in Michigan. “Out-of-State Travel” is any travel outside of Michigan. All out-of-state travel must be approved in advance by the City Manager.

(b) Vehicle Use

The City has a vehicle(s) available for employee use on official City business. The use of a City vehicle for local travel is optional. The use of a privately owned vehicle for travel or out-of-state travel; including those of employees who have vehicle allowances, must be authorized by the Department Director or City Manager.

(c) Mileage

The mileage rate for use of a personal vehicle will be set at the rate established by the Internal Revenue Service. It will be periodically reviewed by the Finance Director, or designee, and updated accordingly. If an employee receives a car allowance, all local travel is ineligible for mileage reimbursement.

(d) Meal Per Diem

The City will provide a per diem to cover the cost of meals incurred for City business. Eligible expenses include meals where the employee’s attendance is necessitated by their municipal position. This includes Council committee meetings, meeting of advisory boards and commissions and other business meetings.

The per diem for meal expenses will be set at the rate established by the City Manager or his/her designee. The rates also include gratuities. It will be periodically reviewed by the Finance Director, or designee, and updated accordingly.

Breakfast reimbursement will be paid if travel commences before 6 a.m. Lunch reimbursement will be paid if travel continues until 2 p.m. Dinner reimbursement will be paid if travel extends after 7 p.m. The per diem amount will be paid regardless of the actual expense. Receipts are not necessary.

Subject to approval by the City Manager or Finance Director, reimbursement in excess of the daily per diem may be granted, provided such requests are reasonable, justifiable and substantiated by original receipts. Alcoholic beverages are not a reimbursable expense.

(e) Lodging

The maximum expense for lodging will be the single occupancy room rate per day. Lodging must be approved by the Department Director or City Manager and it must be reasonable for the location. Only the actual lodging expenses paid are allowable with a receipt.

(f) Spouse or Significant Other

Lodging and meal reimbursement is limited to employees and will not include additional expense for spouses or significant others.

(g) Telephone Calls Charged to Hotel Rooms

Telephone calls charged to hotel rooms are reimbursable only if the phone call is for verifiable business purposes.

(h) Conference Expenses

Many conferences include meals and lodging in a package, as part of the conference expense. These amounts will be pre-paid by the City as part of the conference registration package and duplicative meals are not eligible for reimbursement. A copy of the conference registration and agenda may be required when submitting a reimbursement request.

(i) Miscellaneous Expenses

Parking, taxi, road tolls, etc. will be reimbursed on a receipt basis. The City will not reimburse for parking tickets, speeding tickets, personal vehicle maintenance (ex. car wash, oil change), personal expenses, etc.

(j) Advances

Advance payment will be made for registration fees, provided the requests are made with a voucher to the City Treasurer in a timely fashion.

8.2 Education Reimbursement

Employees enrolled for accredited extension or formal educational courses may be eligible for reimbursement of tuition expenses under the following conditions:

1. The educational course or degree program maintains or improves the employee's skills in their area of employment;
2. Prior to taking classes or undertaking a degree program, the employee must present to their Department Head information relating to the classes or degree sought, the educational institution at which the program is being taken, and a schedule which anticipates completion of the classes or degree program within a reasonable timeframe (recognizing that the education program cannot conflict with normal job duties);
3. The employee must maintain a grade equivalent of "B" or better in the courses. In the event that the employee does not maintain a grade equivalent of "B" or better, or fails to successfully pursue the degree in accordance with the schedule provided, the employee will not be eligible for City reimbursement;

4. To take advantage of this policy, employees must provide notice of their intent to undertake the educational opportunity to their direct Supervisor by December 31 for the following fiscal year. The request may be denied at the City's discretion if budgetary constraints are present;
5. The City will reimburse fifty (50%) percent of tuition expenses for employees enrolled in individual classes, or associates, bachelors, masters or doctorate degree programs at accredited institutions;
6. After completing coursework in which the City has reimbursed some or all applicable tuition expenses, the employee will agree to remain an employee of the City for one full year after completing the coursework;
7. Under no circumstances shall the City reimburse employees for meals, travel, lodging, books or miscellaneous expenses. This policy does not apply to training programs that are required in the normal course of employment. This policy applies only to educational opportunity pursued by employees outside of the normal requirement of the City;
8. In order to receive reimbursement under this policy, an employee must first pay necessary expenses and maintain appropriate evidence of payment. Upon submission of written evidence that the employee has obtained a grade equivalent of "B" or better, the City will reimburse the tuition expenses. Reimbursement is limited to 50% of eligible costs paid by the employee (subtracting scholarships, tuition grants or other third-party payments);
9. The benefits provided by the City under this policy may be unilaterally modified or eliminated by the City at any time, at its sole discretion. In the event that this policy is modified or eliminated, reimbursements noted above shall be limited to those classes in which an employee is enrolled and actively participating at the time that the policy is modified or eliminated.

The employee's supervisor and the City Manager shall make necessary decisions regarding the implementation of this policy.

8.3 Physical Fitness Program

Under the physical fitness program, the City will pay one-half of the annual membership of a fitness club of the employee's choice, not to exceed \$200 per year or \$100 for a six-month membership. The City subsidy shall be paid directly to the fitness club upon receipt of a valid invoice from the fitness club on terms negotiated by the City as most economical for the City.

Annually, the City will offer physical fitness testing. The YMCA Physical Fitness Test Battery is adapted as the standard for fitness. The standard includes tests for PWC and VO2 on a treadmill (or, alternatively, a step test); flexibility; bench press and sit-ups.

Employees who achieve the good rating on all five measured categories of the standard shall receive a physical fitness bonus of \$200 payable with the first payroll check issued in June.

An employee who achieves the excellent rating on all five categories shall receive a \$500 physical fitness bonus paid in the same fashion.

Employees must pass the standard with a score of above average or better to remain eligible for the fitness club membership.

8.4 Cell Phones

The City of Manistee provides cell phones for employee use as a matter of business efficiency. Reasonable personal use of City issued cell phones is allowed. Usage is monitored and excessive usage may be billed back to employees. Continued excessive use may result in the revocation of the City issued phone.

Employees driving City vehicles may use cell phones for the purpose of talking, navigating or playing music, if done so in a safe fashion and in compliance with other law. Texting, emailing or any other use that distracts the driver is strictly prohibited. The use of a Bluetooth and/or hands free accessories is allowed and encouraged.

Employees are to take precautions to not damage or lose their phones. This includes using appropriate cases and/or screen protectors. The city may replace a phone that is accidentally broken if the employee is eligible for a free or deeply discounted upgrade through the current carrier, or if the City has a spare phone available as a replacement. The City will not provide replacements for lost or stolen phones. Replacement phones are the sole responsibility of the employee.

The City Manager may authorize a monthly cell phone allowance instead of a City-provided phone.

Article 9 Miscellaneous Provisions

9.1 Smoking, Vaping and Tobacco

Smoking is prohibited in all indoor areas owned or operated by the City of Manistee and in City owned vehicles or equipment. This includes areas in the Garage, Fire Hall, City Hall, Wastewater Treatment Plant, Ramsdell Theatre, City-owned vehicles and any other building. Smoking includes cigars, cigarettes, pipes, vaporizers, e-cigarettes and similar items.

Use of vaporizers, chewing tobacco, smokeless tobacco and similar items are also prohibited in the same fashion.

Smoking, vaping or use of chewing or smokeless tobacco will be permitted adjacent to the entries to these buildings as long as the activity is at least 50 feet away from the entry and does not create a nuisance or litter complaint.

9.2 Harassment Policy

The City prohibits employees from engaging in conduct that creates an intimidating, hostile or offensive environment with regard to religion, race, color, national origin, age, sex, height, weight, marital status, disability, sexual orientation or genetic information for a member of the public or of another employee. Such harassment is a serious violation of City rules. Sexual harassment warrants special mention, and the City is committed to providing a work environment free from all types of sexual harassment.

Sexual harassment involving individuals within the employment setting is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment;
3. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Examples of sexual harassment, may include, but are not limited to, the following:

1. Pressure for sexual activity;
2. Repeated remarks with sexual or demeaning implications;
3. Unwelcome touching; and/or
4. Sexual jokes, posters, and cartoons.

Similar actions taken by employees towards members of the general public are considered to be sexual harassment prohibited by this policy.

The City also discourages romantic relationships between Supervisors and subordinates and prohibits any such conduct that is unwelcome. Anyone who is an unwilling participant in such a relationship must notify the City Manager or the City Attorney immediately.

Supervisors are required to be diligent to prevent and stop any type of harassment from occurring in our workplace. Employees who believe that they have been harassed, sexually or otherwise, or who have observed an employee harassing another employee or a member of the public should immediately report the incident to their immediate Supervisor or to the City Manager. In the event of an incident of alleged harassment by the City Manager, the report should be made to the City Attorney. When making this report, the employee should clearly state that they believe that they are the victim of harassment and that the employee is reporting the incident pursuant to this policy. Making a complaint of harassment is a serious matter, but no employee

will be subject to any form of retaliation or disciplinary action for making or pursuing a complaint of harassment which is made in good faith.

Employees who knowingly submits false, inaccurate, or otherwise misleading information to the City in connection with a report of alleged harassment or the investigation of an alleged incident of harassment shall be subject to discipline, up to and including immediate discharge. The City will keep complaints of harassment confidential to the extent that it is possible and still conduct an investigation.

The City will investigate all reports of harassment without bias or prejudice. Such an investigation may include interviews with both parties to the complaint, and co-workers and former employees who may have knowledge of the situation. The City may appoint an investigator, who will have access to all necessary information, including personnel files.

Directors, Department Heads and Supervisors must deal thoroughly, expeditiously and fairly with all allegations of harassment within their departments whether or not there has been a written or formal complaint. They must take all complaints or concerns of alleged or possible harassment or discrimination seriously no matter how apparently minor or who is involved. They must ensure that reports of harassment or inappropriate sexual conduct are immediately reported to the City Manager, except in cases involving a complaint against the City Manager, which shall be reported to the City Attorney, so that a prompt investigation can occur. They must take appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations of complaints.

Directors, Department Heads and Supervisors who knowingly allow and tolerate unlawful harassment or retaliation, including failure to immediately report such conduct to the City Manager, are in violation of this policy and are subject to discipline, up to and including immediate termination.

9.3 Computer, Email and Internet Usage

The City of Manistee provides computers and technology in order to enhance employee productivity for the benefit of the City of Manistee. Computers, computer files, and email system, and software furnished to employees are City property intended for business use. All messages distributed via the City's email system, including personal emails, are the City's property. To ensure compliance with this policy, computer and email usage may be monitored. The City strives to maintain a workplace free of harassment and sensitive to the diversity of its employees, prohibits the use of computers and any email system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. The City purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license

agreement. All hardware, software, technology and access thereto are owned exclusively by the City of Manistee and are used by employees only in accordance with the following policy.

(a) General Computer Policies

Only those persons currently employed by the City of Manistee, or others given special permission by a Department Head, are permitted to use any computer or technology resources owned, rented or leased by the City.

Use of the City of Manistee computer resources, other technology or Internet connections for gambling, obtaining or distributing pornographic materials, and all illegal activity is strictly forbidden.

Only employees or technicians specifically authorized by the City Manager can install software or hardware on any City computer system. All unauthorized software or hardware installations are strictly prohibited.

Unless departmental arrangements make contrary provisions, computers are considered employee specific tools.

(b) Internet Use

Access to the Internet is for the exchange of information and research consistent with the purposes, mission, goals and activities of the City of Manistee. Access to the Internet is provided as a business tool.

During regular departmental hours employees may only access the Internet for job-related research and City business communications.

Employees may use Internet access for personal research and communications outside of normal work hours or during lunch; provided these activities result in no expense to the City of Manistee and do not interfere with City business. Employees shall not use a computer or Internet access for private or commercial business use. Personal use is not private use.

Employees will not use the Internet for inappropriate or unlawful purposes, including but not limited to placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private messaging, using obscene or otherwise inappropriate language in communications and obtaining, viewing or downloading information that is unlawful, obscene, indecent, vulgar, pornographic or otherwise objectionable.

Internet access records and records of downloaded files are not private and may be monitored by supervisors and the City Manager as necessary.

(c) Email Use

All of the above rules for Internet use also apply to electronic mail provided to the City employees. Electronic mail may constitute a public record under certain circumstances and may

be accessible or obtainable by individuals, agencies or others outside of the City and subject to state archivist rules for retention/destruction.

All email originating from or received by the City computer system is City property. It is not private information. Electronic mail may be monitored by your supervisor and/or the City Manager as they deem necessary or appropriate.

Email attachments are the primary source of viruses. Do not open an attachment unless you know the source and why you are being sent the attachment. Delete all emails and attachments from unknown sources without opening. If you know the sender, but do not expect an attachment, contact the sender by telephone or email to verify before opening.

9.4 Social Media

The City understands that social media can be a convenient way to participate and interact in discussions and share information. However, the use of social media also presents certain risk to the City, including unauthorized disclosure of confidential information, exposure to discrimination and harassment claims, and activity detrimental to the City's mission and functions. To assist in making responsible decisions about the use of social media, the City has established the following guidelines, which apply to all City employees.

Social media are technologies that enable online users to interact and share information publicly or privately with one another. Social media include a variety of internet based communication tools, such as but not limited to, Twitter, Facebook, LinkedIn, Pinterest, Snap Chat, Instagram, Tumblr, Reddit, Google Plus, blogs, and wikis.

Social media use, whether on or off duty, that adversely affects an employee's job performance, the performance of other City employees, or that otherwise adversely affects the City's mission and functions, may result in disciplinary action, up to and including termination. Note that employees have First Amendment freedoms of speech and association, and no discipline will be sustained that violates such rights.

The following additional rules also apply to employee's use of social media, on and off duty:

1. Social media content that relates to City business may be a public record subject to retention and disclosure under state law. For that reason, except for when assigned as part of their official duties, employees are prohibited from using social media to conduct City business.
2. Employees are required to protect and maintain the confidentiality of all privileged and confidential information.
3. Employees are required to protect intellectual property owned by the City, including any trademarks, copyrights or patents. Unauthorized use or disclosure of such intellectual property is prohibited.

4. Employees may not create a link from their blog, website or other social networking site to a City website if such a link causes the viewer to reasonably believe that the City endorses the contents of the employee's social media site.

Although employees may identify themselves as employees of the City, City employees shall not identify themselves in a manner that suggests or implies they are speaking as a representative for the City, even when the communication occurs in a private setting. If any confusion is reasonably likely, the employee shall expressly state with a disclaimer that he/she is speaking in a personal individual capacity and not for or on behalf of the City. Employees may not post statements or otherwise conduct themselves in such a manner that is inappropriate or detrimental to City business. Behavior included in this prohibition includes conduct that is rude, condescending or otherwise disparages the professional capabilities of an employee of the City.

9.5 Drug and Alcohol Free Workplace

The City is committed to establishing and maintaining a drug and alcohol free workplace for the benefit of its employees and the community. In order to achieve this goal, the City has adopted the following policy prohibiting drugs and alcohol in the workplace.

All employees engaged in inappropriate drug, alcohol or any substance abuse are required to identify themselves to the City Manager. The City may refer such employees to a rehabilitation program and allow continued employment where appropriate. When illegal or inappropriate drug or alcohol use is suspected, the basis for the suspicion will be documented and provided to the City Manager, who is responsible for determining the proper course of action. The City reserves the right to search its property and/or personal effects placed on its property if there exists a reasonable suspicion based upon specific objective facts that illegal substance abuse will be found in a participate place to be searched.

The City maintains a workplace free from the use and abuse of drugs and alcohol and employees are prohibited from engaging in the following actions:

1. The manufacture or distribution of illegal drugs or controlled substances by any employee.
2. Using intoxicating beverages, marijuana, narcotics, illegal drugs or any controlled substance while at work or while on City property.
3. Distribution or attempted distribution of intoxicating beverages, marijuana, narcotics, illegal drugs or any controlled substance while at work or while on City property.
4. Possession of intoxicating beverages, marijuana, narcotics, illegal drugs or any controlled substance while at work or while on City property.
5. Using intoxicating beverages, marijuana, narcotics, illegal drugs or any controlled substance at such time before work that will interfere with one's mental or physical ability to satisfactorily perform assigned duties.

6. Refusing to cooperate with drug and/or alcohol testing, medical or physical tests or examinations when requested or conducted by the City or its designee or to respond to questioning regarding drug or alcohol usage.
7. Failing to notify the City of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar (5) days after such conviction. The term "conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes. "Criminal Drug Statute" means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

9.6 Drug and Alcohol Testing

The City may, at its discretion, have an independently operated firm conduct random and unannounced tests on selected employees by a drawing of names. In addition, an employee involved in a job related incident that caused or could have resulted in personal injury, or cause property damage exceeding \$250, may be subject to drug and alcohol testing.

Any other testing of employees not described in the above for the presence of controlled substances or illegal drugs and alcohol must be based upon a reasonable suspicion that an employee has taken, consumed or used such controlled substances. The standard for determining reasonable suspicion will be guided by the following:

1. The test must be approved by the City Manager or designee.
2. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience and/or training.
3. Where the reasonable suspicion is based upon personal observation by a Supervisor or Manager, the objective facts must be articulable and may include a person's behavior or appearance.
4. When an informant has supplied information, the informant's veracity, reliability and basis of knowledge will be relevant considerations. If the informant is a subordinate of a Supervisor suspected to be under the influence, the informant may approach any other Supervisor or the City Manager to provide such information without regard to the normal supervisory structure.
5. The facts forming the basis for the reasonable suspicion shall be disclosed to the employee at the time that demand for testing is made, and the employee shall, at that time, be given the opportunity to explain their behavior or actions. In addition, where drug testing is recommended, the employee shall be allowed to make such explanation to the City Manager or designee in person and also allowed to commit any explanation to written form. Any refusal to take the test, however, may result in discipline, including immediate discharge.

Within five (5) calendar days after the demand for testing, the facts forming the basis for reasonable suspicion and reasonable inferences drawn from those facts, including the employee's statement, if any, shall be reduced to written form, and a copy shall be given to the employee.

The use of medications prescribed by a physician is not intended to be prohibited by this policy. However, employees using such medications are responsible for the potential effects such drugs may have. Use of medications that may impair physical or mental ability, judgment or work performance must be reported to the employee's Supervisor when reporting to work.

Upon completion of all testing, the employee will be notified of the results of the testing as soon as practical after the City receives such notification. If the results of confirmation testing are positive, the results will be reported to the City Manager.

An employee who fails the test described above may be subject to discipline, including but not limited to immediate termination of employment or, as a condition of continued employment, may become involved in a rehabilitation program approved by the City Manager or designee.

All drug and alcohol test results are reported to the City Manager and will remain and be considered confidential. Results will only be disclosed within the City on a need to know basis and will be retained in a secure location with controlled access. The release of an individual's drug and alcohol test results will only be provided in accordance with an individual's written authorization or as otherwise required by applicable federal or state law. The results of drug testing may be disclosed to the decisionmaker in a lawsuit, grievance or other proceeding initiated by or on behalf of the employee.

9.7 Employee Safety

The safety of employees while on the job is a primary concern of the City. The determination of whether gear is appropriate for a work activity is to be made by the Department Head and/or designee. Appropriate personal protective gear for a given work activity must be worn by employees.

9.8 Vehicle Policy

City vehicles exist for the efficient conduct of City business, not as an employee benefit.

Employees operating City-owned vehicles or private vehicles on City business are expected to follow these rules:

1. All applicable traffic laws shall be observed;
2. No smoking in City-owned vehicles at any time;
3. Use of cell phones while driving is limited to voice calls and navigation;
4. Seat belts must be used at all times by all occupants;
5. Headlights must be on at all times, if appropriate;

6. Vehicle shall be returned with a full tank of gas;
7. Interior of vehicle shall be kept clean;
8. City vehicles must never be operated following consumption of alcoholic beverages or controlled substances. Permissible blood alcohol content while operating a City vehicle is 0%; and
9. Employees using City vehicles for out of town overnight travel are free to engage in any lawful activity while out of town on City business during free time.

9.9 Concealed Weapons

The City of Manistee only allows sworn police officers to carry firearms while working. All other employees are prohibited from possessing, carrying or transporting dangerous weapons or firearms while engaged in the employment of the City of Manistee or operating municipally owned vehicles or equipment. Violations of this policy could lead to termination of employment with the City of Manistee.

Nothing in this policy shall be construed to prohibit a lawful concealed pistol license holder from transporting or storing a concealed weapon in their personal vehicle.

The City Manager has discretion in allowing a City employee who has a valid concealed pistol license to carry a concealed weapon.

[Remainder of Page Intentionally Left Blank]

**Employee Acknowledgment of Personnel Policy and Procedures Manual
and Agreement to Conditions of Employment**

I have read and fully understand the rules governing my employment with the City of Manistee. I agree to employment with the City of Manistee under the conditions explained. I understand these conditions can be changed by the City of Manistee, without notice, at any time. I also understand and agree that my employment is for no definite period of time and may, regardless of the time and manner of payment of my wages and salary, be terminated at any time with or without cause, and with or without notice (i.e. Employment At-Will).

In addition, I also agree that upon the termination of my employment, I will return all City of Manistee property as outlined on my last day of employment.

Employee Name:

Dated: _____

Employee Signature

Witnessed by:

Dated: _____

Witness Signature



City of Manistee Police Department

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



Re: Manistee Township Automatic Aid Agreement

02/26/2019

Mr. Thad Taylor

The Manistee Fire Department and Manistee Township Fire Department desire to implement an agreement to voluntarily aid and assist each other in an event that an emergency situation occur. Currently each department will respond on a mutual aid basis upon request. Both departments recognized the need for an automatic response which will significantly reduce response time. The agreement is specific to the fire apparatus response.

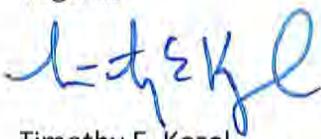
The City of Manistee first out apparatus will be an aerial truck and operating crew for a commercial fire response and an engine with an operating crew for a residential fire response.

The benefits to each department are the additional resources that will be available at a critical incident; manpower and apparatus. This will greatly reduce possible injuries.

Attorney George Saylor has approved the agreement. Manistee Township has signed the agreement.

I am requesting the Manistee Township Automatic Aid Agreement be presented to the City Council for approval.

Regards



Timothy E. Kozal
Manistee Director of Public Safety

AUTOMATIC AID AGREEMENT

AGREEMENT FOR AUTOMATIC AID BETWEEN THE MANISTEE TOWNSHIP FIRE DEPARTMENT AND THE CITY OF MANISTEE, DEPARTMENT OF PUBLIC SAFETY

This Automatic Aid Agreement is entered into by and between the City of Manistee and Manistee Township. The purpose of this Automatic Aid Agreement is to outline the procedures for implementing an Automatic Aid response between Manistee Township and the City of Manistee.

WHEREAS, the undersigned public entities that are parties to this Automatic Aid Agreement must confront situations when assistance at a fire emergency in their respective jurisdiction is required;

WHEREAS, the undersigned parties have determined that it is in their collective best interest to develop and implement an agreement to voluntarily aid and assist each other in the event that an emergency situation should occur;

WHEREAS, the parties hereto have previously entered into a Mutual Aid Agreement on or about *August 1, 2018* and desire this Agreement to replace the previously executed Agreement and for this Agreement to terminate all rights and responsibilities that may or do exist with regard to the *August 1, 2018* Mutual Aid Agreement;

NOW, THEREFORE, IT IS HERE BY AGREED as follows:

Amount and Type of Assistance

This Memorandum outlines the Automatic Aid agreement of the parties for the exchange of fire service in specified response areas. Fire apparatus will respond on the first alarm structural fire incidents and non-structural fire incidents if designated, in the stipulated response areas.

Response Areas:

Areas of Manistee Township (US-31 Corridor from Lakeshore Road to M-22) and (M-55 Corridor from US-31 to East Lake Road)

All areas of the City of Manistee

Fire Apparatus Response:

Manistee Township first out apparatus will be a Class A Pumper Apparatus with an interior attack crew and one officer.

Additional personnel and apparatus will respond based upon requests of the incident commander.

City of Manistee first out apparatus will be an aerial truck with an operating crew for a commercial fire response and an engine with an operating crew for a residential fire response.

Additional personnel and apparatus will respond based upon requests of the incident commander.

Limitations

If the agreed upon response from either department is not available or is temporarily depleted, the assisting department need not respond. However, if a fill-in company is in quarters at a fire station, that company will respond. If the response is not available, the other party will be notified immediately.

Training

Joint training exercises are to be conducted, at a minimum, semiannually. The training exercises will be coordinated and observed by the respective department training officers, for the purpose of maintaining coordination in firefighting procedures and communications. The following topic may be utilized for the establishment of training parameters, when applicable:

- Apparatus Familiarization
- Coordination of Engines
- EMS Procedures
- Equipment/Minor Tools Carried
- Large Diameter Hose Procedures
- Incident Command System
- Communications Procedures
- Tactics
- Use of Foam
- Personnel Accountability

Incident Command:

The officer on the first arriving apparatus will take command of the incident until relieved by the appropriate authority. The department in whose jurisdiction the fire is located will assume command of the scene upon arriving at the fire. Unified command could also be used to maximize the resources on scene or being ordered to the scene.

Revision:

This Agreement may be revised or amended at any time by the mutual written agreement of the parties.

Termination:

This agreement may be terminated by either party upon thirty (30) days written notice to the other jurisdiction. The parties previous Mutual Aid Agreement, dated *August 1, 2018* and the rights and responsibilities therein, are hereby terminated.

The parties executing this agreement represent that they have the authority of their jurisdiction to sign.



Dennis Bjorkquist, Supervisor

Manistee Township

2-15-19

Date

City of Manistee

Date



City of Manistee Police Department

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

Re: Manistee County Mutual Aid Agreement

02/27/2019

Mr. Thad Taylor

The Manistee Fire Department is a member of the Manistee County Fire Association. The Association has recognized the need for a county wide mutual aid agreement. The agreement is specific to the fire apparatus response. This agreement is for an emergent event where assistance is necessary and requested for by a participating jurisdiction.

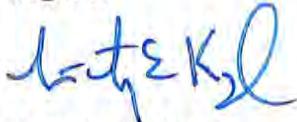
The City of Manistee has been a part of county wide mutual aid agreements in the past and wishes to continue this partnership.

The benefits to each department are the additional resources that will be available at a critical incident; manpower and apparatus. This will greatly reduce possible injuries.

Attorney George Saylor has approved the agreement.

I am requesting the Manistee County Mutual Aid Agreement be presented to the City Council for approval.

Regards



Timothy E. Kozal
Manistee Director of Public Safety

**MANISTEE COUNTY FIRE/EMS DEPARTMENTS
MUTUAL AID AGREEMENT
TO RENDER SERVICE**

This agreement is being made and entered into by and between the Townships of Arcadia, Bear Lake, Cleon, Dickson, Filer, Manistee, Maple Grove, Norman, Onekama, Stronach, Village of East Lake, and the City of Manistee. These parties are all Municipal Corporations of the State of Michigan and are all located in the County of Manistee and the State of Michigan. This mutual aid agreement also includes North Flight, Inc., a Michigan not-for-profit corporation and an emergency service provider located in the County of Manistee and the State of Michigan.

WITNESSETH:

WHEREAS, each of the above-named parties are municipal corporation or non-profit corporations of the State of Michigan, and;

WHEREAS, each of the said parties are the owners and operators of their own fire department, and/or emergency services and;

WHEREAS, each of the said parties desire to be of mutual assistance to each other in the event of an emergency in the areas and territory served by each of said parties.

NOW THEREFORE, in consideration of the mutual promises and covenants of the parties, it is agreed as follows:

1. That in the event of an emergency in any area of territory served by any of the above-named parties, that all of said parties will render assistance, whenever necessary and requested and able to comply, without any assessment of costs or charges to any other party to this Agreement. Notwithstanding the foregoing, each party may bill potentially responsible third parties for its services as allowed by law;
2. That in the event of the property owner to whom assistance is rendered in answering an emergency call and/or the extinguishment of a fire has a so called "fire call" clause in any applicable insurance policy, that upon receipt of the proceeds of same for emergency services assistance, the fire department collecting same shall remit said proceeds to the other parties in an equitable manner;
3. That this agreement shall continue in full and effect for a period of one (1) year from the date of execution of this agreement and thereafter from year to year unless any party serves written notice of its desire to withdraw from the agreement at least thirty (30) days before the effective date of the withdrawal. Provided further, that the said agreement continues in full force and effect as to all other parties who do not elect to serve such notice;
4. Each of the several municipalities, for and on behalf of such other parties to this agreement as may, from time to time, cross jurisdictional boundaries to give effect to this Mutual Aid Agreement, agree to hold and save harmless from any and all liability arising within the jurisdictional boundaries of any one of the several municipal corporations which are parties to this agreement;
5. It is the intent of this agreement that each party shall bear the sole responsibility for the acts or omissions of its personnel in any activity entered into pursuant to this agreement to provide mutual aid. To the extent permitted by law, the parties covenant and agree to indemnify, protect, defend, and save each other, their officers and employees harmless from any claim, action or suit for any loss, liability and damages not

covered by liability insurance which may be asserted or levied against any signatory, its officers or employees for any alleged act or omission by their respective personnel while acting within the scope of their duties and while performing under the terms of this Mutual Aid Agreement. Such expenses include costs or attorney fees incurred in connection with any such claim, action or suit. In the event of any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of each of the signatories, their employees and all person present pursuant to invitation or consent under this Mutual Aid Agreement.

- 6. Upon notice to other parties, this Agreement may be assigned by North Flight, Inc. to a successor in interest, provided such assignee agrees to be bound by all terms and conditions stated herein.
- 7. The effective date of this Agreement is the date on which the last signatory affixes its signature and date to this Agreement.

In Witness Whereof, the parties have hereunto caused these presents to be signed by their respective township, village, city, or corporate officers pursuant to authorization by their respective township, village, city or corporate boards or councils.

**MANISTEE COUNTY FIRE/EMS DEPARTMENTS
MUTUAL AID AGREEMENT
TO RENDER SERVICE**

Signatures of the authorizing agent(s) representing the governmental entity or non-profit corporation, participating in the Mutual Aid Program:

_____	Date: _____
Supervisor, Arcadia Township	
_____	Date: _____
Supervisor, Bear Lake Township	
_____	Date: _____
Supervisor, Cleon Township	
_____	Date: _____
Supervisor, Dickson Township	
_____	Date: _____
Supervisor, Filer Charter Township	
_____	Date: _____
Supervisor, Manistee Township	
_____	Date: _____
Supervisor, Maple Grove Township	
_____	Date: _____
Supervisor, Norman Township	

Supervisor, Onekama Township

Date: _____

Supervisor, Stronach Township

Date: _____

President, Village of Eastlake

Date: _____

Mayor, City of Manistee

Date: _____

Paul Owens

Date: 02/06/2019

EMS Manager, North Flight, Inc.



City of Manistee Police Department

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



TO: Thad Taylor, City Manager

DATE: February 18, 2019

FROM: Chief Timothy Kozal

RE: Special Event Request/Consideration for City Council

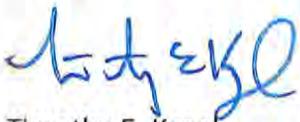
Catamaran Racing Association of Michigan-Manistee Regatta is requesting consideration to hold a regatta at Douglas Park beach with sailing on Lake Michigan. This event will occur on the following dates:

Friday, August 9, 2019 at 3:00 p.m. - Sunday, August 11, 2019 at 4:00 p.m.

Please see attached document for proposed requested assistance, along with the time tables for that proposed assistance.

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

Respectfully Submitted,



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



Tim Kozal, Director of Public Safety
 Police Department
 70 Maple Street
 Manistee, MI 49660
 231.723-2533 (phone)
 231-398-2012 (Fax)
 tkozal@manisteemi.gov

SPECIAL EVENT REQUEST

Please Print

The City <u>must</u> receive this form at least ninety (90) days prior to the date of the event. Forms received less than ninety (90) days prior to the date of the event may result in denial of the request. You are requested to <u>submit a letter</u> with this form that details your Special Event.			
Name of Event: Catamaran Racing Association of Michigan - Manistee Regatta			
Person(s)/Organization(s) making request: Catamaran Racing Association of Michigan			
<input checked="" type="checkbox"/> Non Profit		<input type="checkbox"/> For Profit	<input type="checkbox"/> Free to Attend
Contact Person: John Nekus		Phone Number: 312-656-1689	
Address: 436 Sand Creek Dr., Suite 105, Chesterton, IN 46304		Email Address: commodore@cramsailing.com	
Date(s) of Event: August 9 - 11, 2019		Time of Event: 3:00 PM August 9, 2019 to 4:00 PM August 11, 2019	
EVENT LOCATION			
City Park(s): Douglas Park			
Parking Lot(s): Douglas Park			
City Street(s) Closure: N/A			
NUMBER OF UNITS PARTICIPATING For Parades			
Marching/Walking: 30-50	Driven: 15 - 20 RVs and Tents	Other: 20 - 30 Catamaran Sailboats	
Assembly Starting Location: Douglas Park			
Destination/Finishing Point: Douglas Park			
Route that the special event will follow (attach map) Launch off Douglas Park beach and sail on Lake Michigan (see map attached)			
INSURANCE CERTIFICATE			
<p>The City of Manistee has been advised by our insurance carrier that when an event is held on City Properties we need to require an insurance certificate naming the City of Manistee as co-insured. An insurance certificate <u>must be filed at the time this Special Event Request form is filed</u>. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance. The Insurance Certificate, this form, and related correspondence should be sent to the attention of the Manistee City Police Department.</p>			
Signature: John Nekus		Date: February 11, 2019	
Office Use Only			
<input type="checkbox"/> Recommendation/Forward to City Council for Approval			
Notes:			
<input type="checkbox"/> Event does not utilize City Services/Property – Does not require Council Approval			
Notes:			
Signature: _____		Date: _____	

This Section Completed by the Event Organizer				OFFICE USE ONLY
Item	Unit Price		Quantity	Total Cost
Picnic Tables	\$4.00	Each		
90 Gal Tote	\$12.00	Each		
Trash Can	\$5.00	Each	4	\$ 20.00
Garbage Bags (case)	\$62.00	Each		
Barricades, horses	\$4.00	Each		
Traffic Cones	\$3.00	Each	6	18.00
HC Signs	\$1.00	Each		
No Parking Signs	\$1.00	Each		
Standard Cones	\$1.00	Each		
Fence, Plastic	\$70.00	Per 50 feet		
Fence, Wood	\$90.00	Per 50 feet		
Grand Stand	\$80.00	Each		
Plywood	\$3.00	Each		
Grill	\$15.00	Each		
Festival Street Banners	\$10.00	Each		
Hang Banner	\$60.00	Each		
Relocate Bleachers	\$60.00	Each		
Other: FIRE PIT	TBD	\$20	1	\$ 20.00
Other:	TBD			
Other	TBD			
Staff Charges (Office Use Only) Hours will be logged and billed after event				OFFICE USE ONLY
DPW/Parks Department Services		Cost		
Restroom Cleaning	\$45.00	Per hour		
Restroom Cleaning (overtime rate)	\$60.00	Per hour		
Street Sweeping	\$25.00	Per Block		
Street Sweeping (overtime rate)	\$35.00	Per Block		
Safety Perimeter installation	\$10.00	Per 50 feet		
Beach Cleaning (overtime rate)	\$95.00	Per hour		
Other:	TBD			
Other:	TBD			
Police Department Services		Cost		
Per Officer	\$38.64	Per hour		2 ON DUTY OFFICERS @ \$38.64
Per Officer (overtime rate)	\$50.61	Per hour		FOR 2 HOURS EACH.
Other:	TBD			\$ 144.56 TOTAL.
Fire Department Services		Cost		
Ambulance/Pumper	\$22.62	Per Hour		
Ambulance/Pumper (overtime rate)	\$29.07	Per Hour		
Other	TBD			
SUB TOTAL				\$ 202.56
Apply Discount Rate 0% 25% 50% 100%				X %
TOTAL				\$ 202.56

Either regatta area will be clear of the shipping channel by at least 1 mile.

CRAM Regatta Race Location 1

CRAM Regatta Race Location 2

Google

Super 8 Manistee
Budget hotel with free shuttle & WiFi

Little Riverside Motel & Marina

Manistee Hotel
Unfussy quarters & free breakfast

Monroe St

5th Ave

1st St

Manistee

Cypress St

Cherry Rd

8th St

Maple St

8th St

W Merkey Rd

Eastlake

Cabotage Hwy

Manistee, MI CRAM Regatta Site
August 10-11, 2019



110

31

55

3

Exhibit 2
Manistee, MI Regatta Race Course

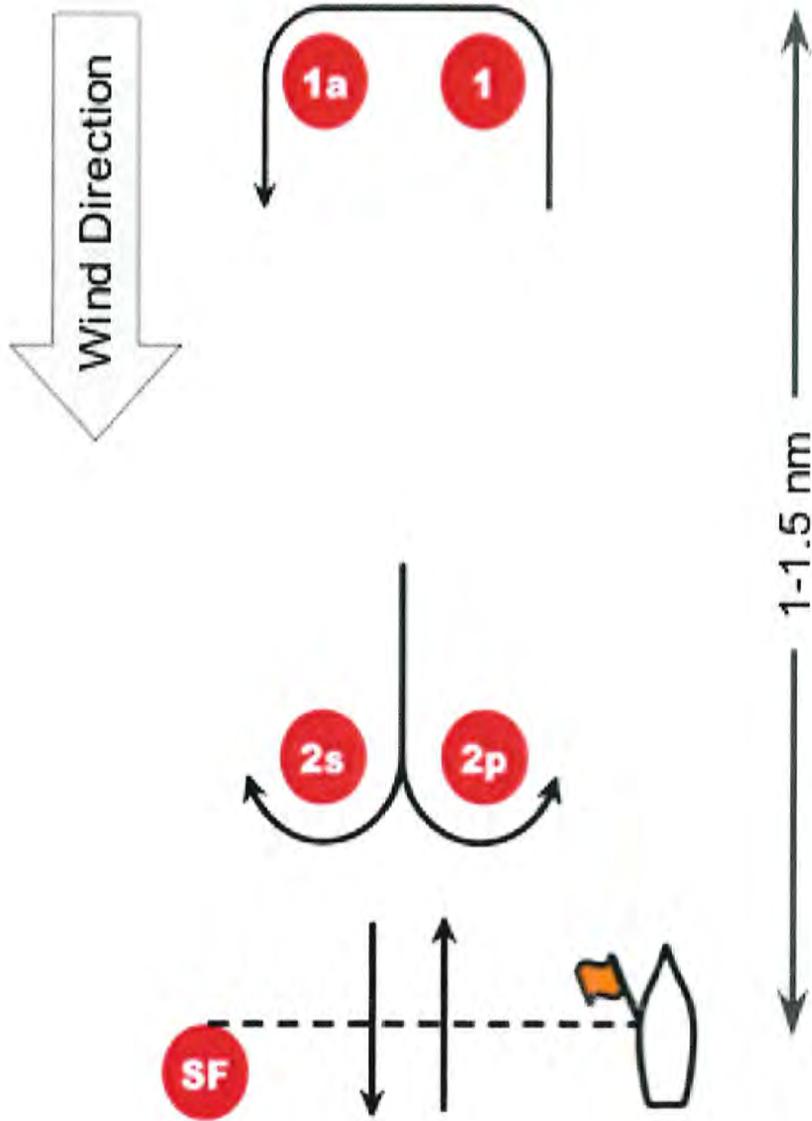


Exhibit 3
DNR Marketing Description

CRAM Manistee Regatta August 10-11, 2019:

Join the Catamaran Racing Association of Michigan (CRAM) for the Manistee Regatta in Manistee, MI. World class sailors from around Michigan and the U.S. will be competing head to head on high performance one-design catamaran sailboats in multiple races each day. The public is invited to join us up close as competitors prepare their boats on the beach each morning. The planned start of the first race is 11am each day on a racecourse set on the always challenging Lake Michigan.

Contact: John Nekus, 312.656.1689

www.Cramsailing.com



City of Manistee Police Department

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



Re: Maxwell Town Committee Wee Parade

02/27/2019

Mr. Thad Taylor

The Maxwell Town Committee has requested to hold their inaugural Wee Parade to be held on March 17, 2019. The parade is a part of the festivities planned for the day. The parade will commence at Stu's Pub at 506 Ramsdell, proceed to 7th street, then south on Kosciusko ending at The Painted Lady, 723 Kosciusko. This will be a small quick parade starting at 2 p.m.

I am requesting for approval of the Inaugural Maxwell Town Wee Parade.

Regards

A handwritten signature in blue ink, appearing to read "Timothy E. Kozal".

Timothy E. Kozal
Manistee Director of Public Safety



Tim Kozal, Director of Public Safety
 Police Department
 70 Maple Street
 Manistee, MI 49660
 231.723-2533 (phone)
 231-398-2012 (Fax)
 tkozal@manisteemi.gov

SPECIAL EVENT REQUEST

Please Print

<p>The City <u>must</u> receive this form at least ninety (90) days prior to the date of the event. Forms received less than ninety (90) days prior to the date of the event may result in denial of the request. You are requested to <u>submit a letter with this form that details your Special Event.</u></p>		
Name of Event: <u>Maxwell Town- Wee Parade</u>		
Person(s)/Organization(s) making request:		
<input type="checkbox"/> Non Profit	<input type="checkbox"/> For Profit	<input checked="" type="checkbox"/> Free to Attend
Contact Person: <u>Deanna Marsh</u>	Phone Number: <u>231-299-7492</u>	
Address: <u>Maxwell Town Committee</u>	Email Address: <u>marsh_8991@yahoo.com</u>	
Date(s) of Event: <u>3-17-2019</u>	Time of Event: <u>2:00 pm</u>	
EVENT LOCATION		
City Park(s):		
Parking Lot(s):		
City Street(s) Closure: <u>Ramsdell St. to 7th St. to Kosciusko St.</u>		
<u>* Starting at Stus - Ending at Painted Lady Saloon *</u>		
NUMBER OF UNITS PARTICIPATING		
For Parades		
Marching/Walking: <u>5-7</u>	Driven: <u>2-4</u>	Other:
Assembly Starting Location: <u>506 Ramsdell St. (Stus Pub)</u>		
Destination/Finishing Point: <u>723 Kosciusko St. (Painted Lady Saloon)</u>		
Route that the special event will follow (attach map)		
INSURANCE CERTIFICATE		
<p>The City of Manistee has been advised by our insurance carrier that when an event is held on City Properties we need to require an insurance certificate naming the City of Manistee as co-insured. An insurance certificate <u>must be filed at the time this Special Event Request form is filed.</u> The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance. The Insurance Certificate, this form, and related correspondence should be sent to the attention of the Manistee City Police Department.</p>		
Signature: <u>Deanna Marsh</u>		Date: <u>2-20-19</u>
Office Use Only		
<input type="checkbox"/> Recommendation/Forward to City Council for Approval		
Notes:		
<input type="checkbox"/> Event does not utilize City Services/Property – Does not require Council Approval		
Notes:		
Signature: _____		Date: _____

None of these services apply to this event - DM

This Section Completed by the Event Organizer				OFFICE USE ONLY					
Item	Unit Price		Quantity	Total Cost					
Picnic Tables	\$4.00	Each							
90 Gal Tote	\$12.00	Each							
Trash Can	\$5.00	Each							
Garbage Bags (case)	\$62.00	Each							
Barricades, horses	\$4.00	Each							
Traffic Cones	\$3.00	Each							
HC Signs	\$1.00	Each							
No Parking Signs	\$1.00	Each							
Standard Cones	\$1.00	Each							
Fence, Plastic	\$70.00	Per 50 feet							
Fence, Wood	\$90.00	Per 50 feet							
Grand Stand	\$80.00	Each							
Plywood	\$3.00	Each							
Grill	\$15.00	Each							
Festival Street Banners	\$10.00	Each							
Hang Banner	\$60.00	Each							
Relocate Bleachers	\$60.00	Each							
Other:	TBD								
Other:	TBD								
Other	TBD								
Staff Charges (Office Use Only) Hours will be logged and billed after event				OFFICE USE ONLY					
DPW/Parks Department Services		Cost							
Restroom Cleaning	\$45.00	Per hour							
Restroom Cleaning (overtime rate)	\$60.00	Per hour							
Street Sweeping	\$25.00	Per Block							
Street Sweeping (overtime rate)	\$35.00	Per Block							
Safety Perimeter installation	\$10.00	Per 50 feet							
Beach Cleaning (overtime rate)	\$95.00	Per hour							
Other:	TBD								
Other:	TBD								
Police Department Services		Cost							
Per Officer	\$38.64	Per hour							
Per Officer (overtime rate)	\$50.61	Per hour							
Other:	TBD								
Fire Department Services		Cost							
Ambulance/Pumper	\$22.62	Per Hour							
Ambulance/Pumper (overtime rate)	\$29.07	Per Hour							
Other	TBD								
SUB TOTAL									
Apply Discount Rate				0%	25%	50%	100%	X	%
TOTAL									

*2 ON DUTY OFFICERS WILL BE USED.
2 HAS @ \$38.64 = \$77.28*

02/20/2019

Tim Kozal, Director of Public Safety
Police Department
70 Maple Street
Manistee MI 49660

Dear Tim (Chief of Police) and City of Manistee Council members;

Thank you for reviewing the special event application attached to this correspondence. It is the Maxwell Towns' committees hope that we will be granted the right to hold this event. Events on this day are to include:

- Wee Parade @ 2:00 p.m.
- A costume contest by age groups (to be held at different locations, sidewalk use only for this event)
- Special promotional offering at each location

Locations to include:

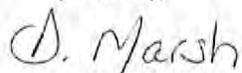
- Stu's Pub
- 522
- Hi Way Inn
- Painted Lady Saloon
- Two Slices

Committee Members:

- | | | |
|------------------|--------------------------------------------------------------------------|-----------------------|
| - Deanna Marsh | marsh_8991@yahoo.com | 231-299-7492 |
| - Jason Coopshaw | jcoop26@hotmail.com | (Stu's Pub) |
| - Jeff Bladzyk | jeffab20@aol.com | (Painted Lady Saloon) |
| - Raik | RK74Oil@aol.com | (522) |
| - Rusty | Manisteeroofing@yahoo.com | (Highway Inn) |

I will be looking into the liability license and will produce the required license prior to the event.

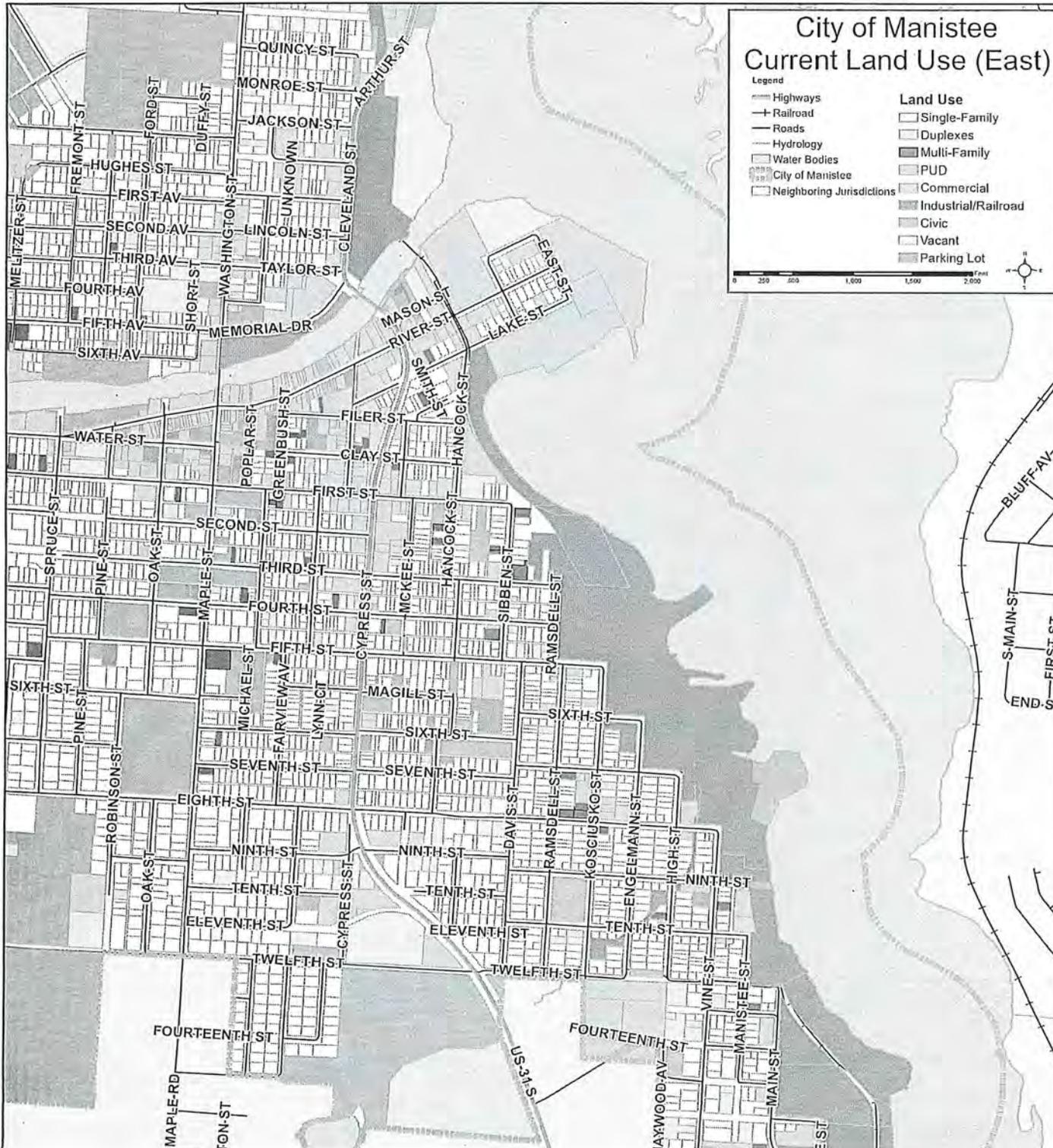
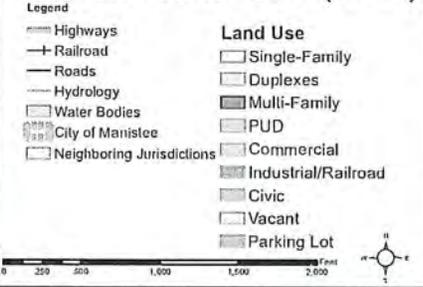
Respectfully,



Deanna Marsh
Maxwell Town Committee Chair

received
2-20-2019 BJS

City of Manistee Current Land Use (East)



Maxwell Town

This is the neighborhood of homes that factories on Manistee Lake. Built on sma

Golden Acres

Located on the former City Landfill this Family Ranch style homes with attached g yards and decks on the rear of the homes

Rietz Park Neighborhood

This is the neighborhood around Rietz Pa the Manistee Housing Commission.

Multi-Unit Developments

Constructed in 2001 the Reitz Park Villag 48 units on Park Avenue.

Commercial

The majority of the Central Business Dis River Street. Commercial development al of Commercial Uses along the Old US 31

Industrial

The General Industrial District is home to Manistee Lake with both deep water port

Civic

The City Fire Department is located on th fire station in Michigan. The City Waste Lake. The Historic Ramsdell Theater is l Department is located on Third Street. T and Maple Streets.

Guardian Angels Church, St. Joseph Cath