



CITY OF ROOSEVELT PARK CITY COUNCIL MEETING

AGENDA

March 20, 2023

6:15 p.m.

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Mayor Pro Tem Sutton
5. Public Comment on Agenda Items
6. Approval of Consent Agenda
 - a. Regular Agenda
 - b. Minutes of the March 6, 2023, Regular City Council Meeting
 - c. List of Bills
7. Unfinished Business
8. New Business
 - a. Emergency Services Fleet Services Amendment-Council Authorization
 - b. Fiscal Year 2023 First Quarter Budget Amendments-Council Authorization
 - c. FY 2022 Fiscal Surplus Allocation-Council Authorization
 - d. May Meeting Schedule Adjustments-Council Authorization
 - e. MDNR Passport Grant Application-Resolution of Approval
 - f. Police Department Civilian Position-Council Authorization
 - g. 2023 Easter Egg Hunt Event Planning Discussion
9. Public Comment
 - Please state your name and home address
 - Please limit comments to 3 minutes per individual presentation
(City Council Rules of Procedure: 10/7/2011)
10. Comments from the Mayor and City Council
11. Reports from City Manager, City Attorney & Department Heads
12. Adjournment

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City of Roosevelt Park

A Proud Community

To: Honorable Mayor and City Council
From: Jared Olson, City Manager
Date: March 17, 2023
Subject: **Monday, March 20, 2023**– CITY COUNCIL MEETING

The following is information pertaining to items on the agenda for your meeting:

COUNCIL WORK SESSION:

1. **2022 Annual Report Presentation-Muskegon Township Inspections**- The City of Roosevelt Park has contracted annual rental inspections, citywide code enforcement, and commercial/industrial backflow prevention inspections to Muskegon Township. Mr. Toby Frederickson will be presenting the 2022 annual report.
2. **Emergency Services LLC Presentation**- Emergency Services LLC will be presenting on the services they offer, the work they currently perform, and some of the exciting future plans for their organization. They will also be in attendance to discuss the proposed amendment to the current 2023 agreement
3. **Muskegon County Commission Update**-Roosevelt Parks County Commissioner, Marcia Hovey-Wright, will be giving a brief presentation on upcoming and ongoing county activities.
4. **Active Agenda Items**

COUNCIL MEETING:

1. **Emergency Services Fleet Services Amendment-Council Authorization**- Per previous discussions, the decade old agreement for services is needing to be updated and a full presentation is slated to be given by the representatives from Emergency Services LLC.
2. **Fiscal Year 2023 First Quarter Budget Amendments-Council Authorization**- The first quarter of FY 2023 has concluded and several adjustments both financially and structurally need to be approved per the Governmental Accounting Standards Board (GASB) requirements.
3. **FY 2022 Fiscal Surplus Allocation-Council Authorization**- Following the FY 2022 audit presentation and ongoing discussion, staff has finalized a recommendation for utilizing the unbudgeted fund growth.
4. **May Meeting Schedule Adjustments-Council Authorization**- In relation to the May 2nd election and the upcoming mobile parks tour, the formal approval to change the May meetings is necessary.
5. **MDNR Passport Grant Application-Resolution of Approval**- The Roosevelt Park Recreation and Parks Commission is finalizing the grant for an elevated and covered performance stage. A formal board resolution is required to be included by the Michigan Department of Natural Resources.
6. **Police Department Civilian Position-Council Authorization**- Following several discussion and review of current operation along with future goals of the Roosevelt Park Police Department. Administration is requesting authorization by the council to publish and begin recruitment for a very specialized records management position who will also be tasked with the considerable workload in beginning the Michigan Law Enforcement Accreditation Program.
7. **2023 Easter Egg Hunt Event Planning Discussion**- March 25th is the annual egg hunt event at the Community Center and the final plans for the event need to be discussed.

If you have questions, please contact me.



**CITY OF ROOSEVELT PARK
CITY COUNCIL
MEETING MINUTES
March 6, 2023**

This meeting was called to order by Mayor Aaron Langlois at 6:17 p.m.

PRESENT: **Council Members:** Mayor Aaron Langlois, Mayor Pro-Tem Sutton, Greg Neiser, Diane Goodman, Stacey Burmeister, Fawn Cruz, Noah Crossno

STAFF: City Manager Jared Olson, City Clerk Ann Wisniewski, City Attorney Sawyer Rozgowski, Chief Shawn Bride

ABSENT: None

WORK SESSION

Council discussed Agenda Items:

- 2023 Municipal Senior Millage Allocation – Resolution of Approval
- Personnel and Finance Committee Meeting – Set Meeting Time and Date
- 2023 Glenside Reconstruction – MDOT Contract Authorization
- Fiscal Year 2022 Audit – Council Acceptance
- List of Bills

Special Guests:

- Eric VanDop from Brickley Delong to go over fiscal audit

Mayor Langlois called the Council meeting to order at 7:20 p.m.

2023-031 **ROLL CALL**
City Clerk Ann Wisniewski called roll call.

2023-032 **INVOCATION**
Council Member Neiser provided the Invocation.

2023-033 **PUBLIC COMMENT ON AGENDA ITEMS**
None

2023-034 **CONSENT AGENDA**
Council Member Crossno moved to approve the consent agenda. This motion was supported by Council Member Burmeister.
Roll Call: 7 Ayes, 0 Nays. Motion Passes

2023-035 **UNFINISHED BUSINESS**

None

2023-036 **NEW BUSINESS**

8A. 2023 Municipal Senior Millage Funding Allocation

Council Member Goodman moved to approve resolution 23-02 as presented and Authorize City staff to forward the finalized resolution to Muskegon County. This motion was supported by Mayor Pro-Tem Sutton.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

8B. Personnel and Finance Committee Meeting – Set Meeting Time and Date

Council Member Crossno moved to set the next meeting of the Personnel and Finance Committee for Tuesday March 21, 2023, at 5:00 pm. This motion was supported by Council Member Burmeister.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

8C. Approval of MDOT contract and resolution for Glenside project

Council member Cruz moved to approve the resolution designating the City Manager And City Clerk as the officials authorized to sign MDOT Contract No. 23-5037 for the 2023 Glenside Reconstruction/Streetscape project. This motion was supported by Council Member Goodman.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

8D. Fiscal Year 2022 Audit Report and Presentation

Council Member Burmeister moved to take action to receive and place on file the 2022 Financial Audit for the City of Roosevelt Park. This motion was supported by Council Member Cruz.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

2023-037 **COUNCIL COMMENTS**

Council Members shared comments.

2023-038 **DEPARTMENT HEAD REPORTS**

Department Heads shared comments.

2023-039 **PUBLIC COMMENTS**

None

2023-040 **ADJOURNMENT**

Mayor Langlois moved to adjourn the meeting at 8:01 p.m. This motion was supported by Mayor Pro-Tem Sutton and carried unanimously.

Ann Wisniewski, City Clerk

**CITY OF ROOSEVELT PARK**

A Proud Community
 900 OAK RIDGE ROAD
 ROOSEVELT PARK, MI 49441
 (231) 755-3721

COUNCIL LIST

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
3600 (E)	ACCIDENT FUND	WORKERS COMP INS	1000478101	1,048.70
			Check Total	1,048.70
3601 (E)	BANK OF AMERICA BUSINESS CARD	BOARD OF REVIEW LUNCH	031523	72.15
		DPW GARAGE SOLAR GATE OPENER, LED OUTDOO	113-3725337-	625.59
		MS OFFICE SUBSCRIPTION	E0400MFOHC	52.47
		HOTEL STAY - PD TRAINING - HEATON	030623HEATON	85.00
		2023 MUSKEGON CHRONICLE SUBSCRIPTION	2023	545.48
		MARCH BOARD OF REVIEW PUBLICATIONS	0010580770	797.50
		EASTER SCRAMBLE CANDY	10047559252	382.12
			Check Total	2,560.31
3602 (E)	BANK OF AMERICA BUSINESS CARD	POSTAGE - ELECTION AV RETURN ENVELOPES	030923	504.00
			Check Total	504.00
3603 (E)	BANK OF AMERICA BUSINESS CARD	2X10X16 FIR BOARDS - PICNIC TABLES	2303-559557	450.00
			Check Total	450.00
3604 (E)	BLUE CARE NETWORK OF MI	RETIREE HEALTH CARE -APRIL	230660031946	1,641.36
			Check Total	1,641.36
3605 (E)	BLUE CROSS BLUE SHIELD OF MICH	RETIREE HEALTH CARE - APRIL	159616442	1,952.78
			Check Total	1,952.78
3606 (E)	CONSUMERS ENERGY	1000 0017 0686 3106 ROOSEVELT RD	206347016611	15.94
			Check Total	15.94
3607 (E)	CONSUMERS ENERGY	1000 0038 5011 TRAFFIC LIGHTS	207058458771	278.57
			Check Total	278.57
3608 (E)	CONSUMERS ENERGY	1000 0460 5042 3105 ROOSEVELT	205546333919	43.96
			Check Total	43.96
3609 (E)	CONSUMERS ENERGY	1000 0460 5166 3106 ROOSEVELT	205546333920	120.04
			Check Total	120.04
3610 (E)	CONSUMERS ENERGY	1000 0597 2995 1168 CORNELL	204211515367	31.41
			Check Total	31.41
3611 (E)	CONSUMERS ENERGY	1000 0616 4881 1580 GARRISON	202431700270	347.69
			Check Total	347.69
3612 (E)	CONSUMERS ENERGY	1000 0616 6274 3064 GLENSIDE	202431700271	28.81
			Check Total	28.81
3613 (E)	CONSUMERS ENERGY	1000 0616 6498 2875 GLENSIDE	202431700272	29.37
			Check Total	29.37
3614 (E)	CONSUMERS ENERGY	1000 0622 0758 1344 GREENWICH RD	202431700273	28.81
			Check Total	28.81
3615 (E)	CONSUMERS ENERGY	1000 0628 6080 1502 HAVERHILL	205635290284	45.87

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CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
			Check Total	45.87
3616 (E)	CONSUMERS ENERGY	1000 0678 0280 898 W BROADWAY	202164713110	81.11
			Check Total	81.11
3617 (E)	CONSUMERS ENERGY	1000 0777 1684 880 OAKRIDGE	201185879768	470.07
			Check Total	470.07
3618 (E)	CONSUMERS ENERGY	1000 0783 4730 901 POST RD	201008191187	28.81
			Check Total	28.81
3619 (E)	CONSUMERS ENERGY	1000 0832 5373 3278 GERMAINE	201096913464	35.13
			Check Total	35.13
3620 (E)	CONSUMERS ENERGY	1000 0864 3968 1267 LAMBERT	201630760278	35.42
			Check Total	35.42
3621 (E)	CONSUMERS ENERGY	1000 0849 1167 3163 MAPLE GROVE	201630760279	33.21
			Check Total	33.21
3622 (E)	CONSUMERS ENERGY	1000 0864 2272 1140 SHERWOOD	201808747649	28.81
			Check Total	28.81
3623 (E)	CONSUMERS ENERGY	1030 2926 0835 49441 LED LIGHT RD	205724291138	1,295.15
			Check Total	1,295.15
3624 (E)	DTE ENERGY	GAS 900 OAKRIDGE RD	031023	540.00
			Check Total	540.00
3625 (E)	DTE ENERGY	GAS 1572 GARRISON	301023	698.39
			Check Total	698.39
3626 (E)	DTE ENERGY	GAS 3106 ROOSEVELT RD	031023	300.37
			Check Total	300.37
3627 (E)	HOME DEPOT CREDIT SERVICES	PICNIC TABLE SUPPLIES, GARAGE LIGHT BARS	031323	223.21
			Check Total	223.21
3628 (E)	KENDALL ELECTRIC	LIGHT POLE	S111728651.0	3,320.50
			Check Total	3,320.50
3629 (E)	WEX BANK	GAS (DPW-399.507, PD-398.925)	87720323	2,391.84
			Check Total	2,391.84
3630 (A)	ASPHALT PAVING, INC.	COLD PATCH	API-0001573	32.50
		COLD PATCH	API-0001576	106.60
			Check Total	139.10
3631 (A)	BRICKLEY DELONG CPA	AUDITING SERVICES - GASB 34 REPORITNG	1234771	1,250.00
		AUDIT SERVICES	1235202	4,795.00
			Check Total	6,045.00
3632 (A)	DEJONG CHAD	DENTAL REIMBURSEMENT	DENTAL03223	26.72

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COUNCIL LIST

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
			Check Total	26.72
3633 (A)	DIBBLE, KATE	EASTER EGG HUNT CANDY	031023EASTER	82.94
			Check Total	82.94
3634 (A)	EMERGENCY SERVICES LLC	APRIL VEHICLE MAINTENANCE	19763	640.00
			Check Total	640.00
3635 (A)	FLEX ADMINISTRATORS, INC.	FLEX ADMINISTRATION - FEB	693303	39.15
			Check Total	39.15
3636 (A)	HEATON, CONNOR	SABRE LE TRAINING - TRAVEL REIMBURSEMENT	030623TRAVEL	43.05
			Check Total	43.05
3637 (A)	MUSKEGON CENTRAL DISPATCH 911	IT SUPPORT - JAN	2300001413	447.43
		CENTRAL DISPATCH FEES - FEB	2300001425	3,786.33
		IT SUPPORT - FEB	2300001447	447.43
		CENTRAL DISPATCH FEES - MARCH	2300001460	3,786.33
		IT SUPPORT - MARCH	2300001479	447.43
			Check Total	8,914.95
3638 (A)	PARMENTER LAW	LABOR MATTERS	271506	109.00
		GENERAL LEGAL/LABOR/PROSECUTIONS	271502	1,446.00
		PROSECUTIONS	271503	923.50
		GENERAL LEGAL	271504	414.00
		GENERAL LEGAL	271505	775.50
			Check Total	3,668.00
3639 (A)	PREIN & NEWHOF, P.C	ENGINEERING SERVICES - WATER RELIABILITY	73103	613.25
		ENGINEERING - MAPLE GROVE RESURFACING	73105	2,957.10
			Check Total	3,570.35
3640 (A)	REPUBLIC SERVICES	WASTE REMOVAL SERVICES - FEB (JAN ADJ TO	0240-	16,568.70
			Check Total	16,568.70
3641 (A)	WEST MICHIGAN UNIFORM	DPW UNIFORM CLEANING	5711893	50.00
		DPW UNIFORM CLEANING	5713774	50.00
			Check Total	100.00
38014	ACE HEATING AND COOLING	DPW GARAGE BURNER TUBE, IGNITION, THERMO	11777	2,948.20
			Check Total	2,948.20
38015	ADVANCE AUTO PARTS	OIL	538230692223	15.45
			Check Total	15.45
38016	AUTO VALUE MUSKEGON	DPW LOADER MIRROR	180-480821	17.59
			Check Total	17.59
38017	CITY OF MUSKEGON	DELINQUENT PPT 2013-2016 STRIKE	030923DPPT	189.83
			Check Total	189.83
38018	CORE & MAIN	CURB STOPS, WATER SERVICE MATERIALS	S301114	3,220.84
			Check Total	3,220.84
38019	KENT COMMUNICATIONS INC			

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COUNCIL LIST

Wednesday, March 15, 2023

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
		WATER BILLS/NEWSLETTER	320532	1,365.92
			Check Total	1,365.92
38020	MCKENNA	ZONING SERVICES	20-005-15	431.25
			Check Total	431.25
38021	MICHIGAN MUNICIPAL TREASURERS ASSOC	2023 MMTA CONFERENCE	7722	379.00
			Check Total	379.00
38022	PRO CLEAN SOLUTIONS	BUILDING CLEANING	RO0030123	300.00
			Check Total	300.00
38023	SHORT IRON FABRICATION	LEAF VAC REPAIR	2057	150.00
			Check Total	150.00
38024	W.M.C.J.T.C. ATTN: LORI BOEVE	CRIME SCENE SEARCH COURSE (HEATON, GAISE	5079	300.00
			Check Total	300.00
			Report Total	67,765.68



ROOSEVELT PARK

RENTAL HOUSING 2022





THE PROCESS

General Requirements

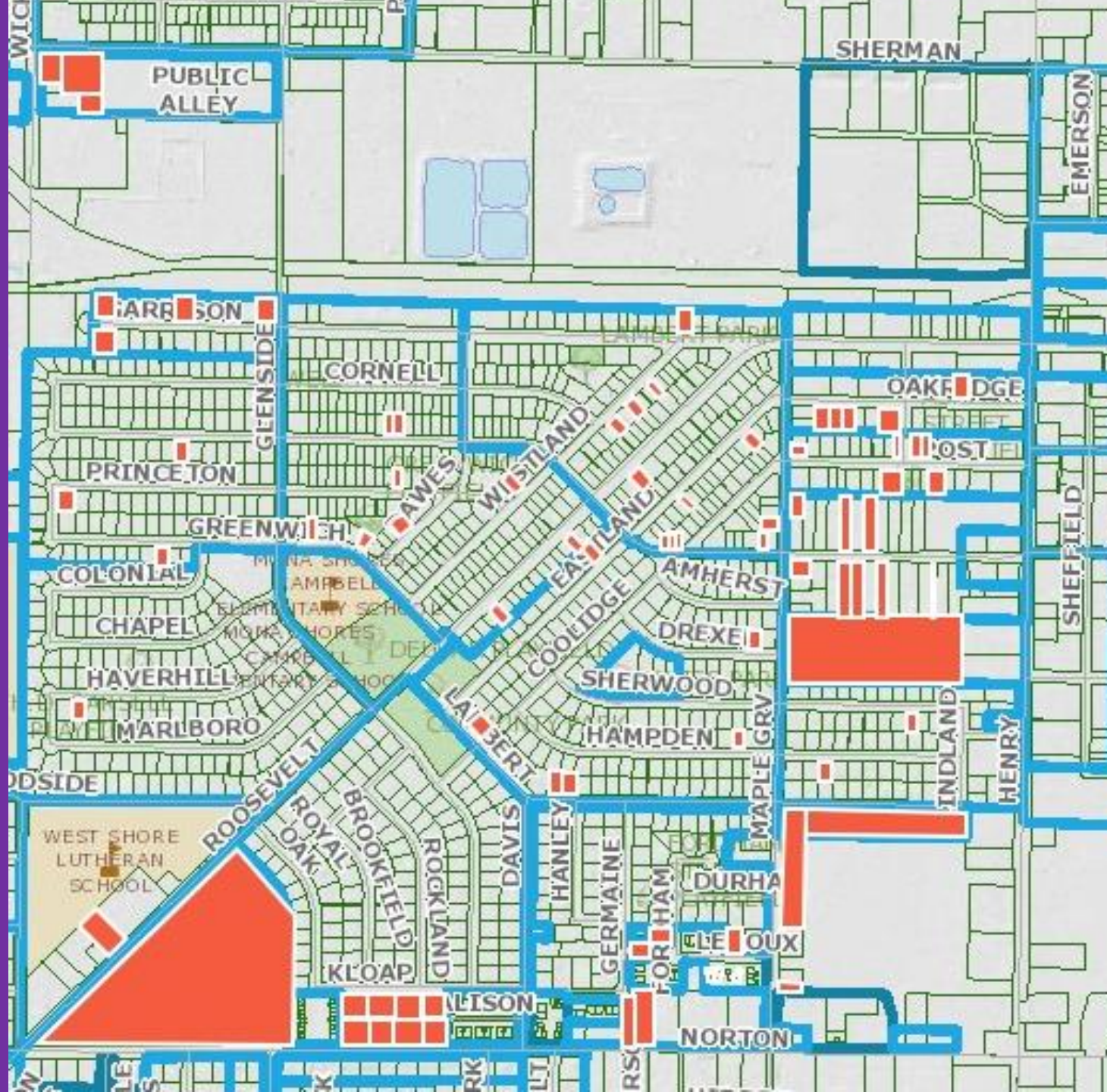
- All rental properties require an annual registration form to be completed, this is to ensure accurate owner information is on file.
- All rental properties must be inspected every year for the health and safety of it's occupants.
- A rental certificate of compliance shall be issued after the rental property has been inspected and approved for occupancy, and any fees, fines, penalties or debts of any sort arising from the provisions or enforcement of this division are paid.
- Renting without a rental certificate is against the law.

In addition, we were also able to collect rental registration, inspection, and past due fees. We have collected \$25,815.00 for the year or 2022.

RENTALS 2022

Through 2022 we were able to inspect 81 rental properties. Within these 81 properties are all three of your major apartment complexes.

The 81 properties inspected equal out to 782 rental units. On average 2.1 defects are found per unit and it can take an average of 2.3 inspections before a rental certificate is issued.





THE SINK FAUCET IS LEAKING	In Unit :
THE SINK FAUCET IS LEAKING. 505.1	
Is Defect Corrected ? N	Date Corrected :

THE SINK FAUCET IS LEAKING	In Unit :
THE TUB FAUCET IS LEAKING 505.1	

HEALTH & SAFETY



The most common defect found is dripping faucets in both sinks and tubs. The second is missing or inoperable smoke detectors.

Roosevelt Park's rental ordinance currently doesn't have any requirements for furnaces to be certified safe, however we do call for them to be certified when necessary.



2023 ORDINANCE ADDITION

Carbon Monoxide Alarms

For all residential rental units, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.

Alarm requirements. Single station carbon monoxide alarms shall be listed as complying with UL 2034 and shall be installed in accordance with this ordinance and the manufacturer's installation instructions





ORDINANCE

RECOMMENDATIONS



A SAFER ROOSEVELT PARK

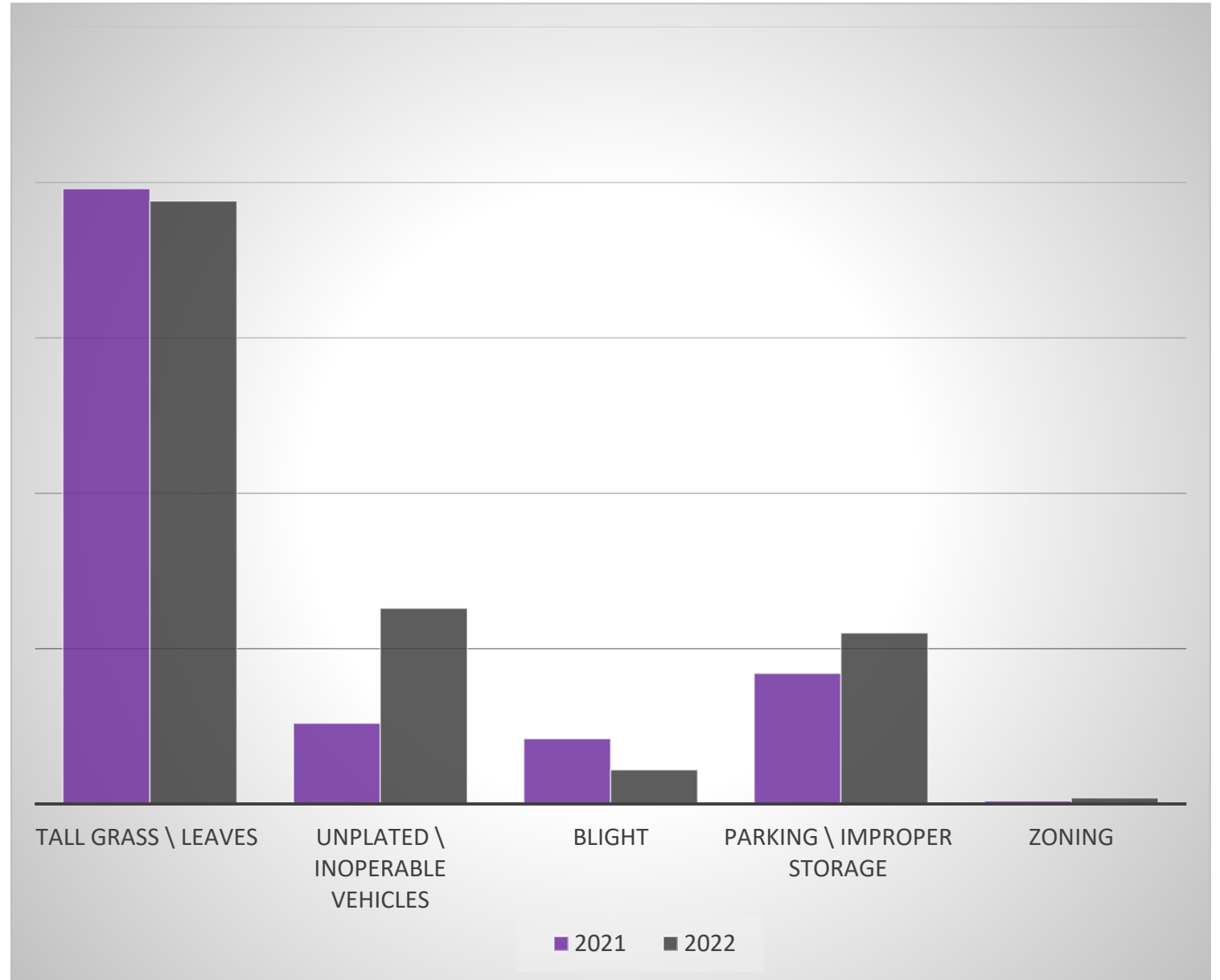
HVAC Certification Requirement

All heating equipment in a residential rental structure installed more than five years, shall be serviced and inspected by a licensed mechanical contractor. The mechanical contractor shall provide certification of inspection biannually. The certification shall be on a form approved by the Code Official. Inspectors or the Code Official may require cleaning and service more frequently based on observations made during the inspections.



Code enforcement

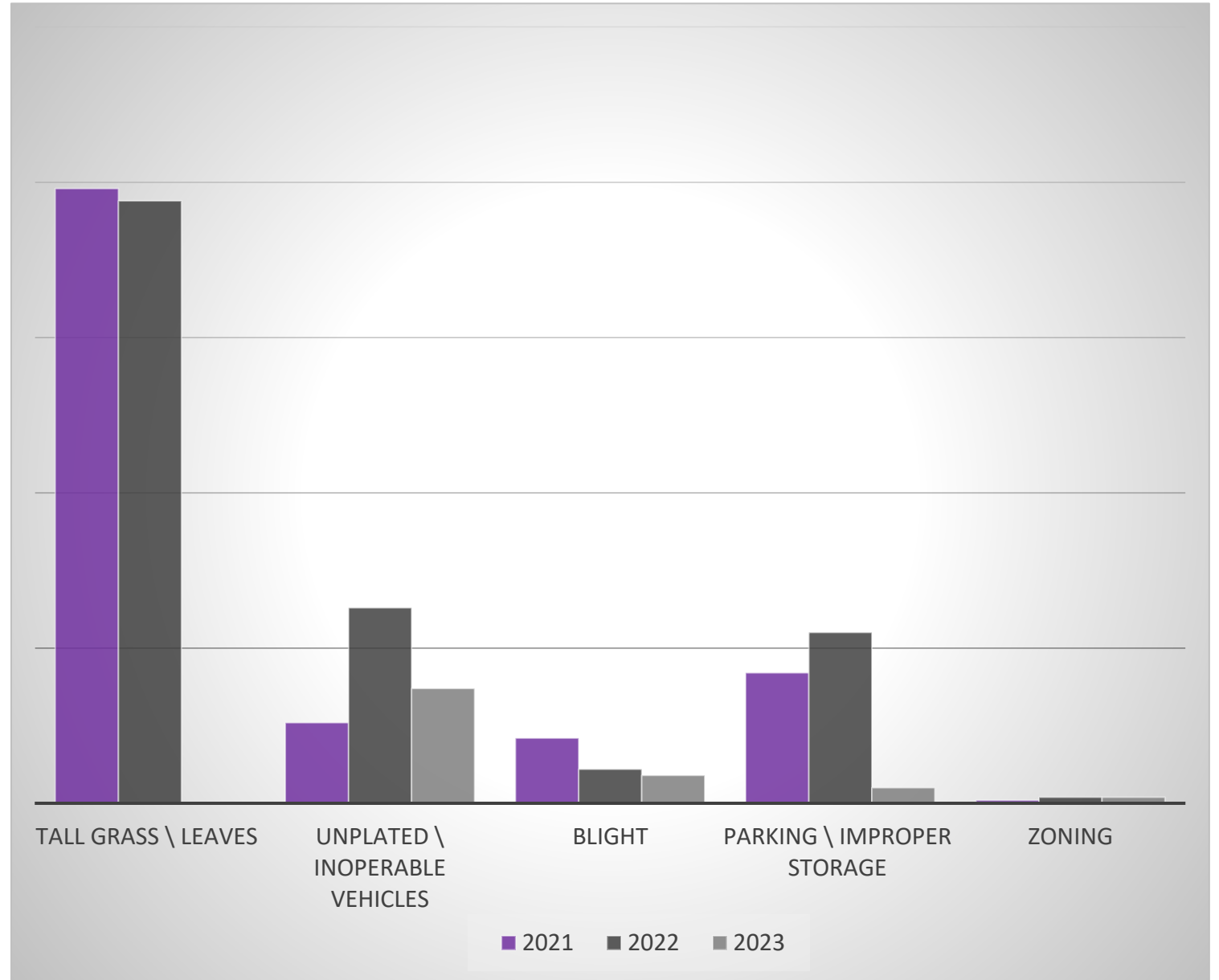
- Tall Grass (grass can be no higher than 6")
- Yard Maintenance leaves that have not been raked
- Parking on lawns
- Improper storage of boats, trailers, RV's, etc.
- Blight
- Unlicensed / Inoperable vehicles





Code enforcement 2023

- Tall Grass (grass can be no higher than 6")
- Yard Maintenance leaves that have not been raked
- Parking on lawns
- Improper storage of boats, trailers, RV's, etc.
- Blight
- Unlicensed / Inoperable vehicles





THANK YOU



TOBY FREDERICKSEN



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
March 20, 2023**

Maintenance and Outfitting Amendment-Emergency Services LLC	Date: March 20, 2023
<p>Summary: In May of 2013, the City entered into a service agreement with local contractor Emergency Services LLC to outfit, maintain, and advise on the operations of the Police Department fleet vehicles. Roosevelt Park was the first service contract customer for Emergency Services LLC who has now completed that original (and current) agreement which is attached.</p> <p>Since 2013, no changes have occurred, and the City has continued to operate under the monthly cost allocation of the 2013 agreement. With a decade passing and the rate of inflation not being included, Emergency Services LLC has requested an amendment to the agreement to move from \$160 a vehicle/month to \$200 per vehicle/month. You will also note in the amended agreement, the proposal includes rate increases for both year two and year three.</p> <p>Along with the financial change, there are several additional language and structural updates that are included. This is very different from the near decade old single page agreement and is now identical in language to the other municipal contracts of Emergency Services LLC.</p> <p>Staff has met and discussed this proposal with the Emergency Services LLC team and feel that it is still the most cost-effective option, however we will continue to research additional future options.</p>	
Financial Impact: As described and included.	
Recommendation: Move to approve the attached amended agreement subject to prior review by the City Attorney.	
Signature:	Title: City Manager



VEHICLE SERVICE MAINTENANCE AGREEMENT

This contract for vehicle maintenance services is made this _____ of _____ by and between City of Roosevelt Park, Police Department ("AGENCY") and Emergency Services, LLC ("ES") of 1660 Dodson Drive, Muskegon, MI 49442.

Whereas AGENCY is in need of a qualified and reliable source for specialized vehicle maintenance services for its law enforcement fleet vehicles; and, whereas, ES has the expertise, qualified staff, requisite certification, licensing and capacity to meet this need;

THE PARTIES DO, HEREBY AGREE, AS FOLLOWS:

1. Description of Services.

Effective on DATE, ES will provide to AGENCY the following preventative fleet maintenance vehicle services and certifies to AGENCY that its employees have the required licenses, certifications, skills and expertise necessary to perform these duties:

1. Full preventative maintenance (PM) schedule for law enforcement patrol and administrative vehicles as listed on the attached vehicle list that can change from time to time by mutual agreement and addition and deletion of fees.
2. Discount on all parts purchased equal to ES volume purchasing costs.
3. ONLY OEM parts will be used unless otherwise requested/approved by the AGENCY in writing or via email message.
4. Discount on other services we provide such as graphics, painting and collision repair services.
5. Vehicle Up-Fit changeover and replacement labor costs are included in the vehicle maintenance contract for services. However, this is based on the assumption that the AGENCY will maintain their agreement for a minimum of 3 years from the date of the vehicle changeover / replacement work being completed by ES.

The following LABOR line items are included in the description of vehicle changeover/replacement. (Equipment is either moved from one vehicle to another or is purchased new by or on behalf of the AGENCY)

Push Bumpers	Light Bar
Electronic Controller	Sirens
Console	2-way radio
2 way radio antenna(s)	Radar
In Car Camera System	Cargo Partition
Prisoner Partition	Weapon (Rifle) Lock
Modems	Mounting for customer supplied MDT
Transport Seat	Associated Electronics

Specialized K9 Equipment	Rear Partitions
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The value of changeover/replacement is \$3,600.00 per vehicle. This cost is deferred quarterly at a rate of \$300.00 per vehicle, per quarter. In the event that this agreement is terminated for any reason, before the amortization of the changeover/replacement, AGENCY will be responsible for remitting within 15 days the unamortized balance(s) as due and payable to ES.

6. Repair of Emergency Warning, vehicle equipment and coordination of radio repairs.
7. Pick up/drop off service

Exclusions

1. Collisions and body damage repair work, lettering/decals.
2. Acts of God/Natural Disaster, accident/collision, vandalism, biohazard, flood.
3. Neglect (Not meeting maintenance intervals) and/or abuse of equipment.
4. Parts not provided by and/or equipment not installed by ES.

2. Reusable and Disposal of Parts.

All parts, including tires and fluids, which are not reusable will be disposed of by ES in accordance with environmentally responsible practices. ES will also provide the following relative to reusable parts:

- a. Track the AGENCY parts
- b. Stock the parts at ES
- c. Cycle parts in accordance with severe vehicle PM schedule

3. Term and Inclusive Labor Rates.

The term of this agreement shall be for 3 years from the effective date written above and shall include automatic rate increases in years 2 and 3 and shall renew in its entirety with the same terms and conditions.

1. *Patrol/Command Vehicles* – 200.00/Month labor x 4 Vehicles = 800.00 per month
2. *Admin/Support Vehicles* – 160.00/Month labor x 0 Vehicles = 0.00 per month

Total anticipated cost of year 1. 9,600.00
 Total anticipated cost of year 2. 10,080.00
 Total anticipated cost of year 3. 10,584.00
 (5% increase in years 2 and 3)

Patrol / Command Vehicles – Vehicles which are usually up-fit with Emergency Lighting, Sirens, Communication Equipment, MDT Terminals, Radar and are used on routine patrol duty.

Administrative / Support Vehicles – Vehicles which are unmarked do not have visible Emergency Lighting, Sirens and Communication Equipment and ARE NOT used on routine patrol duty. These vehicles are usually chief officer and detective vehicles.

4. Reporting and Data.

1. All service requests from the AGENCY are generated through an automated ticketing system (service.emergencyservices.org) or for non-urgent requests, emailing to service@emergencyservices.org. A ticket will be created and an acknowledgement of the request will be sent back to the user.
2. The ES Service Writer will be the point of contact for any service requests.
3. Reports can be generated automatically by ES, as well as manually at a request of the AGENCY that outlines repairs to your fleet.
4. AGENCY can receive detailed repair orders upon completion of the PM. Any preventative maintenance service beyond the Vehicle Service Maintenance Contract must be authorized in writing in advance of work being performed by ES.

5. Payment of Fees/Charges.

1. Payment for Vehicle Service Maintenance Contract shall be made by the AGENCY to ES on a monthly basis, billed in advance and is to be paid by the first of the month.
2. Parts will be billed on separate invoices and are payable upon receipt.
3. Invoices are due within 30 days of the invoice date. If any invoice or monthly payment is not paid on time the following schedule will apply:
 - i. 30 days overdue: interest will be added to and payable in the amount of 1.5% of the outstanding balance and computed on a monthly basis.
 - ii. 60 days overdue: interest will be added to and payable in the amount of 3% of the outstanding balance and computed on a monthly basis. ES may suspend services under this agreement.
 - iii. 90 days overdue: interest will be added to and payable in the amount of 5% of the outstanding balance and computed on a monthly basis. ES has the option to treat such failure to pay as a breach of contract, and may, upon notification to the AGENCY, cancel the contract and the AGENCY shall be responsible for the entirety of the value of this contract and any outstanding invoices.

6. Confidentiality.

ES and its employees, agents and representatives will not at any time divulge, disclose, or communicate in any manner information that is confidential and proprietary to AGENCY, and will protect such information, and treat it as strictly as confidential. This provision will continue to be effective after the termination of this contract.

7. Termination of Contract.

This agreement is valid for a period of three (3) years from the effective date stated in Section 1. The agreement shall automatically renew for a three (3) year period with the same terms and conditions unless either party provides written notice to bargain with the other a minimum of 90 days before the renewal date.

1. The AGENCY may also terminate this contract for 'cause' by providing a 30 day written notice to ES. Cause shall be specific to ES's failure to perform to AGENCY satisfaction under this contract, after being given a reasonable opportunity to cure any deficiency.

Any notice of termination should be provided as follows:

To AGENCY:

City Manager
900 Oakridge
Muskegon, MI 49441

To Emergency Services:

Rob George, President
1660 Dodson Drive
Muskegon, MI 49442

8. Complete Agreement.

This is the complete agreement between ES and AGENCY, and supersedes any previous verbal and/or written agreements, understandings or representations. This contract may only be modified or amended in writing, and the writing must be signed and dated by the parties who are authorized to enter into contractual arrangements for their AGENCY. Michigan law shall govern the resolution of any disputes that may arise under this contract.

9. Assignability.

ES may not assign any rights or obligations under this contract without Agencies prior written approval. This contract may be assigned by AGENCY to any affiliate, subsidiary, related entity, or successor in interest.

10. Indemnification.

Each party to this contract will indemnify and hold each other harmless from and against any and all claims, demands, costs, expense, liabilities and losses, including reasonable attorney fees that may arise against the other as a consequence of any alleged negligence, intentional act, or other conduct by such party, its employees, agents or contractors.

11. Severability.

The provisions of this contract are servable, and to the extent that any other provision may be unenforceable or impair the enforcement of any other provisions, shall be modified or deleted.

12. Waiver.

Either party's failure to enforce, or delay in enforcing, any of the provisions rights or remedies hereunder shall not constitute a continuous waiver or modification of such provision, right or remedy or a waiver or modification of any other provision, right or remedy under this contract.

IN WITNESS WHEREOF, *the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.*

Service Recipient: *Roosevelt Park Police Department*

By:

Jared Olson; City Manager - Roosevelt Park

Service Provider: *Emergency Services*

By:

Rob George; President/Owner

VEHICLE MAINTENANCE AGREEMENT FOR SERVICES

This Contract for Services is made effective as of May 1, 2013, by and between Roosevelt Park Police Department and Emergency Services.

Description of Services:

Beginning on May 1, 2013, Emergency Services will provide to Roosevelt Park Police Department, the following vehicle maintenance:

- 1) Full preventative maintenance schedule for four police vehicles
- 2) Contractual discount on all parts purchased
- 3) Towing
- 4) Tire changes and roadside assistance provided
- 5) Emergency repairs after hours when necessary
- 6) Vehicle Changeovers/Replacements
- 7) Emergency Warning/Vehicle Equipment/Radio and Communications
- 8) Pickup/Drop off service

Exclusions - We will coordinate service with partner vendors.

- 1) Collision and body work
- 2) Lettering and decaling

Terms

Payment shall be made to Emergency Services in the amount of \$640 monthly due the 15th of each month.

Payment for parts used to be billed separately at the time of use. Repair orders will be generated detailing all work performed and mailed.

Confidentiality:

Emergency Services and its employees and representatives, will not at any time divulge, disclose, or communicate in any manner information that is proprietary to Roosevelt Park Police Department, and will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

Service Recipient: Roosevelt Park Police Department.

By: _____

Service Provider: Emergency Services

By: _____



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
March 20, 2023**

Item: Fiscal Year 2023 First Quarter Budget Amendments	Date: March 20, 2023
<p>Summary: During this fiscal year, several changes to the City’s 2023 budget have occurred. The attached listing of proposed budget amendments reflects the changes that are necessary as of the ending of the first quarter. There are numerous changes that are included with the largest being the inclusion and creation of the Parks Millage Fund (Fund 208) and the accompanying revenue and expenditure lines.</p> <p>During the summer of 2022, the final passage of the millage request in November was unknown and thus the approved December 1st 2022, budget did not include the Parks Millage fund. The structural change in the General Fund and Parks Millage fund are now included.</p> <p>Outside of the parks and recreation operations, you will see very few proposed amendments as the first quarter does not typically warrant overextended lines or overspent operations.</p> <p>The general fund is projected to be over \$8,000 ahead of expected for the first quarter.</p>	
Financial Impact: The budget amendments are specified on the attached document.	
Recommendation: To adopt the first quarter budget amendments as presented for FY 2023.	
Signature:	Title: City Manager

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK							
Year Ended 11/30/2023									
GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED	PROPOSED AMENDED BUDGET		
Fund 101 - GENERAL FUND									
DEPT: 000-									
101-000-402.000	CURRENT REAL PROPERTY TAX	1,769,475.00	(1,803.00)	1,769,475.00	1,721,035.00	97.26	1,767,672.00		
101-000-448.000	COLLECTION FEES	67,000.00	0.00	67,000.00	43,460.00	64.87	67,000.00		
101-000-476.000	BUSINESS LICENSE FEES	6,000.00	710.00	6,000.00	8,450.00	140.83	6,710.00		
101-000-477.000	CABLE FRANCHISE FEES	58,000.00	(4,000.00)	58,000.00	13,540.00	23.35	54,000.00		
101-000-479.000	RENTAL CERTIFICATION FEES	1,650.00	750.00	1,650.00	2,016.00	122.18	2,400.00		
101-000-490.000	PLANNING/ZONING PERMITS	500.00	0.00	500.00	140.00	28.00	500.00		
101-000-490.001	PLAN REVIEW FEES	0.00	2,380.00	0.00	2,380.00	0.00	2,380.00		
101-000-491.000	BUILDING PERMITS	3,000.00	0.00	3,000.00	784.00	26.13	3,000.00		
101-000-492.000	ELECTRICAL PERMITS	800.00	0.00	800.00	153.00	19.11	800.00		
101-000-493.000	PLUMBING PERMITS	300.00	0.00	300.00	53.00	17.57	300.00		
101-000-494.000	MECHANICAL PERMITS	1,400.00	0.00	1,400.00	408.00	29.15	1,400.00		
101-000-543.000	STATE GRANTS - PUBLIC SAFETY	600.00	0.00	600.00	17.00	2.75	600.00		
101-000-567.000	GRANT REVENUE	15,500.00	0.00	15,500.00	0.00	0.00	15,500.00		
101-000-568.000	LIQUOR LICENSE	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00		
101-000-574.000	STATE REVENUE SHARING	465,000.00	23,500.00	465,000.00	82,075.00	17.65	488,500.00		
101-000-652.000	PARKING TICKETS	2,000.00	0.00	2,000.00	1,409.00	70.47	2,000.00		
101-000-656.000	DISTRICT CT. FINES	4,000.00	0.00	4,000.00	3,389.00	84.73	4,000.00		
101-000-658.000	POLICE FORFEITURES	0.00	0.00	0.00	8.00	0.00	0.00		
101-000-665.000	INTEREST ON INVESTMENTS	500.00	500.00	500.00	423.00	84.53	1,000.00		
101-000-665.001	RAYMOND JAMES INTEREST	0.00	66.00	0.00	66.00	0.00	66.00		
101-000-667.000	COMMUNITY CENTER RENTALS	10,500.00	3,000.00	10,500.00	5,750.00	54.76	13,500.00		
101-000-669.000	GAIN(LOSS) ON INVESTMENTS	1,000.00	9,000.00	1,000.00	6,530.00	653.04	10,000.00		
101-000-670.001	UNREALIZED GAINS(LOSSES) RAYMOND JAMES	0.00	0.00	0.00	5,475.00	0.00	0.00		
101-000-676.001	ADMINISTRATIVE REVENUE	299,675.00	0.00	299,675.00	0.00	0.00	299,675.00		
101-000-684.000	MISCELLANEOUS REVENUE	5,000.00	0.00	5,000.00	2,834.00	56.68	5,000.00		
101-000-684.100	YARD WASTE BAGS	200.00	0.00	200.00	0.00	0.00	200.00		
101-000-699.100	OFFICE & GARAGE REIMBURSEMENT	37,100.00	0.00	37,100.00	9,275.00	25.00	37,100.00		
101-000-699.208	PARKS/RECREATION TRANSFER IN	0.00	90,000.00	0.00	0.00	0.00	90,000.00		
101-000-699.248	DDA TRANSFER IN	200,000.00	0.00	200,000.00	50,000.00	25.00	200,000.00		
101-000-699.590	SEWER TRANSFER	14,645.00	0.00	14,645.00	0.00	0.00	14,645.00		
101-000-699.591	WATER TRANSFER	14,645.00	0.00	14,645.00	0.00	0.00	14,645.00		

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	ACTUAL	BUDGET	AMENDED
TOTALS FOR DEPT 000-		2,981,990.00	124,103.00	2,981,990.00	1,959,670.00	65.72	3,106,093.00
TOTAL Revenues		2,981,990.00	124,103.00	2,981,990.00	1,959,670.00	65.72	3,106,093.00
DEPT: 101-COUNCIL							
101-101-703.000	SALARIES - PER DIEM	4,700.00	0.00	4,700.00	1,100.00	23.40	4,700.00
101-101-714.000	FRINGE BENEFITS	60.00	0.00	60.00	1.00	1.15	60.00
101-101-715.000	CITY'S SHARE SOCIAL SECURITY	350.00	0.00	350.00	84.00	24.04	350.00
101-101-739.000	MEETING EXPENSES	500.00	0.00	500.00	0.00	0.00	500.00
101-101-740.000	CONFERENCES AND WORKSHOPS	2,000.00	0.00	2,000.00	450.00	22.50	2,000.00
101-101-880.000	PUBLIC RELATIONS	500.00	0.00	500.00	0.00	0.00	500.00
101-101-882.000	PERSONNEL RELATIONS	500.00	0.00	500.00	0.00	0.00	500.00
101-101-886.000	CIVIC PROMOTION	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
101-101-956.000	MISCELLANEOUS	500.00	0.00	500.00	23.00	4.66	500.00
101-101-958.000	MEMBERSHIPS AND DUES	100.00	0.00	100.00	0.00	0.00	100.00
TOTALS FOR DEPT 101-COUNCIL		10,210.00	0.00	10,210.00	1,658.00	16.24	10,210.00
DEPT: 172-CITY MANAGER							
101-172-705.000	SALARIES - SUPERVISION	82,424.00	0.00	82,424.00	22,320.00	27.08	82,424.00
101-172-708.300	LONGEVITY	3,297.00	0.00	3,297.00	0.00	0.00	3,297.00
101-172-710.000	CAR ALLOWANCE	5,400.00	0.00	5,400.00	1,575.00	29.17	5,400.00
101-172-714.000	FRINGE BENEFITS	12,500.00	0.00	12,500.00	2,998.00	23.99	12,500.00
101-172-715.000	CITY'S SHARE SOCIAL SECURITY	7,000.00	0.00	7,000.00	1,925.00	27.49	7,000.00
101-172-718.100	457 - CITY CONTRIBUTION	0.00	1,650.00	0.00	495.00	0.00	1,650.00
101-172-718.200	DC PLAN CONTRIBUTION	5,143.00	0.00	5,143.00	1,339.00	26.04	5,143.00
101-172-739.000	MEETING EXPENSES	500.00	0.00	500.00	21.00	4.15	500.00
101-172-740.000	CONFERENCES AND WORKSHOPS	600.00	75.00	600.00	675.00	112.50	675.00
101-172-858.000	CELL PHONE RENTAL	400.00	0.00	400.00	133.00	33.34	400.00
101-172-958.000	MEMBERSHIPS AND DUES	150.00	275.00	150.00	425.00	283.33	425.00
TOTALS FOR DEPT 172-CITY MANAGER		117,414.00	2,000.00	117,414.00	31,906.00	27.17	119,414.00
DEPT: 215-CLERK							
101-215-706.000	SALARIES - PERMANENT EMPLOYEES	57,474.00	0.00	57,474.00	15,564.00	27.08	57,474.00
101-215-708.300	LONGEVITY	2,299.00	0.00	2,299.00	0.00	0.00	2,299.00

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK						
Year Ended 11/30/2023								
		ADOPTED		FINAL	YTD	PCT OF	PROPOSED	
GL NUMBER	DESCRIPTION	BUDGET	QTR 1 AMENDMENTS	AMENDED BUDGET	ACTUAL	BUDGET USED	AMENDED BUDGET	
101-215-714.000	FRINGE BENEFITS	9,500.00	0.00	9,500.00	2,310.00	24.32	9,500.00	
101-215-715.000	CITY'S SHARE SOCIAL SECURITY	3,448.00	0.00	3,448.00	1,347.00	39.06	3,448.00	
101-215-718.100	457 - CITY CONTRIBUTION	0.00	1,150.00	0.00	339.00	0.00	1,150.00	
101-215-718.200	DC PLAN CONTRIBUTION	3,586.00	0.00	3,586.00	934.00	26.04	3,586.00	
101-215-739.000	MEETING EXPENSES	100.00	0.00	100.00	36.00	35.67	100.00	
101-215-740.000	CONFERENCES AND WORKSHOPS	1,000.00	0.00	1,000.00	980.00	98.03	1,000.00	
101-215-809.000	ORDINANCE CODIFICATION	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	
101-215-858.000	CELL PHONE RENTAL	1,200.00	0.00	1,200.00	400.00	33.33	1,200.00	
101-215-905.000	PUBLISHING	5,000.00	0.00	5,000.00	69.00	1.38	5,000.00	
101-215-958.000	MEMBERSHIPS AND DUES	100.00	5.00	100.00	105.00	105.00	105.00	
TOTALS FOR DEPT 215-CLERK		98,707.00	1,155.00	98,707.00	22,084.00	22.37	99,862.00	
DEPT: 226-PERSONNEL DEPARTMENT								
101-226-714.300	RETIREE INSURANCES	50,000.00	(4,620.00)	50,000.00	13,970.00	27.94	45,380.00	
101-226-718.000	CITY'S SHARE RETIREMENT	30,000.00	11,425.00	30,000.00	10,356.00	34.52	41,425.00	
TOTALS FOR DEPT 226-PERSONNEL DEPARTMENT		80,000.00	6,805.00	80,000.00	24,326.00	30.41	86,805.00	
DEPT: 250-OFFICE OPERATIONS								
101-250-707.000	SALARIES - PART-TIME EMPLOYEES	32,500.00	0.00	32,500.00	6,633.00	20.41	32,500.00	
101-250-714.000	FRINGE BENEFITS	25.00	0.00	25.00	7.00	28.24	25.00	
101-250-715.000	CITY'S SHARE SOCIAL SECURITY	2,600.00	0.00	2,600.00	507.00	19.52	2,600.00	
101-250-727.000	OFFICE SUPPLIES	3,000.00	0.00	3,000.00	1,369.00	45.64	3,000.00	
101-250-733.000	POSTAGE	9,000.00	0.00	9,000.00	3,770.00	41.89	9,000.00	
101-250-807.000	AUDIT FEES	25,000.00	0.00	25,000.00	14,630.00	58.52	25,000.00	
101-250-819.000	SOFTWARE SUPPORT	5,000.00	0.00	5,000.00	3,900.00	78.00	5,000.00	
101-250-850.000	TELEPHONE	2,000.00	(187.00)	2,000.00	1,813.00	90.64	1,813.00	
101-250-859.000	IT SUPPORT	5,500.00	0.00	5,500.00	447.00	8.14	5,500.00	
101-250-903.000	NEWSLETTER/WEB SITE	4,500.00	0.00	4,500.00	1,087.00	24.16	4,500.00	
101-250-934.000	OFFICE EQUIP. MAINTENANCE	2,200.00	0.00	2,200.00	534.00	24.27	2,200.00	
101-250-960.100	COMPUTER SOFTWARE	1,500.00	0.00	1,500.00	158.00	10.53	1,500.00	
101-250-960.200	COMPUTER HARDWARE	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	
TOTALS FOR DEPT 250-OFFICE OPERATIONS		95,325.00	(187.00)	95,325.00	34,855.00	36.57	95,138.00	
DEPT: 253-TREASURER								
101-253-706.000	SALARIES - PERMANENT EMPLOYEES	64,375.00	0.00	64,375.00	18,055.00	28.05	64,375.00	

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
		ADOPTED		FINAL		PCT OF	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	QTR 1 AMENDMENTS	AMENDED BUDGET	YTD ACTUAL	BUDGET USED	AMENDED BUDGET
101-253-708.300	LONGEVITY	2,575.00	0.00	2,575.00	0.00	0.00	2,575.00
101-253-714.000	FRINGE BENEFITS	22,500.00	0.00	22,500.00	5,044.00	22.42	22,500.00
101-253-715.000	CITY'S SHARE SOCIAL SECURITY	4,925.00	0.00	4,925.00	1,309.00	26.57	4,925.00
101-253-718.100	457 - CITY CONTRIBUTION	0.00	1,300.00	0.00	369.00	0.00	1,300.00
101-253-718.200	DC PLAN CONTRIBUTION	4,017.00	0.00	4,017.00	1,083.00	26.97	4,017.00
101-253-740.000	CONFERENCES AND WORKSHOPS	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
101-253-858.000	CELL PHONE RENTAL	1,200.00	0.00	1,200.00	200.00	16.67	1,200.00
101-253-904.000	PRINTING	1,000.00	0.00	1,000.00	581.00	58.05	1,000.00
101-253-958.000	MEMBERSHIPS AND DUES	100.00	158.00	100.00	258.00	258.00	258.00
101-253-961.000	INVESTMENT FEES	0.00	1,750.00	0.00	1,750.00	0.00	1,750.00
TOTALS FOR DEPT 253-TREASURER		101,892.00	3,208.00	101,892.00	28,649.00	28.12	105,100.00
DEPT: 257-ASSESSOR							
101-257-703.000	SALARIES - PER DIEM	500.00	0.00	500.00	0.00	0.00	500.00
101-257-715.000	CITY'S SHARE SOCIAL SECURITY	40.00	0.00	40.00	0.00	0.00	40.00
101-257-739.000	MEETING EXPENSES	250.00	0.00	250.00	0.00	0.00	250.00
101-257-818.000	CONTRACT SERVICES	33,760.00	0.00	33,760.00	11,215.00	33.22	33,760.00
TOTALS FOR DEPT 257-ASSESSOR		34,550.00	0.00	34,550.00	11,215.00	32.46	34,550.00
DEPT: 262-ELECTIONS							
101-262-707.000	SALARIES - PART-TIME EMPLOYEES	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
101-262-714.000	FRINGE BENEFITS	10.00	0.00	10.00	1.00	12.20	10.00
101-262-715.000	CITY'S SHARE SOCIAL SECURITY	100.00	0.00	100.00	0.00	0.00	100.00
101-262-728.000	ELECTION SUPPLIES	2,000.00	4,000.00	2,000.00	2,312.00	115.60	6,000.00
101-262-739.000	MEETING EXPENSES	500.00	0.00	500.00	0.00	0.00	500.00
101-262-934.000	OFFICE EQUIP. MAINTENANCE	1,608.00	0.00	1,608.00	0.00	0.00	1,608.00
TOTALS FOR DEPT 262-ELECTIONS		6,718.00	4,000.00	6,718.00	2,313.00	34.43	10,718.00
DEPT: 265-CITY HALL-GARAGE & GROUNDS							
101-265-706.000	SALARIES - PERMANENT EMPLOYEES	10,000.00	0.00	10,000.00	2,489.00	24.89	10,000.00
101-265-707.000	SALARIES - PART-TIME EMPLOYEES	1,000.00	4,000.00	1,000.00	4,146.00	414.60	5,000.00
101-265-708.000	SALARIES - OVERTIME	0.00	93.00	0.00	93.00	0.00	93.00
101-265-714.000	FRINGE BENEFITS	4,000.00	0.00	4,000.00	1,189.00	29.73	4,000.00
101-265-715.000	CITY'S SHARE SOCIAL SECURITY	765.00	300.00	765.00	505.00	66.07	1,065.00
101-265-718.100	457 - CITY CONTRIBUTION	0.00	200.00	0.00	31.00	0.00	200.00

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK						
Year Ended 11/30/2023								
		ADOPTED		FINAL		PCT OF	PROPOSED	
GL NUMBER	DESCRIPTION	BUDGET	QTR 1	AMENDED	YTD	BUDGET	AMENDED	
			AMENDMENTS	BUDGET	ACTUAL	USED	BUDGET	
101-265-718.200	DC PLAN CONTRIBUTION	500.00	0.00	500.00	125.00	24.97	500.00	
101-265-726.000	SUPPLIES AND MATERIALS	2,500.00	0.00	2,500.00	291.00	11.64	2,500.00	
101-265-737.000	BUILDING MAINTENANCE	5,000.00	0.00	5,000.00	1,287.00	25.73	5,000.00	
101-265-803.000	CLEANING	6,000.00	0.00	6,000.00	600.00	10.00	6,000.00	
101-265-808.000	GENERAL INSURANCE	45,000.00	0.00	45,000.00	49,383.00	109.74	45,000.00	
101-265-818.000	CONTRACT SERVICES	2,000.00	185.00	2,000.00	1,825.00	91.25	2,185.00	
101-265-921.000	UTILITIES - ELECTRIC	15,000.00	0.00	15,000.00	2,230.00	14.87	15,000.00	
101-265-922.000	UTILITIES - GAS	7,000.00	0.00	7,000.00	3,620.00	51.71	7,000.00	
101-265-943.000	EQUIPMENT RENTAL	7,000.00	0.00	7,000.00	3,074.00	43.91	7,000.00	
101-265-970.000	CAPITAL IMPROVEMENTS	35,000.00	0.00	35,000.00	0.00	0.00	35,000.00	
101-265-975.000	BUILDING IMPROVEMENTS	5,000.00	0.00	5,000.00	140.00	2.80	5,000.00	
TOTALS FOR DEPT 265-CITY HALL-GARAGE & GROUNDS		145,765.00	4,778.00	145,765.00	71,028.00	48.73	150,543.00	
DEPT: 266-ATTORNEY								
101-266-826.000	LEGAL FEES	25,000.00	0.00	25,000.00	4,545.00	18.18	25,000.00	
101-266-826.007	PROSECUTIONS	5,000.00	0.00	5,000.00	1,585.00	31.69	5,000.00	
101-266-826.008	LABOR ATTORNEY FEES	5,000.00	0.00	5,000.00	123.00	2.45	5,000.00	
TOTALS FOR DEPT 266-ATTORNEY		35,000.00	0.00	35,000.00	6,253.00	17.86	35,000.00	
DEPT: 301-POLICE DEPARTMENT								
101-301-706.000	SALARIES - PERMANENT EMPLOYEES	485,000.00	0.00	485,000.00	106,440.00	21.95	485,000.00	
101-301-706.001	PART TIME OFFICE STAFF	30,000.00	0.00	30,000.00	7,207.00	24.02	30,000.00	
101-301-707.000	SALARIES - PART-TIME EMPLOYEES	30,000.00	0.00	30,000.00	288.00	0.96	30,000.00	
101-301-708.000	SALARIES - OVERTIME	50,000.00	0.00	50,000.00	9,229.00	18.46	50,000.00	
101-301-708.100	HOLIDAY PAY	20,160.00	0.00	20,160.00	6,602.00	32.75	20,160.00	
101-301-708.300	LONGEVITY	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	
101-301-713.100	CLOTHING ALLOWANCE	3,000.00	0.00	3,000.00	3,000.00	100.00	3,000.00	
101-301-714.000	FRINGE BENEFITS	90,000.00	0.00	90,000.00	24,518.00	27.24	90,000.00	
101-301-715.000	CITY'S SHARE SOCIAL SECURITY	48,000.00	0.00	48,000.00	10,388.00	21.64	48,000.00	
101-301-718.000	CITY'S SHARE RETIREMENT	75,000.00	0.00	75,000.00	13,914.00	18.55	75,000.00	
101-301-718.100	457 - CITY CONTRIBUTION	0.00	1,500.00	0.00	449.00	0.00	1,500.00	
101-301-718.200	DC PLAN CONTRIBUTION	19,000.00	0.00	19,000.00	4,400.00	23.16	19,000.00	
101-301-727.000	OFFICE SUPPLIES	1,000.00	0.00	1,000.00	137.00	13.73	1,000.00	
101-301-738.000	EQUIPMENT MAINTENANCE	500.00	0.00	500.00	0.00	0.00	500.00	
101-301-739.000	MEETING EXPENSES	125.00	0.00	125.00	0.00	0.00	125.00	

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK						
Year Ended 11/30/2023								
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED	
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	ACTUAL	BUDGET	AMENDED	
				BUDGET		USED	BUDGET	
101-301-740.000	CONFERENCES AND WORKSHOPS	1,000.00	0.00	1,000.00	180.00	18.00	1,000.00	
101-301-740.301	STATE FUNDED POLICE TRAINING	500.00	0.00	500.00	0.00	0.00	500.00	
101-301-741.000	FIREARMS TRAINING	6,000.00	(2,000.00)	6,000.00	2,998.00	49.97	4,000.00	
101-301-742.000	OPERATING SUPPLIES	6,000.00	4,437.00	6,000.00	10,436.00	143.08	10,437.00	
101-301-751.000	GAS AND OIL	20,000.00	0.00	20,000.00	2,146.00	10.73	20,000.00	
101-301-760.000	UNIFORM CLEANING	600.00	0.00	600.00	52.00	8.60	600.00	
101-301-850.000	TELEPHONE	1,222.00	62.00	1,222.00	1,284.00	256.59	1,284.00	
101-301-851.000	CENTRAL DISPATCH	45,000.00	500.00	45,000.00	7,573.00	16.83	45,500.00	
101-301-858.000	CELL PHONE RENTAL	1,200.00	0.00	1,200.00	400.00	33.33	1,200.00	
101-301-934.000	OFFICE EQUIP. MAINTENANCE	600.00	0.00	600.00	218.00	36.40	600.00	
101-301-935.000	VEHICLE REPAIR & MAINT.	15,000.00	0.00	15,000.00	2,716.00	18.11	15,000.00	
101-301-937.000	VEHICLE PURCHASE/REFURBISH	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00	
101-301-958.000	MEMBERSHIPS AND DUES	300.00	0.00	300.00	96.00	31.94	300.00	
101-301-977.000	NEW EQUIPMENT	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	
TOTALS FOR DEPT 301-POLICE DEPARTMENT		1,018,207.00	4,499.00	1,018,207.00	214,672.00	21.08	1,022,706.00	
DEPT: 336-FIRE DEPARTMENT								
101-336-818.000	CONTRACT SERVICES	225,000.00	0.00	225,000.00	18,750.00	8.33	225,000.00	
TOTALS FOR DEPT 336-FIRE DEPARTMENT		225,000.00	0.00	225,000.00	18,750.00	8.33	225,000.00	
DEPT: 387-INSPECTIONS								
101-387-818.800	CONTRACT SERVICES - CODE ENFORCEMENT	10,988.00	0.00	10,988.00	2,738.00	24.92	10,988.00	
TOTALS FOR DEPT 387-INSPECTIONS		10,988.00	0.00	10,988.00	2,738.00	24.92	10,988.00	
DEPT: 441-DEPARTMENT OF PUBLIC WORKS								
101-441-708.300	LONGEVITY	3,400.00	0.00	3,400.00	0.00	0.00	3,400.00	
101-441-714.000	FRINGE BENEFITS	0.00	0.00	0.00	120.00	0.00	0.00	
101-441-924.000	ELECTRICITY-STREET LIGHTING	29,000.00	0.00	29,000.00	1,023.00	3.53	29,000.00	
TOTALS FOR DEPT 441-DEPARTMENT OF PUBLIC WORKS		32,400.00	0.00	32,400.00	1,143.00	3.53	32,400.00	
DEPT: 444-SIDEWALKS								
101-444-706.000	SALARIES - PERMANENT EMPLOYEES	5,000.00	0.00	5,000.00	79.00	1.58	5,000.00	
101-444-707.000	SALARIES - PART-TIME EMPLOYEES	0.00	30.00	0.00	30.00	0.00	30.00	
101-444-708.000	SALARIES - OVERTIME	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	
101-444-714.000	FRINGE BENEFITS	40.00	0.00	40.00	0.00	0.00	40.00	

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK						
Year Ended 11/30/2023								
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED	
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	ACTUAL	BUDGET	AMENDED	
101-444-715.000	CITY'S SHARE SOCIAL SECURITY	250.00	0.00	250.00	8.00	3.24	250.00	
101-444-718.100	457 - CITY CONTRIBUTION	0.00	100.00	0.00	2.00	0.00	100.00	
101-444-718.200	DC PLAN CONTRIBUTION	0.00	250.00	0.00	4.00	0.00	250.00	
101-444-943.000	EQUIPMENT RENTAL	7,000.00	0.00	7,000.00	202.00	2.88	7,000.00	
TOTALS FOR DEPT 444-SIDEWALKS		13,290.00	380.00	13,290.00	325.00	2.44	13,670.00	
DEPT: 528-SANITATION								
101-528-706.000	SALARIES - PERMANENT EMPLOYEES	9,000.00	0.00	9,000.00	453.00	5.04	9,000.00	
101-528-707.000	SALARIES - PART-TIME EMPLOYEES	1,500.00	0.00	1,500.00	90.00	6.00	1,500.00	
101-528-714.000	FRINGE BENEFITS	2,000.00	0.00	2,000.00	390.00	19.50	2,000.00	
101-528-715.000	CITY'S SHARE SOCIAL SECURITY	500.00	0.00	500.00	41.00	8.14	500.00	
101-528-718.100	457 - CITY CONTRIBUTION	0.00	180.00	0.00	1.00	0.00	180.00	
101-528-718.200	DC PLAN CONTRIBUTION	300.00	0.00	300.00	23.00	7.56	300.00	
101-528-818.000	CONTRACT SERVICES	205,909.00	0.00	205,909.00	49,508.00	24.04	205,909.00	
101-528-943.000	EQUIPMENT RENTAL	16,000.00	0.00	16,000.00	1,147.00	7.17	16,000.00	
TOTALS FOR DEPT 528-SANITATION		235,209.00	180.00	235,209.00	51,653.00	21.96	235,389.00	
DEPT: 672-SENIOR MILLAGE								
101-672-883.000	SENIOR CITIZEN PROGRAM	15,489.00	0.00	15,489.00	0.00	0.00	15,489.00	
TOTALS FOR DEPT 672-SENIOR MILLAGE		15,489.00	0.00	15,489.00	0.00	0.00	15,489.00	
DEPT: 701-PLANNING COMMISSION								
101-701-818.000	CONTRACT SERVICES	2,000.00	0.00	2,000.00	1,220.00	61.00	2,000.00	
TOTALS FOR DEPT 701-PLANNING COMMISSION		2,000.00	0.00	2,000.00	1,220.00	61.00	2,000.00	
DEPT: 728-GENERAL FUND OTHER								
101-728-887.000	MATS OPERATION	3,630.00	0.00	3,630.00	294.00	8.09	3,630.00	
101-728-888.000	WEST MI SHORELINE DEV. COM.	2,000.00	0.00	2,000.00	1,600.00	80.00	2,000.00	
101-728-889.000	ECONOMIC DEVELOPMENT	3,250.00	0.00	3,250.00	0.00	0.00	3,250.00	
101-728-890.000	MICHIGAN MUNICIPAL LEAGUE	2,600.00	55.00	2,600.00	2,655.00	102.12	2,655.00	
TOTALS FOR DEPT 728-GENERAL FUND OTHER		11,480.00	55.00	11,480.00	4,549.00	39.62	11,535.00	
DEPT: 751-PARKS AND RECREATION								
101-751-706.000	SALARIES - PERMANENT EMPLOYEES	25,000.00	0.00	25,000.00	5,917.00	23.67	25,000.00	
101-751-707.000	SALARIES - PART-TIME EMPLOYEES	20,000.00	0.00	20,000.00	859.00	4.30	20,000.00	

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK						
Year Ended 11/30/2023								
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED	
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	ACTUAL	BUDGET	AMENDED	
				BUDGET		USED	BUDGET	
101-751-707.100	SEASONAL EMPLOYEES-SUPERVIS.	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	
101-751-707.200	SEASONAL EMPLOYEES-PROGRAMS	500.00	0.00	500.00	0.00	0.00	500.00	
101-751-714.000	FRINGE BENEFITS	7,000.00	0.00	7,000.00	2,970.00	42.44	7,000.00	
101-751-715.000	CITY'S SHARE SOCIAL SECURITY	3,000.00	0.00	3,000.00	511.00	17.02	3,000.00	
101-751-718.100	457 - CITY CONTRIBUTION	0.00	500.00	0.00	154.00	0.00	500.00	
101-751-718.200	DC PLAN CONTRIBUTION	1,000.00	0.00	1,000.00	250.00	24.99	1,000.00	
101-751-726.000	SUPPLIES AND MATERIALS	10,000.00	0.00	10,000.00	195.00	1.95	10,000.00	
101-751-737.000	BUILDING MAINTENANCE	10,000.00	0.00	10,000.00	376.00	3.76	10,000.00	
101-751-760.000	UNIFORM CLEANING	520.00	0.00	520.00	130.00	25.03	520.00	
101-751-818.000	CONTRACT SERVICES	50,000.00	40,000.00	50,000.00	44,642.00	89.28	90,000.00	
101-751-893.000	NORTON SHORES REC. SUBSIDY	250.00	0.00	250.00	0.00	0.00	250.00	
101-751-921.000	UTILITIES - ELECTRIC	4,500.00	0.00	4,500.00	703.00	15.63	4,500.00	
101-751-922.000	UTILITIES - GAS	2,000.00	0.00	2,000.00	788.00	39.40	2,000.00	
101-751-933.000	PLAYGROUND EQUIPMENT REPAIR	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00	
101-751-943.000	EQUIPMENT RENTAL	35,000.00	0.00	35,000.00	5,310.00	15.17	35,000.00	
101-751-956.000	MISCELLANEOUS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	
101-751-970.000	CAPITAL IMPROVEMENTS	55,000.00	45,000.00	55,000.00	0.00	0.00	100,000.00	
TOTALS FOR DEPT 751-PARKS AND RECREATION		229,270.00	85,500.00	229,270.00	62,805.00	27.39	314,770.00	
DEPT: 901-CAPITAL OUTLAY - 1367 W. SHERMAN								
101-901-970.000	CAPITAL IMPROVEMENTS	0.00	3,608.00	0.00	3,608.00	0.00	3,608.00	
TOTALS FOR DEPT 901-CAPITAL OUTLAY - 1367 W. SHERMAN		0.00	3,608.00	0.00	3,608.00	100.00	3,608.00	
DEPT: 905-DEBT SERVICE CONTROL								
101-905-991.700	PRINCIPAL - PENSION BOND	240,000.00	0.00	240,000.00	0.00	0.00	240,000.00	
101-905-991.900	PRINCIPAL - 2016 BONDS	175,000.00	0.00	175,000.00	0.00	0.00	175,000.00	
101-905-993.700	INTEREST - PENSION BOND	53,402.00	0.00	53,402.00	26,951.00	50.47	53,402.00	
101-905-993.900	INTEREST - 2016 BONDS	79,213.00	0.00	79,213.00	0.00	0.00	79,213.00	
TOTALS FOR DEPT 905-DEBT SERVICE CONTROL		547,615.00	0.00	547,615.00	26,951.00	4.92	547,615.00	
TOTAL Expenditures		3,066,529.00	115,981.00	3,066,529.00	622,701.00	20.31	3,182,510.00	
TOTAL FOR FUND 101								
REVENUES:		2,981,990.00	124,103.00	2,981,990.00	1,959,669.00	65.72	3,106,093.00	
EXPENDITURES		3,066,529.00	115,981.00	3,066,529.00	622,700.00	20.31	3,182,510.00	

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK							
Year Ended 11/30/2023									
						FINAL	PCT OF	PROPOSED	
		ADOPTED		QTR 1	AMENDED	YTD	BUDGET	AMENDED	
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS		BUDGET	ACTUAL	USED	BUDGET	
NET OF REVENUES vs. EXPENDITURES		(84,539.00)	8,122.00		(84,539.00)	1,336,969.00	(1,581.48)	(76,417.00)	

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	ACTUAL	BUDGET	AMENDED
				BUDGET		USED	BUDGET
Fund 202 - MAJOR STREET FUND							
DEPT: 000-							
202-000-485.000	RIGHT OF WAY PERMIT FEES	16,000.00	0.00	16,000.00	50.00	0.31	16,000.00
202-000-541.000	GAS AND WEIGHT TAX	345,988.00	0.00	345,988.00	63,850.00	18.45	345,988.00
202-000-541.001	BUILD MICHIGAN PROGRAM	5,918.00	0.00	5,918.00	986.00	16.67	5,918.00
202-000-567.000	GRANT REVENUE	388,000.00	0.00	388,000.00	0.00	0.00	388,000.00
202-000-665.000	INTEREST ON INVESTMENTS	300.00	0.00	300.00	48.00	16.08	300.00
202-000-669.000	GAIN(LOSS) ON INVESTMENTS	1,500.00	5,000.00	1,500.00	2,814.00	187.57	6,500.00
202-000-699.000	TRANSFER FROM OTHER FUND	511,000.00	0.00	511,000.00	0.00	0.00	511,000.00
TOTALS FOR DEPT 000-		1,268,706.00	5,000.00	1,268,706.00	67,748.00	5.34	1,273,706.00
TOTAL Revenues		1,268,706.00	5,000.00	1,268,706.00	67,748.00	5.34	1,273,706.00
DEPT: 172-CITY MANAGER							
202-172-858.000	CELL PHONE RENTAL	200.00	0.00	200.00	67.00	33.36	200.00
TOTALS FOR DEPT 172-CITY MANAGER		200.00	0.00	200.00	67.00	33.36	200.00
DEPT: 441-DEPARTMENT OF PUBLIC WORKS							
202-441-858.000	CELL PHONE RENTAL	750.00	450.00	750.00	400.00	53.35	1,200.00
TOTALS FOR DEPT 441-DEPARTMENT OF PUBLIC WORKS		750.00	450.00	750.00	400.00	53.35	1,200.00
DEPT: 444-SIDEWALKS							
202-444-818.000	CONTRACT SERVICES	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
TOTALS FOR DEPT 444-SIDEWALKS		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
DEPT: 463-ROUTINE MAINTENANCE							
202-463-706.000	SALARIES - PERMANENT EMPLOYEES	20,000.00	0.00	20,000.00	8,039.00	40.20	20,000.00
202-463-707.000	SALARIES - PART-TIME EMPLOYEES	750.00	0.00	750.00	473.00	63.07	750.00
202-463-708.000	SALARIES - OVERTIME	500.00	0.00	500.00	0.00	0.00	500.00
202-463-714.000	FRINGE BENEFITS	8,365.00	0.00	8,365.00	3,386.00	40.48	8,365.00
202-463-715.000	CITY'S SHARE SOCIAL SECURITY	1,760.00	0.00	1,760.00	632.00	35.89	1,760.00
202-463-718.100	457 - CITY CONTRIBUTION	0.00	400.00	0.00	89.00	0.00	400.00

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK						
Year Ended 11/30/2023								
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED	
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	ACTUAL	BUDGET	AMENDED	
				BUDGET		USED	BUDGET	
202-463-718.200	DC PLAN CONTRIBUTION	1,000.00	0.00	1,000.00	370.00	37.03	1,000.00	
202-463-726.000	SUPPLIES AND MATERIALS	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	
202-463-760.000	UNIFORM CLEANING	520.00	0.00	520.00	130.00	25.03	520.00	
202-463-818.000	CONTRACT SERVICES	1,220,000.00	0.00	1,220,000.00	11,180.00	0.92	1,220,000.00	
202-463-820.000	ENGINEERING	0.00	7,064.00	0.00	4,107.00	0.00	7,064.00	
202-463-942.000	OFFICE & GARAGE RENTAL	3,700.00	0.00	3,700.00	925.00	25.00	3,700.00	
202-463-943.000	EQUIPMENT RENTAL	17,000.00	0.00	17,000.00	6,653.00	39.13	17,000.00	
TOTALS FOR DEPT 463-ROUTINE MAINTENANCE		1,278,595.00	7,464.00	1,278,595.00	35,984.00	2.81	1,286,059.00	
DEPT: 474-TRAFFIC SERVICES								
202-474-706.000	SALARIES - PERMANENT EMPLOYEES	3,000.00	0.00	3,000.00	837.00	27.90	3,000.00	
202-474-707.000	SALARIES - PART-TIME EMPLOYEES	0.00	165.00	0.00	165.00	0.00	165.00	
202-474-708.000	SALARIES - OVERTIME	500.00	0.00	500.00	326.00	65.13	500.00	
202-474-714.000	FRINGE BENEFITS	1,000.00	0.00	1,000.00	206.00	20.64	1,000.00	
202-474-715.000	CITY'S SHARE SOCIAL SECURITY	230.00	0.00	230.00	97.00	42.03	230.00	
202-474-718.100	457 - CITY CONTRIBUTION	0.00	60.00	0.00	17.00	0.00	60.00	
202-474-718.200	DC PLAN CONTRIBUTION	150.00	0.00	150.00	48.00	32.33	150.00	
202-474-730.000	TRAFFIC CONTROL SUPPLIES	3,500.00	0.00	3,500.00	146.00	4.16	3,500.00	
202-474-775.000	TRAFFIC SIGNALS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	
202-474-818.000	CONTRACT SERVICES	5,000.00	0.00	5,000.00	900.00	18.00	5,000.00	
202-474-925.000	SIGNAL CHARGES	1,271.00	0.00	1,271.00	1,271.00	100.00	1,271.00	
202-474-943.000	EQUIPMENT RENTAL	1,200.00	0.00	1,200.00	1,108.00	92.36	1,200.00	
TOTALS FOR DEPT 474-TRAFFIC SERVICES		16,851.00	225.00	16,851.00	5,121.00	30.39	17,076.00	
DEPT: 478-WINTER MAINTENANCE								
202-478-706.000	SALARIES - PERMANENT EMPLOYEES	11,000.00	0.00	11,000.00	5,058.00	45.98	11,000.00	
202-478-707.000	SALARIES - PART-TIME EMPLOYEES	0.00	330.00	0.00	330.00	0.00	330.00	
202-478-708.000	SALARIES - OVERTIME	1,000.00	2,571.00	1,000.00	3,571.00	357.14	3,571.00	
202-478-714.000	FRINGE BENEFITS	5,000.00	0.00	5,000.00	2,229.00	44.58	5,000.00	
202-478-715.000	CITY'S SHARE SOCIAL SECURITY	918.00	0.00	918.00	665.00	72.40	918.00	
202-478-718.100	457 - CITY CONTRIBUTION	0.00	220.00	0.00	82.00	0.00	220.00	
202-478-718.200	DC PLAN CONTRIBUTION	600.00	0.00	600.00	261.00	43.58	600.00	
202-478-731.000	SNOW REMOVAL SUPPLIES-SALT	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	
202-478-943.000	EQUIPMENT RENTAL	15,000.00	0.00	15,000.00	11,006.00	73.37	15,000.00	
TOTALS FOR DEPT 478-WINTER MAINTENANCE		39,518.00	3,121.00	39,518.00	23,202.00	58.71	42,639.00	

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
					FINAL	PCT OF	PROPOSED
		ADOPTED	QTR 1	AMENDED	YTD	BUDGET	AMENDED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	BUDGET	ACTUAL	USED	BUDGET
DEPT: 484-ADMINISTRATION							
202-484-965.000	ADMINISTRATIVE EXPENSES	34,600.00	0.00	34,600.00	0.00	0.00	34,600.00
202-484-995.203	LOCAL STREETS TRANSFER	130,000.00	0.00	130,000.00	0.00	0.00	130,000.00
TOTALS FOR DEPT 484-ADMINISTRATION		164,600.00	0.00	164,600.00	0.00	0.00	164,600.00
TOTAL Expenditures		1,505,514.00	11,260.00	1,505,514.00	64,951.00	4.31	1,516,774.00
TOTAL FOR FUND 202							
REVENUES:		1,268,706.00	5,000.00	1,268,706.00	67,748.00	5.34	1,273,706.00
EXPENDITURES		1,505,514.00	11,260.00	1,505,514.00	64,951.00	4.31	1,516,774.00
NET OF REVENUES vs. EXPENDITURES		(236,808.00)	(6,260.00)	(236,808.00)	2,797.00	(1.18)	(243,068.00)

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	ACTUAL	BUDGET	AMENDED
				BUDGET		USED	BUDGET
Fund 203 - LOCAL STREET FUND							
DEPT: 000-							
203-000-485.000	RIGHT OF WAY PERMIT FEES	250.00	0.00	250.00	0.00	0.00	250.00
203-000-541.000	GAS AND WEIGHT TAX	115,329.00	0.00	115,329.00	23,595.00	20.46	115,329.00
203-000-541.001	BUILD MICHIGAN PROGRAM	2,187.00	0.00	2,187.00	364.00	16.66	2,187.00
203-000-567.000	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
203-000-665.000	INTEREST ON INVESTMENTS	50.00	100.00	50.00	66.00	131.22	150.00
203-000-669.000	GAIN(LOSS) ON INVESTMENTS	100.00	0.00	100.00	230.00	229.57	100.00
203-000-699.202	TRANSFER FROM MAJOR STREET FUND	130,000.00	0.00	130,000.00	0.00	0.00	130,000.00
TOTALS FOR DEPT 000-		247,916.00	100.00	247,916.00	24,255.00	9.78	248,016.00
TOTAL Revenues		247,916.00	100.00	247,916.00	24,255.00	9.78	248,016.00
DEPT: 172-CITY MANAGER							
203-172-858.000	CELL PHONE RENTAL	200.00	0.00	200.00	67.00	33.32	200.00
TOTALS FOR DEPT 172-CITY MANAGER		200.00	0.00	200.00	67.00	33.32	200.00
DEPT: 441-DEPARTMENT OF PUBLIC WORKS							
203-441-858.000	CELL PHONE RENTAL	750.00	450.00	750.00	400.00	53.32	1,200.00
TOTALS FOR DEPT 441-DEPARTMENT OF PUBLIC WORKS		750.00	450.00	750.00	400.00	53.32	1,200.00
DEPT: 444-SIDEWALKS							
203-444-818.000	CONTRACT SERVICES	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
TOTALS FOR DEPT 444-SIDEWALKS		15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
DEPT: 463-ROUTINE MAINTENANCE							
203-463-706.000	SALARIES - PERMANENT EMPLOYEES	20,000.00	0.00	20,000.00	7,582.00	37.91	20,000.00
203-463-707.000	SALARIES - PART-TIME EMPLOYEES	750.00	600.00	750.00	1,292.00	172.27	1,350.00
203-463-708.000	SALARIES - OVERTIME	500.00	0.00	500.00	0.00	0.00	500.00
203-463-714.000	FRINGE BENEFITS	8,000.00	0.00	8,000.00	3,539.00	44.24	8,000.00
203-463-715.000	CITY'S SHARE SOCIAL SECURITY	1,530.00	0.00	1,530.00	664.00	43.42	1,530.00
203-463-718.100	457 - CITY CONTRIBUTION	0.00	400.00	0.00	73.00	0.00	400.00

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK						
Year Ended 11/30/2023								
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED	
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	ACTUAL	BUDGET	AMENDED	
				BUDGET		USED	BUDGET	
203-463-718.200	DC PLAN CONTRIBUTION	1,200.00	0.00	1,200.00	333.00	27.78	1,200.00	
203-463-726.000	SUPPLIES AND MATERIALS	4,000.00	0.00	4,000.00	130.00	3.25	4,000.00	
203-463-760.000	UNIFORM CLEANING	560.00	0.00	560.00	130.00	23.24	560.00	
203-463-818.000	CONTRACT SERVICES	190,000.00	0.00	190,000.00	950.00	0.50	190,000.00	
203-463-942.000	OFFICE & GARAGE RENTAL	1,500.00	0.00	1,500.00	375.00	25.00	1,500.00	
203-463-943.000	EQUIPMENT RENTAL	17,500.00	0.00	17,500.00	8,693.00	49.67	17,500.00	
TOTALS FOR DEPT 463-ROUTINE MAINTENANCE		245,540.00	1,000.00	245,540.00	23,761.00	9.68	246,540.00	
DEPT: 474-TRAFFIC SERVICES								
203-474-706.000	SALARIES - PERMANENT EMPLOYEES	3,000.00	0.00	3,000.00	800.00	26.68	3,000.00	
203-474-707.000	SALARIES - PART-TIME EMPLOYEES	0.00	165.00	0.00	165.00	0.00	165.00	
203-474-714.000	FRINGE BENEFITS	1,000.00	0.00	1,000.00	206.00	20.61	1,000.00	
203-474-715.000	CITY'S SHARE SOCIAL SECURITY	230.00	0.00	230.00	70.00	30.27	230.00	
203-474-718.100	457 - CITY CONTRIBUTION	0.00	60.00	0.00	11.00	0.00	60.00	
203-474-718.200	DC PLAN CONTRIBUTION	150.00	0.00	150.00	29.00	19.02	150.00	
203-474-730.000	TRAFFIC CONTROL SUPPLIES	2,500.00	0.00	2,500.00	146.00	5.82	2,500.00	
203-474-943.000	EQUIPMENT RENTAL	1,000.00	0.00	1,000.00	317.00	31.68	1,000.00	
TOTALS FOR DEPT 474-TRAFFIC SERVICES		7,880.00	225.00	7,880.00	1,744.00	22.12	8,105.00	
DEPT: 478-WINTER MAINTENANCE								
203-478-706.000	SALARIES - PERMANENT EMPLOYEES	10,000.00	0.00	10,000.00	3,827.00	38.27	10,000.00	
203-478-707.000	SALARIES - PART-TIME EMPLOYEES	0.00	450.00	0.00	450.00	0.00	450.00	
203-478-708.000	SALARIES - OVERTIME	1,000.00	0.00	1,000.00	547.00	54.68	1,000.00	
203-478-714.000	FRINGE BENEFITS	2,000.00	0.00	2,000.00	929.00	46.45	2,000.00	
203-478-715.000	CITY'S SHARE SOCIAL SECURITY	500.00	0.00	500.00	356.00	71.21	500.00	
203-478-718.100	457 - CITY CONTRIBUTION	0.00	200.00	0.00	47.00	0.00	200.00	
203-478-718.200	DC PLAN CONTRIBUTION	300.00	0.00	300.00	149.00	49.55	300.00	
203-478-731.000	SNOW REMOVAL SUPPLIES-SALT	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	
203-478-943.000	EQUIPMENT RENTAL	8,000.00	0.00	8,000.00	6,307.00	78.84	8,000.00	
TOTALS FOR DEPT 478-WINTER MAINTENANCE		25,800.00	650.00	25,800.00	12,612.00	48.88	26,450.00	
DEPT: 484-ADMINISTRATION								
203-484-965.000	ADMINISTRATIVE EXPENSES	11,500.00	0.00	11,500.00	0.00	0.00	11,500.00	
TOTALS FOR DEPT 484-ADMINISTRATION		11,500.00	0.00	11,500.00	0.00	0.00	11,500.00	

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
				FINAL		PCT OF	PROPOSED
		ADOPTED	QTR 1	AMENDED	YTD	BUDGET	AMENDED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	BUDGET	ACTUAL	USED	BUDGET
TOTAL Expenditures		306,670.00	2,325.00	306,670.00	38,717.00	12.62	308,995.00
TOTAL FOR FUND 203							
REVENUES:		247,916.00	100.00	247,916.00	24,255.00	9.78	248,016.00
EXPENDITURES		306,670.00	2,325.00	306,670.00	38,716.00	12.62	308,995.00
NET OF REVENUES vs. EXPENDITURES		(58,754.00)	(2,225.00)	(58,754.00)	(14,461.00)	24.61	(60,979.00)

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	ACTUAL	BUDGET	AMENDED
				BUDGET		USED	BUDGET
Fund 208 - PARK/RECREATION FUND							
DEPT: 000-							
208-000-402.000	CURRENT REAL PROPERTY TAX	0.00	95,832.00	0.00	93,290.00	0.00	95,832.00
208-000-665.000	INTEREST ON INVESTMENTS	0.00	25.00	0.00	13.00	0.00	25.00
TOTALS FOR DEPT 000-		0.00	95,857.00	0.00	93,303.00	100.00	95,857.00
TOTAL Revenues		0.00	95,857.00	0.00	93,303.00	100.00	95,857.00
DEPT: 990-TRANSFERS OUT							
208-990-995.101	GENERAL FUND TRANSFER	0.00	90,000.00	0.00	0.00	0.00	90,000.00
TOTALS FOR DEPT 990-TRANSFERS OUT		0.00	90,000.00	0.00	0.00	0.00	90,000.00
TOTAL FOR FUND 208							
REVENUES:		0.00	95,857.00	0.00	93,303.00	0.00	95,857.00
EXPENDITURES		0.00	90,000.00	0.00	0.00	0.00	90,000.00
NET OF REVENUES vs. EXPENDITURES		0.00	5,857.00	0.00	93,303.00	0.00	5,857.00

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK						
Year Ended 11/30/2023								
					FINAL		PCT OF	
		ADOPTED		QTR 1	AMENDED	YTD	BUDGET	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	BUDGET	ACTUAL	USED	BUDGET	
Fund 235 - ROOSEVELT PARK DAY FUND								
DEPT: 000-								
235-000-581.001	INCOME FROM BEVERAGE SALES	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	
235-000-581.002	BOOTH RENTALS	1,000.00	0.00	1,000.00	80.00	8.00	1,000.00	
235-000-581.003	FOOD TRUCK	1,000.00	0.00	1,000.00	300.00	30.00	1,000.00	
235-000-665.000	INTEREST ON INVESTMENTS	50.00	0.00	50.00	3.00	6.60	50.00	
235-000-669.000	GAIN(LOSS) ON INVESTMENTS	10.00	350.00	10.00	111.00	1,110.30	360.00	
235-000-674.001	DONATIONS	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	
TOTALS FOR DEPT 000-		16,060.00	350.00	16,060.00	494.00	3.08	16,410.00	
TOTAL Revenues		16,060.00	350.00	16,060.00	494.00	3.08	16,410.00	
DEPT: 000-								
235-000-726.000	SUPPLIES AND MATERIALS	2,500.00	0.00	2,500.00	173.00	6.93	2,500.00	
235-000-735.000	BEVERAGE PURCHASES	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	
235-000-818.000	CONTRACT SERVICES	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	
235-000-886.000	CIVIC PROMOTION	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	
TOTALS FOR DEPT 000-		17,000.00	0.00	17,000.00	173.00	1.02	17,000.00	
DEPT: 441-DEPARTMENT OF PUBLIC WORKS								
235-441-706.000	SALARIES - PERMANENT EMPLOYEES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	
235-441-708.000	SALARIES - OVERTIME	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	
235-441-714.000	FRINGE BENEFITS	300.00	0.00	300.00	0.00	0.00	300.00	
235-441-715.000	CITY'S SHARE SOCIAL SECURITY	250.00	0.00	250.00	0.00	0.00	250.00	
235-441-718.200	DC PLAN CONTRIBUTION	100.00	0.00	100.00	0.00	0.00	100.00	
235-441-943.000	EQUIPMENT RENTAL	800.00	0.00	800.00	0.00	0.00	800.00	
TOTALS FOR DEPT 441-DEPARTMENT OF PUBLIC WORKS		3,950.00	0.00	3,950.00	0.00	0.00	3,950.00	
TOTAL Expenditures		20,950.00	0.00	20,950.00	173.00	0.83	20,950.00	
TOTAL FOR FUND 235								
REVENUES:		16,060.00	0.00	16,060.00	494.00	3.08	16,060.00	

03/13/2023	QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK							
Year Ended 11/30/2023								
				FINAL	PCT OF	PROPOSED		
		ADOPTED	QTR 1	AMENDED	YTD	BUDGET	AMENDED	
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	BUDGET	ACTUAL	USED	BUDGET	
EXPENDITURES		20,950.00	0.00	20,950.00	173.00	0.83	20,950.00	
NET OF REVENUES vs. EXPENDITURES		(4,890.00)	0.00	(4,890.00)	321.00	(6.57)	(4,890.00)	

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	BUDGET	BUDGET	AMENDED
					ACTUAL	USED	BUDGET
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
DEPT: 000-							
248-000-402.000	CURRENT REAL PROPERTY TAX	267,000.00	0.00	267,000.00	221,102.00	82.81	267,000.00
248-000-573.000	FEMA REVENUE	226,497.00	0.00	226,497.00	0.00	0.00	226,497.00
248-000-665.000	INTEREST ON INVESTMENTS	100.00	1,200.00	100.00	412.00	412.45	1,300.00
248-000-669.000	GAIN(LOSS) ON INVESTMENTS	500.00	8,000.00	500.00	2,221.00	444.12	8,500.00
TOTALS FOR DEPT 000-		494,097.00	9,200.00	494,097.00	223,735.00	45.28	503,297.00
TOTAL Revenues		494,097.00	9,200.00	494,097.00	223,735.00	45.28	503,297.00
DEPT: 172-CITY MANAGER							
248-172-739.000	MEETING EXPENSES	300.00	0.00	300.00	0.00	0.00	300.00
TOTALS FOR DEPT 172-CITY MANAGER		300.00	0.00	300.00	0.00	0.00	300.00
DEPT: 266-ATTORNEY							
248-266-826.000	LEGAL FEES	4,000.00	0.00	4,000.00	364.00	9.10	4,000.00
TOTALS FOR DEPT 266-ATTORNEY		4,000.00	0.00	4,000.00	364.00	9.10	4,000.00
DEPT: 441-DEPARTMENT OF PUBLIC WORKS							
248-441-726.000	SUPPLIES AND MATERIALS	2,000.00	0.00	2,000.00	149.00	7.43	2,000.00
248-441-924.000	ELECTRICITY-STREET LIGHTING	15,000.00	0.00	15,000.00	2,507.00	16.72	15,000.00
TOTALS FOR DEPT 441-DEPARTMENT OF PUBLIC WORKS		17,000.00	0.00	17,000.00	2,656.00	15.62	17,000.00
DEPT: 451-CONSTRUCTION							
248-451-818.000	CONTRACT SERVICES	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
248-451-818.004	BROADWAY STREETScape	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
248-451-818.008	FACADE IMPROVEMENT PROGRAM	50,000.00	0.00	50,000.00	15,000.00	30.00	50,000.00
TOTALS FOR DEPT 451-CONSTRUCTION		85,000.00	0.00	85,000.00	15,000.00	17.65	85,000.00
DEPT: 728-GENERAL FUND OTHER							
248-728-887.000	MATS OPERATION	8,425.00	0.00	8,425.00	689.00	8.18	8,425.00
248-728-889.000	ECONOMIC DEVELOPMENT	3,250.00	0.00	3,250.00	0.00	0.00	3,250.00

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	BUDGET	BUDGET	AMENDED
					ACTUAL	USED	BUDGET
TOTALS FOR DEPT 728-GENERAL FUND OTHER		11,675.00	0.00	11,675.00	689.00	5.90	11,675.00
DEPT: 990-TRANSFERS OUT							
248-990-995.101	GENERAL FUND TRANSFER	200,000.00	0.00	200,000.00	50,000.00	25.00	200,000.00
248-990-995.202	MAJOR STREETS	511,000.00	0.00	511,000.00	0.00	0.00	511,000.00
TOTALS FOR DEPT 990-TRANSFERS OUT		711,000.00	0.00	711,000.00	50,000.00	7.03	711,000.00
TOTAL Expenditures		828,975.00	0.00	828,975.00	68,709.00	8.29	828,975.00
TOTAL FOR FUND 248							
REVENUES:		494,097.00	9,200.00	494,097.00	223,735.00	45.28	503,297.00
EXPENDITURES		828,975.00	0.00	828,975.00	68,709.00	8.29	828,975.00
NET OF REVENUES vs. EXPENDITURES		(334,878.00)	9,200.00	(334,878.00)	155,025.00	(46.29)	(325,678.00)

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED BUDGET	ACTUAL	BUDGET USED	AMENDED BUDGET
Fund 590 - SEWER FUND							
DEPT: 000-							
590-000-590.000	SEWAGE SERVICE	760,000.00	0.00	760,000.00	191,989.00	25.26	760,000.00
590-000-591.003	PENALTIES	9,000.00	0.00	9,000.00	1,994.00	22.16	9,000.00
590-000-665.000	INTEREST ON INVESTMENTS	100.00	500.00	100.00	212.00	212.40	600.00
590-000-669.000	GAIN(LOSS) ON INVESTMENTS	1,000.00	7,000.00	1,000.00	2,620.00	261.97	8,000.00
TOTALS FOR DEPT 000-		770,100.00	7,500.00	770,100.00	196,815.00	25.56	777,600.00
TOTAL Revenues		770,100.00	7,500.00	770,100.00	196,815.00	25.56	777,600.00
DEPT: 172-CITY MANAGER							
590-172-858.000	CELL PHONE RENTAL	200.00	0.00	200.00	67.00	33.32	200.00
TOTALS FOR DEPT 172-CITY MANAGER		200.00	0.00	200.00	67.00	33.32	200.00
DEPT: 253-TREASURER							
590-253-858.000	CELL PHONE RENTAL	300.00	0.00	300.00	100.00	33.33	300.00
TOTALS FOR DEPT 253-TREASURER		300.00	0.00	300.00	100.00	33.33	300.00
DEPT: 441-DEPARTMENT OF PUBLIC WORKS							
590-441-858.000	CELL PHONE RENTAL	750.00	450.00	750.00	400.00	53.35	1,200.00
TOTALS FOR DEPT 441-DEPARTMENT OF PUBLIC WORKS		750.00	450.00	750.00	400.00	53.35	1,200.00
DEPT: 548-SEWER FUND EXPENDITURES							
590-548-706.000	SALARIES - PERMANENT EMPLOYEES	33,500.00	0.00	33,500.00	8,633.00	25.77	33,500.00
590-548-707.000	SALARIES - PART-TIME EMPLOYEES	0.00	240.00	0.00	240.00	0.00	240.00
590-548-708.000	SALARIES - OVERTIME	1,000.00	0.00	1,000.00	426.00	42.65	1,000.00
590-548-714.000	FRINGE BENEFITS	10,000.00	0.00	10,000.00	3,517.00	35.17	10,000.00
590-548-714.400	RETIREE HEALTH CARE OPEB FUNDING	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
590-548-715.000	CITY'S SHARE SOCIAL SECURITY	2,563.00	0.00	2,563.00	686.00	26.78	2,563.00
590-548-718.100	457 - CITY CONTRIBUTION	0.00	670.00	0.00	95.00	0.00	670.00
590-548-718.200	DC PLAN CONTRIBUTION	1,500.00	0.00	1,500.00	350.00	23.36	1,500.00
590-548-718.300	PENSION ADJUSTMENT - NPL	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	BUDGET	ACTUAL	BUDGET USED	AMENDED BUDGET
590-548-726.000	SUPPLIES AND MATERIALS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
590-548-745.000	TOOLS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
590-548-749.001	WATER METERS	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
590-548-760.000	UNIFORM CLEANING	560.00	0.00	560.00	130.00	23.24	560.00
590-548-801.000	SEWAGE DISPOSAL-WASTEWATER SYS	360,000.00	0.00	360,000.00	40,796.00	11.33	360,000.00
590-548-801.001	MONTHLY CHG-17MM CNTY BOND	30,000.00	0.00	30,000.00	4,575.00	15.25	30,000.00
590-548-801.002	COLLECTION SYSTEM PHASE I	32,000.00	0.00	32,000.00	5,506.00	17.21	32,000.00
590-548-801.003	COLLECTION SYS. BOND PHASE 1B	28,000.00	0.00	28,000.00	4,419.00	15.78	28,000.00
590-548-801.004	66" FORCE MAIN BONDS	62,000.00	0.00	62,000.00	10,621.00	17.13	62,000.00
590-548-818.000	CONTRACT SERVICES	30,000.00	0.00	30,000.00	1,070.00	3.57	30,000.00
590-548-818.300	CONTRACTUAL REPAIR	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
590-548-819.000	SOFTWARE SUPPORT	420.00	0.00	420.00	0.00	0.00	420.00
590-548-904.000	PRINTING	0.00	800.00	0.00	310.00	0.00	800.00
590-548-923.000	ELECTRICITY-GROUND WATER PUMPS	550.00	0.00	550.00	129.00	23.37	550.00
590-548-930.000	GROUND WATER PUMPS REPAIR	0.00	0.00	0.00	213.00	0.00	0.00
590-548-942.000	OFFICE & GARAGE RENTAL	13,400.00	0.00	13,400.00	3,350.00	25.00	13,400.00
590-548-943.000	EQUIPMENT RENTAL	8,000.00	0.00	8,000.00	2,262.00	28.27	8,000.00
590-548-965.000	ADMINISTRATIVE EXPENSES	114,000.00	0.00	114,000.00	0.00	0.00	114,000.00
590-548-968.590	DEPRECIATION EXPENSE	45,790.00	0.00	45,790.00	11,448.00	25.00	45,790.00
TOTALS FOR DEPT 548-SEWER FUND EXPENDITURES		818,783.00	1,710.00	818,783.00	98,776.00	12.06	820,493.00
DEPT: 990-TRANSFERS OUT							
590-990-995.101	GENERAL FUND TRANSFER	14,645.00	0.00	14,645.00	0.00	0.00	14,645.00
TOTALS FOR DEPT 990-TRANSFERS OUT		14,645.00	0.00	14,645.00	0.00	0.00	14,645.00
TOTAL Expenditures		834,678.00	2,160.00	834,678.00	99,439.00	11.91	836,838.00
TOTAL FOR FUND 590							
REVENUES:		770,100.00	2,160.00	770,100.00	196,815.00	25.56	772,260.00
EXPENDITURES		834,678.00	7,500.00	834,678.00	99,440.00	11.91	842,178.00
NET OF REVENUES vs. EXPENDITURES		(64,578.00)	(5,340.00)	(64,578.00)	97,375.00	(150.79)	(69,918.00)

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	BUDGET	BUDGET	AMENDED
					ACTUAL	USED	BUDGET
Fund 591 - WATER FUND							
DEPT: 000-							
591-000-591.000	WATER SALES	775,000.00	0.00	775,000.00	150,623.00	19.44	775,000.00
591-000-591.003	PENALTIES	8,000.00	0.00	8,000.00	1,869.00	23.36	8,000.00
591-000-665.000	INTEREST ON INVESTMENTS	50.00	310.00	50.00	113.00	225.54	360.00
591-000-669.000	GAIN(LOSS) ON INVESTMENTS	1,000.00	7,000.00	1,000.00	2,284.00	228.43	8,000.00
591-000-684.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	5,247.00	0.00	0.00
TOTALS FOR DEPT 000-		784,050.00	7,310.00	784,050.00	160,136.00	20.42	791,360.00
TOTAL Revenues		784,050.00	7,310.00	784,050.00	160,136.00	20.42	791,360.00
DEPT: 172-CITY MANAGER							
591-172-858.000	CELL PHONE RENTAL	200.00	0.00	200.00	67.00	33.32	200.00
TOTALS FOR DEPT 172-CITY MANAGER		200.00	0.00	200.00	67.00	33.32	200.00
DEPT: 253-TREASURER							
591-253-858.000	CELL PHONE RENTAL	300.00	0.00	300.00	100.00	33.34	300.00
TOTALS FOR DEPT 253-TREASURER		300.00	0.00	300.00	100.00	33.34	300.00
DEPT: 441-DEPARTMENT OF PUBLIC WORKS							
591-441-858.000	CELL PHONE RENTAL	750.00	450.00	750.00	400.00	53.31	1,200.00
TOTALS FOR DEPT 441-DEPARTMENT OF PUBLIC WORKS		750.00	450.00	750.00	400.00	53.31	1,200.00
DEPT: 556-WATER FUND EXPENDITURES							
591-556-706.000	SALARIES - PERMANENT EMPLOYEES	65,000.00	0.00	65,000.00	13,140.00	20.21	65,000.00
591-556-707.000	SALARIES - PART-TIME EMPLOYEES	0.00	75.00	0.00	75.00	0.00	75.00
591-556-708.000	SALARIES - OVERTIME	1,000.00	0.00	1,000.00	127.00	12.72	1,000.00
591-556-714.000	FRINGE BENEFITS	22,000.00	0.00	22,000.00	4,677.00	21.26	22,000.00
591-556-714.400	RETIREE HEALTH CARE OPEB FUNDING	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
591-556-715.000	CITY'S SHARE SOCIAL SECURITY	5,000.00	0.00	5,000.00	964.00	19.28	5,000.00
591-556-718.100	457 - CITY CONTRIBUTION	0.00	1,300.00	0.00	166.00	0.00	1,300.00
591-556-718.200	DC PLAN CONTRIBUTION	2,500.00	0.00	2,500.00	535.00	21.38	2,500.00

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK						
Year Ended 11/30/2023								
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED	
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED	ACTUAL	BUDGET	AMENDED	
				BUDGET		USED	BUDGET	
591-556-718.300	PENSION ADJUSTMENT - NPL	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	
591-556-726.000	SUPPLIES AND MATERIALS	1,000.00	0.00	1,000.00	455.00	45.49	1,000.00	
591-556-740.000	CONFERENCES AND WORKSHOPS	2,000.00	0.00	2,000.00	140.00	7.00	2,000.00	
591-556-745.000	TOOLS	4,000.00	0.00	4,000.00	68.00	1.70	4,000.00	
591-556-747.000	WATER HYDRANT MATERIAL	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	
591-556-748.000	WATER MAIN MATERIAL	25,000.00	0.00	25,000.00	3,683.00	14.73	25,000.00	
591-556-749.000	SERVICE CONN. MATERIAL	70,000.00	0.00	70,000.00	10,712.00	15.30	70,000.00	
591-556-749.001	WATER METERS	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	
591-556-760.000	UNIFORM CLEANING	560.00	0.00	560.00	130.00	23.24	560.00	
591-556-802.000	WATER PURCHASED	500,000.00	0.00	500,000.00	67,546.00	13.51	500,000.00	
591-556-818.000	CONTRACT SERVICES	75,000.00	0.00	75,000.00	9,968.00	13.29	75,000.00	
591-556-819.000	SOFTWARE SUPPORT	420.00	0.00	420.00	0.00	0.00	420.00	
591-556-820.000	ENGINEERING	25,000.00	0.00	25,000.00	473.00	1.89	25,000.00	
591-556-904.000	PRINTING	1,600.00	0.00	1,600.00	595.00	37.21	1,600.00	
591-556-942.000	OFFICE & GARAGE RENTAL	18,500.00	0.00	18,500.00	4,625.00	25.00	18,500.00	
591-556-943.000	EQUIPMENT RENTAL	22,000.00	0.00	22,000.00	3,068.00	13.95	22,000.00	
591-556-958.000	MEMBERSHIPS AND DUES	8,000.00	0.00	8,000.00	3,291.00	41.14	8,000.00	
591-556-965.000	ADMINISTRATIVE EXPENSES	116,250.00	0.00	116,250.00	0.00	0.00	116,250.00	
591-556-968.000	DEPRECIATION	63,938.00	0.00	63,938.00	15,985.00	25.00	63,938.00	
591-556-995.101	GENERAL FUND TRANSFER	14,645.00	0.00	14,645.00	0.00	0.00	14,645.00	
TOTALS FOR DEPT 556-WATER FUND EXPENDITURES		1,075,413.00	1,375.00	1,075,413.00	140,423.00	13.06	1,076,788.00	
TOTAL Expenditures		1,076,663.00	1,825.00	1,076,663.00	141,099.00	13.11	1,078,488.00	
TOTAL FOR FUND 591								
REVENUES:		784,050.00	7,310.00	784,050.00	160,136.00	20.42	791,360.00	
EXPENDITURES		1,076,663.00	1,825.00	1,076,663.00	141,097.00	13.11	1,078,488.00	
NET OF REVENUES vs. EXPENDITURES		(292,613.00)	5,485.00	(292,613.00)	19,039.00	(6.51)	(287,128.00)	

03/13/2023		QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ROOSEVELT PARK					
Year Ended 11/30/2023							
		ADOPTED	QTR 1	FINAL	YTD	PCT OF	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET	AMENDMENTS	AMENDED BUDGET	ACTUAL	BUDGET USED	AMENDED BUDGET
Fund 640 - EQUIPMENT FUND							
DEPT: 000-							
640-000-665.000	INTEREST ON INVESTMENTS	25.00	200.00	25.00	75.00	298.72	225.00
640-000-669.000	GAIN(LOSS) ON INVESTMENTS	500.00	5,500.00	500.00	1,607.00	321.46	6,000.00
640-000-673.000	GAIN ON SALE OF EQUIPMENT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
640-000-676.000	ADMINISTRATIVE REVENUE	155,500.00	0.00	155,500.00	49,234.00	31.66	155,500.00
TOTALS FOR DEPT 000-		161,025.00	5,700.00	161,025.00	50,916.00	31.62	166,725.00
TOTAL Revenues		161,025.00	5,700.00	161,025.00	50,916.00	31.62	166,725.00
DEPT: 261-EQUIP. FUND EXPENDITURES							
640-261-706.000	SALARIES - PERMANENT EMPLOYEES	10,000.00	0.00	10,000.00	2,943.00	29.43	10,000.00
640-261-714.000	FRINGE BENEFITS	3,500.00	3,500.00	3,500.00	4,294.00	122.69	7,000.00
640-261-715.000	CITY'S SHARE SOCIAL SECURITY	765.00	0.00	765.00	216.00	28.29	765.00
640-261-718.100	457 - CITY CONTRIBUTION	0.00	200.00	0.00	38.00	0.00	200.00
640-261-718.200	DC PLAN CONTRIBUTION	500.00	0.00	500.00	109.00	21.86	500.00
640-261-726.000	SUPPLIES AND MATERIALS	6,000.00	0.00	6,000.00	1,584.00	26.40	6,000.00
640-261-751.000	GAS AND OIL	15,000.00	0.00	15,000.00	3,187.00	21.25	15,000.00
640-261-936.000	EQUIPMENT REPAIR & MAINT.	15,000.00	0.00	15,000.00	3,839.00	25.59	15,000.00
640-261-943.000	EQUIPMENT RENTAL	0.00	0.00	0.00	87.00	0.00	0.00
640-261-965.000	ADMINISTRATIVE EXPENSES	23,325.00	0.00	23,325.00	0.00	0.00	23,325.00
640-261-968.000	DEPRECIATION	25,992.00	0.00	25,992.00	7,520.00	28.93	25,992.00
640-261-985.000	EQUIPMENT PURCHASES	80,000.00	0.00	80,000.00	698.00	0.87	80,000.00
TOTALS FOR DEPT 261-EQUIP. FUND EXPENDITURES		180,082.00	3,700.00	180,082.00	24,515.00	13.61	183,782.00
TOTAL Expenditures		180,082.00	3,700.00	180,082.00	24,536.00	13.63	183,782.00
TOTAL FOR FUND 640							
REVENUES:		161,025.00	5,700.00	161,025.00	50,916.00	31.62	166,725.00
EXPENDITURES		180,082.00	3,700.00	180,082.00	24,537.00	13.63	183,782.00
NET OF REVENUES vs. EXPENDITURES		(19,057.00)	2,000.00	(19,057.00)	26,379.00	(138.42)	(17,057.00)



CITY OF ROOSEVELT PARK CITY COUNCIL MEETING March 20, 2023

FY 2022 General Fund Unbudgeted Growth Allocation	Date: March 20, 2023
<p>Summary: Per the official Fiscal Year 2022 Audit and corresponding presentation during the March 6th City Council Meeting. The General Fund experienced an unexpected growth of \$74,900 and thus discussion and recommendations were made.</p> <p>The City recently received its annual audit report of its MERS pension plan. As of December 31, 2021, the City is funded at 93% and the City’s Unfunded Actuarial Accrued Liability (UAAL) is \$550,938. Therefore, I am recommending that the City make a lump sum contribution of \$15,000 from the City’s General Fund balance to increase the funding level and reduce the unfunded liability.</p> <p>The City recently received its OPEB (retiree healthcare) actuarial report and audit results. As of November 30, 2022, the City is funded at 31.6% and the City’s Unfunded Actuarial Accrued Liability (UAAL) is \$954,886. Therefore, I am recommending that the City make a lump sum contribution of \$30,000 from the City’s General Fund balance to increase the funding level and reduce the unfunded liability.</p> <p>The City’s 2023 fiscal year was created during the summer of 2022 per the current city charter. As such, the rate of inflation and social security adjustment of 8.7% in December of 2022 (actual beginning of FY 2023) was unforeseeable. The projected budgetary Cost of Living Allocation (COLA) ranged between 2% and 3.5%. It is recommended to do a mid-year COLA stipend allocation of 2% for full time employees of base annual wages and a similar stipend of \$500 for regularly scheduled part timers. This is not a salary increase, will not be included in pension costs, or roll up costs, nor will it be precedent setting. This allocation will be \$12,600. Additional and actual wage and salary adjustments will be considered again in the Fiscal year 2024 budgeting process as normal.</p> <p>Staff is recommending an additional allocation in the amount of \$10,000 for Parks and Recreation upgrades. More specifically to be included in the capital improvement line to be utilized alongside the inaugural year of the Parks and Recreation capital millage.</p> <p>This plan still leaves a fund balance growth of \$7,000 following FY 2022 which was not budgeted or expected.</p>	
<p>Recommendation: To approve allocations of the FY 2022 unbudgeted General Fund growth as listed above in the total amount of \$67,600 and leaving the remaining additional \$7,000 as unbudgeted fund balance growth.</p>	



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
March 20, 2023**

Item: May Meeting Schedule Amendment-Council Authorization	Date: March 20, 2023
<p>As discussed at the last City Council meeting, the City is requesting to move our May 1st meeting to May 8th to allow for sufficient time to set up and prepare for what will most likely be a record-breaking May election on Tuesday, May 2nd.</p> <p>This also allows for the May 15th meeting to be moved to Tuesday May 23rd for the creation of a joint City Council/Recreation and Parks Commission mobile parks tour meeting.</p>	
Financial Impact: None	
Recommendation: Move to approve the schedule change of the City Council meeting from May 1 to May 8, 2023, at 6:15 pm and the May 15 th meeting to Tuesday May 23 rd at 6:00 in order to create a joint parks tour board meeting.	
Signature:	Title: City Manager



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
March 20, 2023**

Resolution of Authorization-MDNR Passport Grant Application	Date: March 20, 2023
<p>As the Roosevelt Park Recreation and Parks Commission begins their undertaking of planning capital improvements throughout the current park system, one of the first steps they have taken is to complete a Michigan Department of Natural Resources Recreation Passport Grant request for the installation of a raised performance stage within the Community Center Park.</p> <p>The Recreation and Parks Commission, City Staff, and Pam Blough have begun the final stages of the grant which requires a formal board resolution of approval for the project and committing themselves to the matching funds if the grant request is successful. This program is eligible for requests up to \$150,000 and requires at least a 25% match from the City.</p> <p><i>While above the required minimum, staff is recommending a city contribution match of \$90,000 to the project with a grant request of \$144,600 for a total project cost of \$234,600.</i></p> <p>The attached is a resolution that is required for submittal and DRAFT designs. Please note these are design and color drafts and are not final and will without a doubt be altered prior to project completion.</p>	
<p>Recommendation: Move to approve Resolution 23-04 as presented during the regular City Council meeting of March 20, 2023 and authorize staff to finalize and submit the grant application prior to the April 1st deadline.</p>	
Signature:	Title: City Manager

**Universal Accessible Performance Stage - Community Center Park
Roosevelt Park, MI**



Conceptual Cost Estimate (Based on 3/14/23 Site Development Plan)

3/16/2023 (Based on Reduced Structure Size)

PHASE ONE DEVELOPMENT					
Project Elements	Quantity	Units	Unit Cost	Item Cost	With 10% Contingency
<i>Site Preparation</i>					
Removals	1	Lump Sum	\$ 1,500.00	\$ 1,500.00	\$ 1,650
<i>New Universal Accessible Parking and Walkway</i>					
Grading for Parking Lot	1	Lump Sum	\$ 2,500.00	\$ 2,500.00	\$ 2,750
Asphalt Parking Areas Including Base Materials	15	SYD	\$ 55.00	\$ 825.00	\$ 908
Striping for Parking Area, Signs and Wheel Stops	1	Lump Sum	\$ 500.00	\$ 500.00	\$ 550
6' Concrete walk to Stage and Plaza	773	SFT	\$ 9.00	\$ 6,957.00	\$ 7,653
<i>Stage and Plaza</i>					
Overhead Structure Including Installation	1	Lump Sum	\$ 130,000.00	\$ 130,000.00	\$ 143,000
Concrete Stage	780	SFT	\$ 16.00	\$ 12,480.00	\$ 13,728
Concrete Ramp to Stage - 30 LF	180	SFT	\$ 16.00	\$ 2,880.00	\$ 3,168
Concrete Steps	77	LFT	\$ 100.00	\$ 7,700.00	\$ 8,470
Concrete Plaza for ADA Seating/Dancing	1,344	SFT	\$ 9.00	\$ 12,096.00	\$ 13,306
<i>Site Utilities</i>					
Stormwater/Drainage System	1	Lump Sum	\$ 6,000.00	\$ 6,000.00	\$ 6,600
Relocate Existing Electrical Service	1	Lump Sum	\$ 2,500.00	\$ 2,500.00	\$ 2,750
Lighting and Electrical Service for Stage	1	Lump Sum	\$ 7,500.00	\$ 7,500.00	\$ 8,250
<i>Site Landscaping</i>					
Site Restoration and Landscaping (Trees)	1	Lump Sum	\$ 1,500.00	\$ 1,500.00	\$ 1,650
<i>MDNR Sign and Permitting</i>					
Sign	1	EA	\$ 100.00	\$ 100.00	\$ 110
Permitting	1	Lump Sum	\$ 500.00	\$ 500.00	\$ 550
Subtotal				\$ 195,538.00	\$ 215,092
10% Survey, Design and Construction Administration (up to 20% allowed by MDNR) (Budget)				\$ 19,553.80	\$ 19,500
TOTAL PHASE ONE DEVELOPMENT COSTS				\$ 215,091.80	\$ 234,592

Maximum Grant from MDNR Passport \$150,000

Project Cost	City	MNRTF	Project Cost		
25%/75%	\$ 50,000.00	\$ 150,000.00	\$ 200,000.00		
Maximum MDNR with Remaining Balance from City	\$ 84,600.00	\$ 150,000.00	\$ 234,600.00		



City of Roosevelt Park

A Proud Community

**CITY OF ROOSEVELT PARK
Michigan Department of Natural Resources
Resolution of Authorization
Resolution 23-04**

WHEREAS, the City Council of the City of Roosevelt Park supports the submission of an application titled, “Community Park Universal Accessible Performance Stage” to the Michigan Department of Natural Resources Recreational Passport Grant Program for construction of a universally accessible performance stage within the Community Center Park at 3106 Roosevelt Road, Roosevelt Park, Michigan; and,

WHEREAS, the current park system has no sufficient performance asset similar to this and the entire community and region could benefit from this recreational asset installation, and where as users of all abilities will be able to benefit; and,

WHEREAS, a new universally accessible performance stage with accessible ramp, accessible seating area, and with environmentally friendly amenities will benefit the local community and the entire Muskegon area as a whole

WHEREAS, the Roosevelt Park Community Center Park is used as a community recreational facility, gathering place, and event location for local residents, school groups, senior citizen organizations, local philanthropic and community groups, county residents, and visitors alike;

WHEREAS, the City Council of the City of Roosevelt Park hereby authorizes submission of a Recreation Passport Grant application for \$144,600 for the Community Park Universally Accessible Performance Stage project to benefit all ages and abilities throughout the community.

WHEREAS, the City of Roosevelt Park is hereby making a financial commitment to the project in the amount of \$90,000 matching funds, in cash; from Roosevelt Park Recreation Millage Funds, and,

NOW THEREFORE, BE IT RESOLVED that the City of Roosevelt Park hereby authorizes submission of a Spark Application for \$144,600 and further resolves to make available its financial obligation amount of \$90,000 match amount (38.4%) of a total \$234,600 project cost, during the 2023-2024 fiscal year.

At a regular meeting of the City Council of the City of Roosevelt Park, held in the Council Chambers, City Hall, 900 Oak Ridge Road on the 20th day of March 2023 the foregoing resolution was moved for adoption by Council Member _____.
The motion was supported by Council Member _____ and carried.

This resolution adopted:

AYES:

NAYES:

ABSENT:

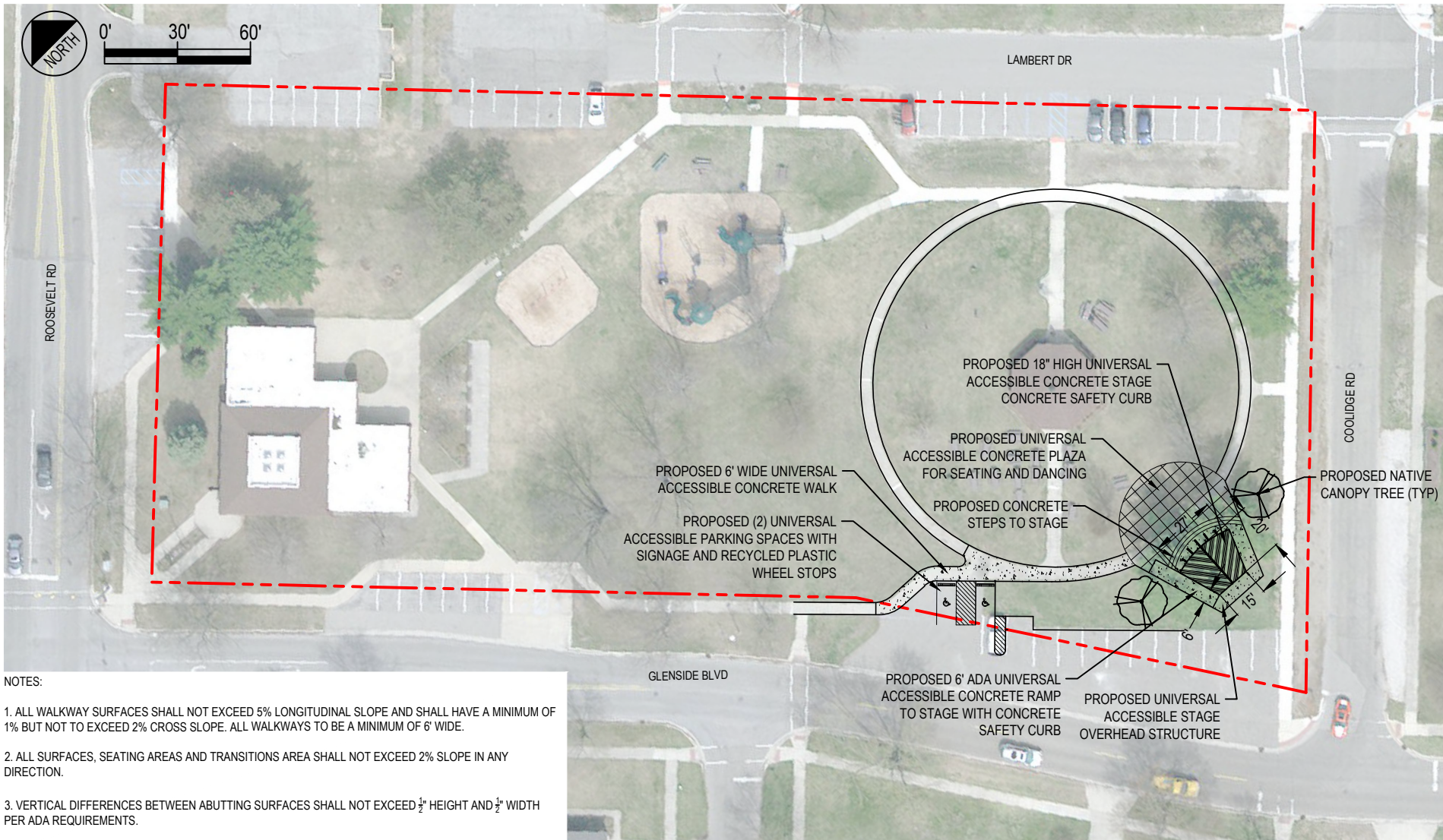
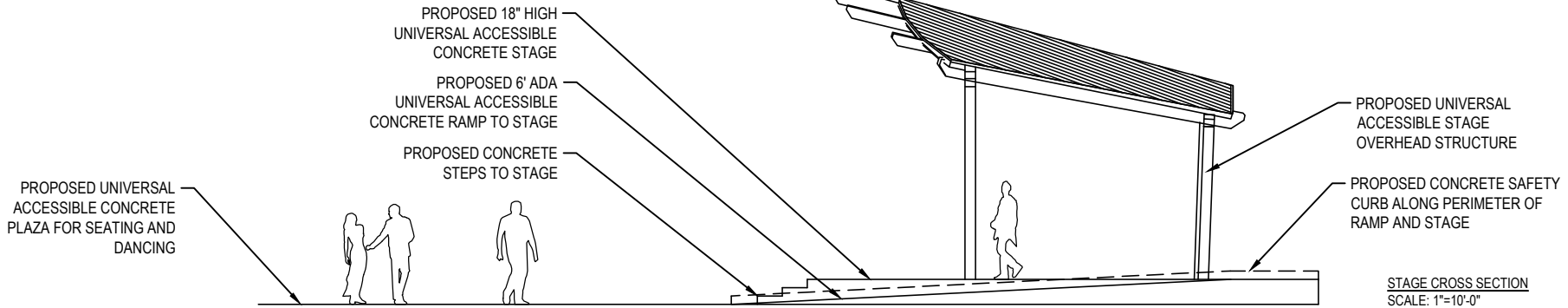
CITY OF ROOSEVELT PARK

By _____
Ann Wisniewski, City Clerk

STATE OF MICHIGAN
COUNTY OF MUSKEGON

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a meeting of the city council members of the City of Roosevelt Park, Michigan, held on the 20th day of March, 2023, and that the minutes of the meeting are on file in the office of the City Clerk and are available to the public. Public notice of the meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976.

Ann Wisniewski, City Clerk



- NOTES:
1. ALL WALKWAY SURFACES SHALL NOT EXCEED 5% LONGITUDINAL SLOPE AND SHALL HAVE A MINIMUM OF 1% BUT NOT TO EXCEED 2% CROSS SLOPE. ALL WALKWAYS TO BE A MINIMUM OF 6' WIDE.
 2. ALL SURFACES, SEATING AREAS AND TRANSITIONS AREA SHALL NOT EXCEED 2% SLOPE IN ANY DIRECTION.
 3. VERTICAL DIFFERENCES BETWEEN ABUTTING SURFACES SHALL NOT EXCEED 1/2" HEIGHT AND 1/2" WIDTH PER ADA REQUIREMENTS.



CITY OF ROOSEVELT PARK CITY COUNCIL MEETING March 20, 2023

Item: Police Record/Accreditation Director Position Creation	Date: March 20, 2023
<p>Summary: Over the last several months, the Roosevelt Park Chief of Police in coordination with the Public Safety Committee have been reviewing operations, current needs, and future aspirations of the department and have recommended the creation of a Records Director for the department. This will standardize our procedures and allows our certified full-time officers to dedicate further time to crime prevention and in-community engagement.</p> <p>A lengthy job description is attached however in short; the position will be in charge of evidence handling policy and procedures, operational records maintenance, and public record requests and storage retention and operations. This position will be tasked with significant and very intensive areas of record keeping and departmental reporting. Initially, the position will review, recommend, and draft updated policies and procedures that will continue to keep the department operations within all State and Federal requirements for evidence, property holding, and chain of custody processes.</p> <p>This position will also be directly responsible for undertaking the initial planning steps to becoming an accredited police agency via the Michigan Law Enforcement Accreditation Commission process. Accreditation through MLEAC highlights effective training and best practices of personnel employed by MLEAC agencies which is reflected when they become compliant with all 108 standards of this program. Effective and comprehensive leadership is expressed through written directives and policy development and is directly influenced by this program which reflects the delivery of professional police services. A brief MML newsletter further detailing the accreditation process follows this memo.</p> <p>Ideally, the perfect candidate for this position will have a significant long-term background in police operations and records management. Along with sufficient knowledge of operations, a strong drive to succeed in long term planning and goal accomplishment is a must. City administration understands that this is a tall order and the chances of finding this ideal candidate are slim (especially in hopes of filling it as a part time roll not to exceed thirty-five hours a week). However, our goal is to post the position opening and see if a qualified candidate can be found.</p>	
Financial Impact: The 301 fund is nearly \$40,000 under budget in Part Time wages currently and thus may not require a FY 2023 amendment. This would be budgeted in subsequent years.	
Recommendation: Authorize staff to publish the attached job recruitment for a Department Records Director position and move forward with initial recruitment.	

CITY OF ROOSEVELT PARK

JOB DESCRIPTION

JOB TITLE: Police Records Director

DEPARTMENT: Police

JOB SUMMARY:

Responsible for oversight, and management of the operations and functions of the Police Records Bureau, evidence processing and retention, Freedom of Information Act (FOIA) and accreditation. Supervises staff and oversees maintenance of all Police records and automated information systems, including policy compliance with audit requirements for the accuracy, security and operational use of Criminal Justice Information System data. Ensures accurate and thorough information is provided to the internal and external users of Records Bureau services. Responsible for development of administrative systems to ensure that the Roosevelt Park Police Department is compliant with the Michigan Law Enforcement Accreditation Commission rules and regulations. This position performs a wide range of duties including assisting with the development of policies and procedures, records and evidence room maintenance, and conducting administrative inspections and audits.

SUPERVISORY RELATIONSHIP:

Reports to the Chief of Police. Work is performed under general guidance and direction and according to City and Departmental policies and procedures as well as applicable local, state and federal laws and regulations including those pertaining to law enforcement, records maintenance and public disclosure (FOIA). Supervises all civilian Records Bureau and business operations personnel directly or through subordinate supervisors.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, directs, and evaluates the operations and functions of the Police Records Bureau and police business operations. Maintains and monitors police records systems. Oversees security, storage, retention, retrieval, and disposition activities of all records. Coordinates organization, staffing, and operational activities for assigned divisions. Works directly with Chief of Police to set and implement goals, priorities and upgrades for the records management system.
2. Develops, recommends and implements overall goals, objectives and priorities of the Police Records Bureau and police business office; directs, coordinates and reviews the work plan for assigned services. Assigns work, monitors work flow; reviews and evaluates work products, methods and procedures; identifies and resolves problems as needed.

3. Performs a variety of complex administrative and professional assistance work in planning, coordinating and managing the implementation, maintenance and adherence to the police department's accreditation.
4. Acts as a liaison between police administration, other department employees and outside agencies in all accreditation efforts
5. Develops, recommends and implements systems, policies and procedures to improve efficiency of operations and service delivery methods and to ensure compliance with new and existing policies, procedures, and laws.
6. Develops and recommends goals and objectives for staff achievement. Supervises all civilian Records Bureau personnel directly and recommends hiring, discipline and termination. Provides or coordinates staff training and evaluates work performance.
7. Participates in the development and administration of assigned program budgets. Allocates resources and equipment necessary to accomplish assigned work. Forecasts funds needed for staffing, equipment, materials and supplies; monitors, reviews and approves expenditures; recommends adjustments as necessary.
8. Maintains positive customer relations. Responds to and resolves difficult and sensitive citizen inquiries and complaints. Provides direction in handling non-routine Bureau situations based on applicable policies, laws and regulations. Provides technical advice and assistance to staff and other departments on matters relating to confidential and criminal records management.
9. Perform a variety of technical and administrative duties in support of the organization's evolving property/evidence needs and efforts.
10. Assure that all evidence and property is collected according to best practices, legal requirements and department policy.
11. They will be assigned to coordinate the training of personnel on property and evidence protocols and processing, as well as collection and storage of evidence. Responsibilities include, but are not limited to, properly processing, packaging, and analyzing evidence collected, working with investigators to log all evidence, obtain court dispositions, obtain evidence destruction orders, and destroying evidence in accordance with official documents.
12. Maintains effective communications with the users of Bureau services, such as Finance Department, City Clerk, legal department, courts, police officers, to ensure the smooth, efficient legal flow of information.
13. Collaborates with federal, state, city and county government agencies in auditing, reporting and information sharing as necessary.
14. Collects, compiles and provides statistical data for records and reports as required.
15. Attends and participates in professional group meetings and trainings; stays abreast of new trends and innovations in the field of records management.
16. Collaborates with Muskegon Central Dispatch Systems Specialist regarding Information Technology requests and expenditures. Provides leadership in defining future technology needs of the Records Bureau as well as implementation of new projects.
17. Acts as the public disclosure officer for the police department (FOIA); oversees the dissemination of all records for the department. Completes requests related to personnel

files and confidential files and collaborates with the City Attorney's office as needed to appropriately respond to requests.

ADDITIONAL WORK PERFORMED:

- Performs other related work of a similar nature or level as activities may change at any time with or without notice.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough knowledge of public disclosure laws (FOIA).
- The principles, practices, and methods of warehousing, inventory control, material handling, storage, recordkeeping, and property accounting;
- Applicable federal, state, and local criminal and civil laws, codes, and regulations;
- Police, court systems, and criminal procedures relative to the processing, retention, and disposal of evidence;
- Safety and security methods and practices involved in the handling and storage of firearms, weapons, narcotics, drugs, money, vehicles, and dangerous devices;
- Principles of contemporary criminal justice systems.
- Thorough knowledge of principles and methods of records and information management.
- Financial management including cost analysis, budget development and business planning.
- National crime reporting through the Federal Bureau of Investigation (FBI), National IncidentBased Reporting System (NIBRS) and Uniform Crime Reports (UCR).
- Thorough knowledge of personnel management and leadership principles.

Skill in:

- Operation of standard office equipment including computers and supporting word processing, spreadsheet and database applications.
- Excellent oral communication skills for making presentations and proposals, conducting meetings, giving clear direction to staff, and communicating with the general public.
- Excellent written communications skills for preparing reports, making recommendations, documenting policies and procedures and composing correspondence.
- Excellent leadership skills, including supervision, problem solving, planning, organization, decision making, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.
- Operational aspects of state message switch LEIN/NCIC and national and international criminal justice systems.

Ability to:

- Establish and maintain effective working relationships with a diverse group of people.

- Provide courteous, effective customer service.
- Interpret and apply federal, state and local policies, laws and regulations.
- Plan, organize, initiate, implement and administer programs. – Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Adapt to changing technologies and learn functionality of new equipment and systems. – Communicate clearly and concisely, both orally and in writing.
- Exercise discretion and maintain confidentiality of sensitive oral and written information.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation
- Physical ability to perform the essential functions of the job, including: – Correctable visual acuity to read a computer screen and a typeset page;
- Fine finger dexterity to manipulate computer keyboard and mouse;
- Frequently communicate verbally;
- Occasionally transport objects weighing up to 25 lbs.

WORKING ENVIRONMENT:

Work is performed in an office environment with extensive time spent at a computer workstation. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment. Occasional visits to other department work sites may be required. Some travel to professional meetings is expected.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Experience in records management including two years+ training, senior leadership or management experience.
- Experience in justice or law enforcement records management preferred.
- Certification in Records Management (CRM) from the Institute of Certified Records Managers or other relevant certification(s) or post-secondary vocational training preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, background investigation, polygraph examination and fingerprinting. Subject to re-check every five years.
- Ability to obtain and/or maintain certification as a LEIN TAC/LASO operator within six months of hire.



The Accreditation Process and What It Means for Your Department

By Matthew Heins, Law Enforcement Action Forum Coordinator



Recently, we've been hearing more and more conversations about the Michigan Law Enforcement Accreditation Program through the Michigan Association of Chiefs of Police. There is growing interest in learning about accreditation – what it is, what it costs, and why departments should commit their limited resources to the process.

In simplest terms, the accreditation process furthers an agency's professional development and ensures that their methods, policies, procedures and daily operations follow the best practices or "standards" in the law enforcement arena.

For many years, the most familiar accreditation body has been the Commission on Accreditation for Law Enforcement Agencies, known as CALEA. CALEA is a reputable national organization which can assist agencies with their operations. Its stated purpose is "to improve the delivery of public safety services, primarily by: maintaining a body of standards, developed by public safety practitioners, covering a wide range of up-to-date public safety initiatives; establishing and administering an accreditation process; and recognizing professional excellence." While some Michigan agencies have become CALEA certified, many have not. Cost and staffing were the most common reasons agencies did not pursue this certification.

Benefits of Accreditation

In the law enforcement profession, the cost of mistakes can be very high. Suitable policies, appropriate supervision and oversight, along with timely and proper training are vital to both limit the organization's exposure to liability and enhance its community relations. Leaders need to review key policies for legality, fairness, and community acceptance. Training should also be continuously monitored. Combining frequent, scenario-based, thought-provoking training with an officer's experience will go a long way toward limiting mistakes.

Yet we all know that daily demands can hinder good intentions of being proactive in monitoring the various facets of an organization and implementing changes that will support our ideals.

Accreditation is a guide to address these issues and to ensure that leaders are diligent in following best practices, trends, court decisions, statutory changes, and societal changes that impact operations.

The accreditation process builds trust with the community - one of the greatest challenges facing American society today. Law enforcement derives its authority from the communities they police. Community engagement and satisfaction are vital to allow agencies to do their job. Departments need to be informed by the community, and collaborate and respond to the community's needs. Residents need to trust that officers will be properly trained and supervised, and will be fair, impartial, and respectful in their conduct.

Unfortunately, we do see lawsuits claiming failure to train or failure to supervise. To hold a municipality liable, a plaintiff must provide proof their injury was a direct result of the municipality's official policy or custom and that the policy or custom was a "moving force" behind the alleged deprivation of rights *Cummings v. City of Akron*. Further, a municipality's failure to train its officers must amount to "deliberate indifference to the constitutional rights of [its] citizens" to give rise to liability under *Monell Matican v. City of New York*. It was ruled that a plaintiff must establish that the municipality's lack of training caused the deprivation of their rights.

Thus failure to train, along with poorly written or outdated policies, exposes agencies to potential liabilities that can cost thousands of dollars. Accreditation can reduce these types of exposures by ensuring an agency has up-to-date written policies, procedures, and directives, as well as solid documentation of compliance with these best practices and policies.

Meanwhile, equally important, as new threats appear and responses are developed, the latest and best training is also crucial to maintaining and improving officer safety.

Increased effectiveness and efficiency in the delivery of services is another significant benefit of accreditation. With limited resources, departments should strive to spend taxpayer dollars wisely. Certainly accreditation can reduce the costs associated with investigations, defending lawsuits, and the like. However, it can also save money and staff time by addressing administrative inefficiencies and obsolete or cumbersome operations.

Organizations are complicated, with many moving parts; internal and external influences constantly put pressure on an agency's personnel, time, and funds. With so many demands, it's not surprising that things can be overlooked. The accreditation process guarantees a systematic review of operations and policies organization-wide, to ensure that you are providing the best service possible to your communities in an efficient and effective manner.

The Michigan Law Enforcement Accreditation Commission

The Michigan Law Enforcement Accreditation Commission (MLEAC) designed its program "to be a state accreditation program that meets the needs of our membership, at an affordable fee, and with a reasonable number of standards that focus on critical topics," according to Neal Rossow, the Accreditation Program Director for the Michigan Association of Chiefs of Police. The program costs less than CALEA accreditation and, though it has 105 standards rather than 459, still ensures that organizations are optimizing their delivery of service while reducing their exposure to liability.

What are the MLEAC Standards?

The standards are based primarily on state and national professional standards and Michigan statutory and regulatory law. It is important to bear in mind that they are guidelines for what should be done,

not how it should be done. Each jurisdiction is unique, with its own set of challenges, culture and political climate. The standards have some flexibility, to allow procedures to vary from one department to another while still meeting the standards.

The current MLEAC Standards Manual has 105 standards, although some may not apply if an agency does not undertake certain operations. Each of its five chapters covers a broad range of topics that apply to a general area of law enforcement operations:

- 1) The Administrative Function
- 2) The Personnel Function
- 3) The Operations Function
- 4) The Investigative Function
- 5) The Arrestee/Detainee/Prisoner Handling Function

The standards can be reviewed by going to the MACP website and clicking on the accreditation tab.

The MLEAC Accreditation Process

There are five phases to achieving and maintaining MLEAC accreditation: application, self-analysis, on-site assessment, Commission review, and ongoing compliance.

The application phase includes the following:

1. An interested agency completes a formal application with supporting materials.
2. The agency's Chief of Police signs the application on behalf of the agency to serve as a contract and statement of intent to complete the accreditation process.
3. The agency pays an initial accreditation fee, based on sworn FTE's. The current cost can be obtained from the Michigan Association of Chiefs of Police office.
4. The Accreditation Program Director contacts the agency to assist in starting the process.

Next is the self-analysis phase:

1. The agency begins with a self-assessment to determine its current level of compliance. It locates and compiles supporting documentation (also called "proofs") to demonstrate conformity with those standards it already meets. "Proofs" can include: existing written directives, memos, forms or e-mails; interviews with employees who have specialized knowledge of the standard being reviewed; or observation by evaluators.
2. The agency drafts new procedures for standards that have not yet been met. New policies and procedures must be fully implemented for at least three months before an agency can be considered for accreditation. This phase is the most time-consuming of the entire process and can take upwards of two years to complete.

3. A mock assessment is conducted 2 to 6 months prior to the accreditation team's on-site visit. The more comprehensive the mock assessment, the more likely the actual assessment will be successful.

Once an agency is properly prepared, it can progress to the on-site assessment phase.

1. The Accreditation Program Director selects a team of trained assessors, free from conflict of interest with the candidate agency, and then conducts an on-site review of the agency. On-site assessments typically take two days to complete. The first day includes file reviews, a tour of the agency, ride-alongs and interviews. The second day includes further file reviews, interviews, and ride-alongs; a public call-in session; and exit interviews with the CEO and the agency's accreditation manager.
2. Prior to leaving the site, the assessor team conducts a debriefing and gives a verbal report on the state of accreditation. The accreditation manager has an opportunity to address any issues discovered during the on-site visit they were not able to correct during the assessors' visit.
3. The assessors complete a formal, written report of their on-site activities and findings. A copy is sent to the agency.
4. If the final report reflects compliance with all applicable standards and required on-site activities, the final assessment report is submitted to the Commission and the agency is scheduled for a hearing/review.
5. If compliance issues remain unresolved, the agency may return to the self-assessment phase to complete unfinished work or it may choose other options such as appeal or voluntary withdrawal.

The Commission review/decision phase follows.

1. The candidate agency attends a scheduled hearing at which the Commission reviews the final report and receives testimony from agency personnel, assessors, staff or others.
2. If satisfied that the agency has met all compliance requirements, the Commission awards the agency accredited status for a period of three years.

Maintaining compliance is the final and ongoing phase.

1. To maintain accredited status, the agency must remain in compliance with applicable standards.
2. The agency submits annual reports to the Accreditation Program Director attesting to continued compliance and reporting changes or difficulties experienced during the year, including actions taken to resolve noncompliance. An annual continuation fee is also paid.
3. After a three-year period, the Commission offers the agency an opportunity to repeat the process and continue accredited status.

Not If But When

Accreditation forces leaders to prioritize and have a laser-like focus on areas that are vital for an organization to continue to run at its optimum level of performance while hazard risks are either eliminated or reduced.

Chief David Molloy, of the Novi Police Department and current MACP President, went through the accreditation process and had this advice to offer, *“The demanding and time-consuming process of accreditation requires an organization to be introspective and comprehensive. Don’t be intimidated that the accreditation will take over your agency and remove it from your leadership and guidance. MACP accreditation allows you to demonstrate that your organization is committed to providing the highest quality of service to your citizens and staff by implementing the best practices and standards in our profession. The question shouldn’t be if your agency should become accredited, but when.”*

Yes, the process will require effort, staff time will need to be dedicated and a minor amount of funding will need to be allocated. This can be difficult to accomplish for some agencies that have limited resources. However, hard work on the front end will save a lot of hard work and headaches on the back end, particularly if you are served with a lawsuit, MIOSHA complaint or any other number of accusations that could potentially cost the organization large sums of money or public humiliation.

A leader’s role in a department is to look out for the best interest of the organization through budget development, resource allocation and deployment, addressing risk and operational issues. The Michigan Law Enforcement Accreditation Program provides a means to ensure you are providing the best service possible to your communities in an efficient and effective manner.

Are you an MML Insurance Program Member? Are you a Law Enforcement Executive?

If so, visit the MML’s online [Law Enforcement Risk Control Manual](#) to access model policies and procedures developed by the LEAF Committee.

Go to: <http://www.mml-leaf.org/lerc.php>

Click on the green “Member Login” box in the left-hand panel.

At the Login screen, enter your username and password.

If you don’t have a username and password, click “Request Access” and complete the online form.

LEAF continues to develop policies and resource documents designed to help Law Enforcement Executives manage their risk exposure.

Do not hesitate to contact the Michigan Municipal League's Loss Control Services at 800-482-2726 for your risk control needs and suggestions.

While compliance to the loss prevention techniques suggested herein may reduce the likelihood of a claim, it will not eliminate all exposure to such claims. Further, as always, our readers are encouraged to consult with their attorneys for specific legal advice.

The LAW ENFORCEMENT ACTION FORUM (LEAF) is a group of Michigan law enforcement executives convened for the purpose of assisting loss control with the development of law enforcement model policy and procedure language for the Law Enforcement Risk Control Manual. Members of the LEAF Committee include chiefs, sheriffs, and public safety directors from agencies of all sizes from around the state.

The LEAF Committee meets several times yearly to exchange information and ideas relating to law enforcement issues and, specifically, to address risk reduction efforts that affect losses from employee accidents and incidents resulting from officers' participation in high-risk police activities.

*Sponsored by the Michigan Municipal League
Liability & Property Pool and Workers' Compensation Fund
1675 Green Road, Ann Arbor, MI 48105 ph - 800-653-2483
Contact: Matthew Heins, matthew.heins@meadowbrook.com
ph - 800-482-2726 ext. 8040*



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
March 20, 2023**

2023 Easter Egg Scramble Event-Final Planning	Date: March 20, 2023
<p>Summary: Over the last month, planning has commenced for the upcoming March 25th Easter Egg hunt at the Community Center. As such, the final details are needed to be discussed which includes the following.</p> <ul style="list-style-type: none">• Location details for egg hunt/hunts? One large hunt throughout the park or separate areas?• RPPD Siren for official start at 10?• Who will be the bunny? Councilmember Crossno is the only volunteer so far.• Other items?	
Signature:	Title: City Manager



MARCH 25TH, 2023 10:00 AM

EASTER EGG SCRAMBLE

CITY OF ROOSEVELT PARK

COMMUNITY CENTER PARK

(CORNER OF GLENSIDE AND ROOSEVELT)

Remember your baskets for collecting your goodies and a camera to record your memories



THANK YOU TO OUR
SPONSORS!



City of Roosevelt Park

A Proud Community

Informational Updates

The following documents are informational updates and documents relating to our community. They are for your information only and no action is requested.

February
2023

MONTHLY REPORTS



Shawn C. Bride
Chief of Police

Chief's Monthly Summary

February 2023 saw a shift in recent trends for the Roosevelt Park Police Department (RPPD). Overall calls for service dipped slightly, as did the number of traffic stops and resulting citations issued. These changes can be attributed to a number of significant weather events impacting road conditions and general travel difficulties. While these numbers dipped, the number of motor vehicle crashes (weather related), incident reports written, medical/suicidal incidents, and arrests increased significantly. With current staffing numbers any increase in time consuming events such as report writing, medical/suicidal incidents, and physical arrests with lodging in the jail are expected to monopolize Officer patrol time. That patrol time would normally be conducive to crime prevention Self-Initiated Field Activities such as field contacts, traffic stops, and issuing of citations. Even with the noted declines, the efforts put forth and work product of the Officers overall were still significant.

February also saw a considerable amount of "housekeeping" being done within RPPD. 2022 end of year reports and accounting of activities were due to the State (MICR) and Federal Bureau of Investigation (NIBRS). Michigan Incident Crime Reports (MICR) are essentially the "report card" of a police department as seen via the "clearance rate". These numbers illustrate the recorded effectiveness of a police agency, as well as trends in activities through the collection of accurate and detailed crime data.

In Michigan, a cleared incident means that a crime was cleared by arrest or exceptional clearance. Exceptional clearance is defined as all of the following criteria applying to a case: investigation must clearly and definitively establish the identity of at least one offender; sufficient probable cause must support the arrest, charging and prosecution of the offender; the exact location of the offender must be known so an arrest could be made; and there must be a reason outside the control of law enforcement that prevents the arrest. (This includes death of offender, victim refused to cooperate in prosecution, etc.)

Correct reporting, accounting, along with diligent and thorough investigations greatly impact a clearance rate.

In 2021 the RPPD recorded an annual clearance rate of 11%, and that number dipped to 7% during the first nine months of 2022. With an emphasis placed on officer accountability, improved reporting and follow up, working cooperatively with our neighboring sister agencies, and a substantial amount of good old-fashioned hard work in the fourth quarter of 2022 we saw the department's final clearance rate for the year improve to an astounding 57%.

Currently, the first quarter clearance rate for RPPD stands at an impressive **65%**, while the aggregate clearance rate for all Muskegon County Law Enforcement Agencies is currently 43%. A general rule of thumb in Law Enforcement is that Agencies with clearance rates in the 50's are considered effective, 60's are outstanding, and Department's with clearance rates in the 70's are considered elite.

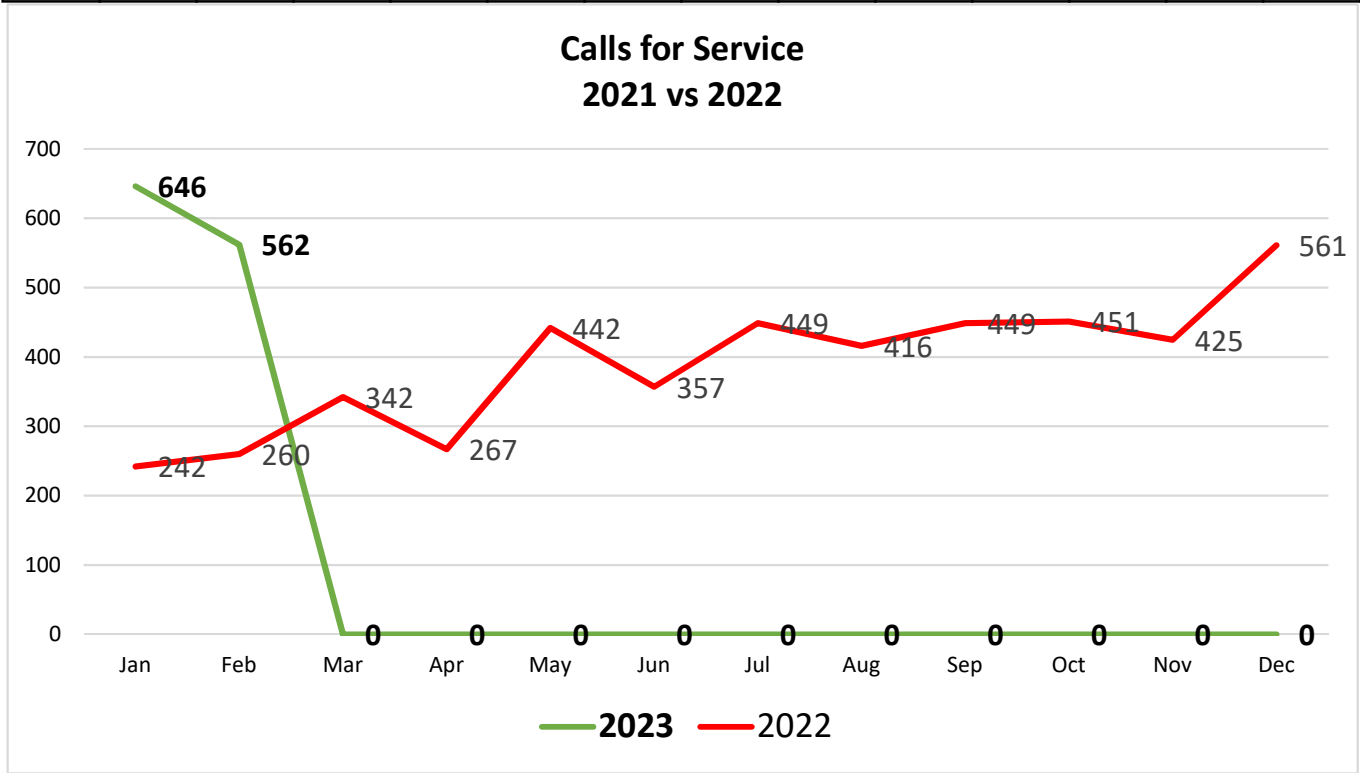
Day by day, the Women and Men of the Roosevelt Park Police Department get a little bit better at their profession and we hope that is reflected in the eyes of the public in the form of noticed presence, Professional and Courteous service, and a perception that Roosevelt Park is a safe place to live, work and play.

On behalf of the staff of RPPD, I would like to thank you all once again for your support and your trust in us. We appreciate the opportunities to exhibit for you, our residents, visitors, and business partners, "Roosevelt Park Excellence."

Shawn Bride, Chief of Police

Calls for Service:

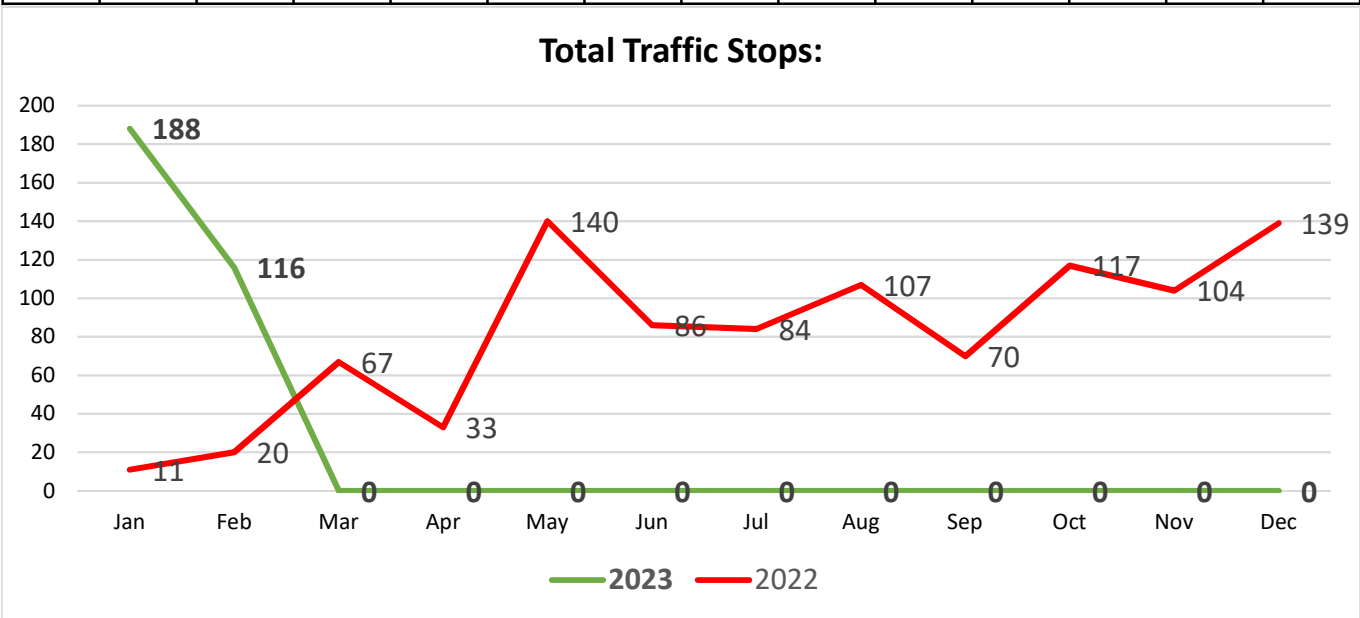
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	646	562	0	0	0	0	0	0	0	0	0	0	1208
2022	242	260	342	267	442	357	449	416	449	451	425	561	4661



Traffic Safety Activities

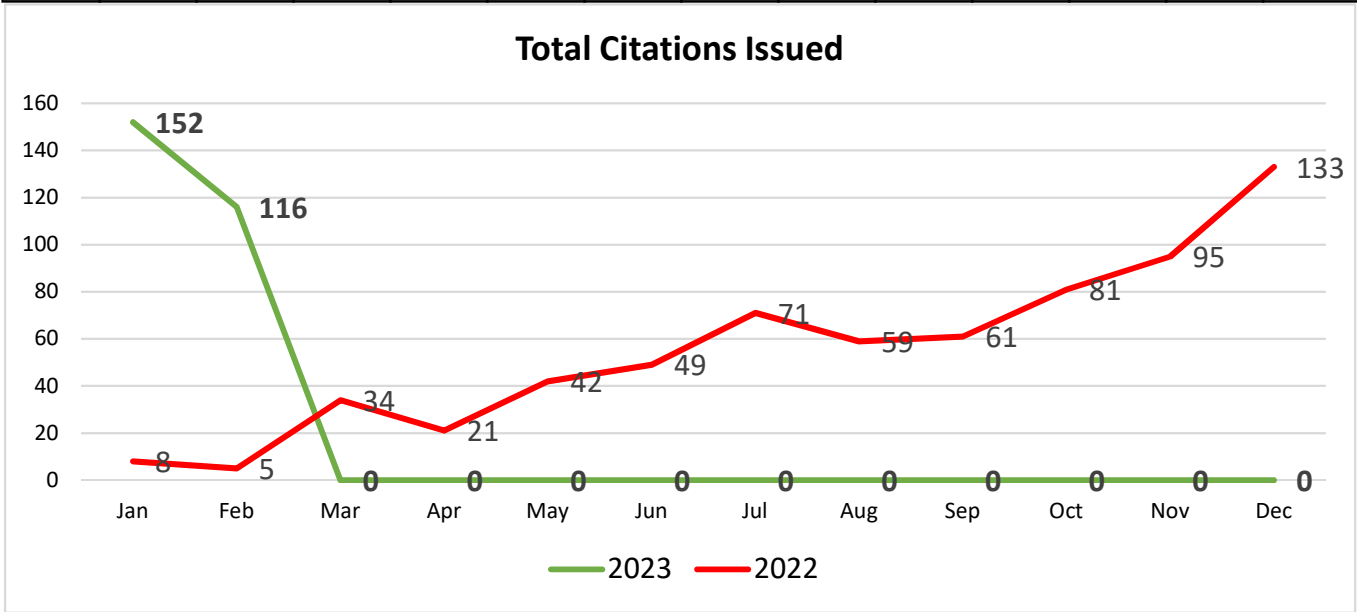
Total Traffic Stops:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	188	116	0	0	0	0	0	0	0	0	0	0	304
2022	11	20	67	33	140	86	84	107	70	117	104	139	978



Total Citations Issued:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	152	116	0	0	0	0	0	0	0	0	0	0	268
2022	8	5	34	21	42	49	71	59	61	81	95	133	659

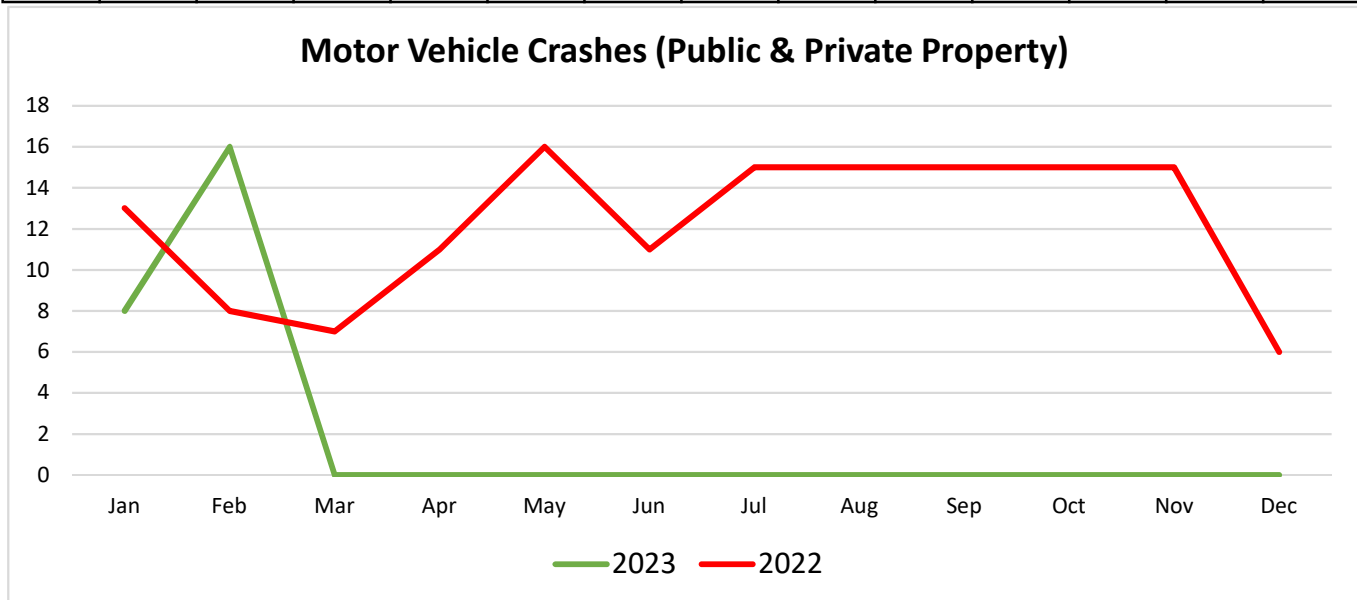


OWI Arrests:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	1	2	0	0	3

Motor Vehicle Crashes (Public & Private Property):

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	8	16	0	0	0	0	0	0	0	0	0	0	24
2022	13	8	7	11	16	11	15	15	15	15	15	6	147



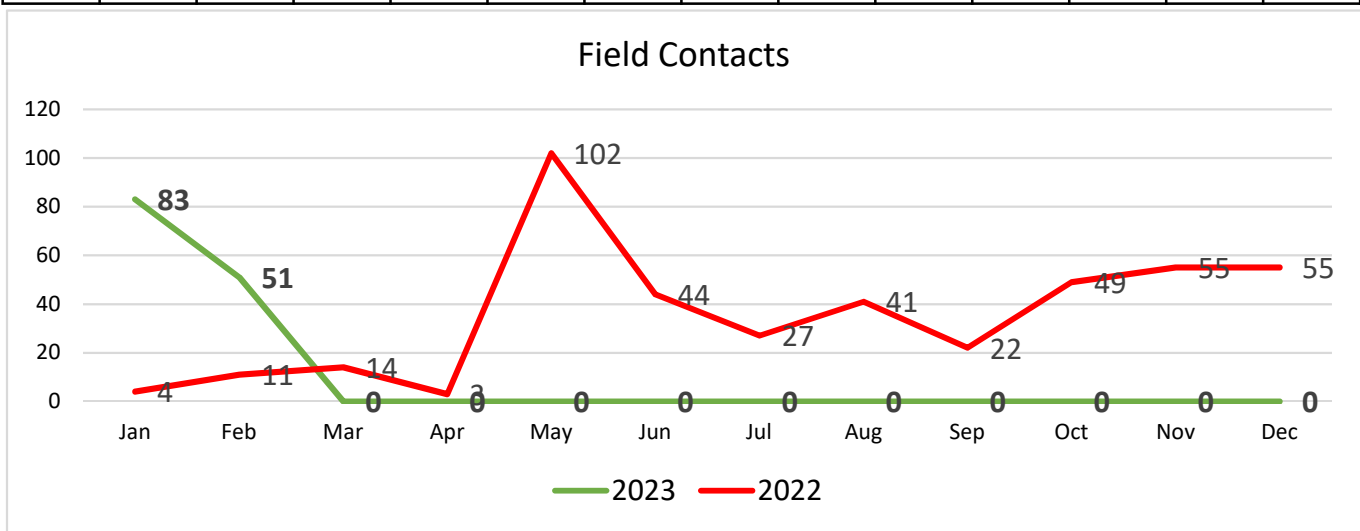
Top 5 Crash Locations:

#1	3285 Henry St (Walmart)
#2	W. Sherman Blvd @ Henry St
#3	3298 Roosevelt Rd (Tiffany Woods Apts)
#4	W Summit Ave @ Henry St
#5	Roosevelt Rd @ Glenside Bl

Crimes, Reports, and Arrest Activities

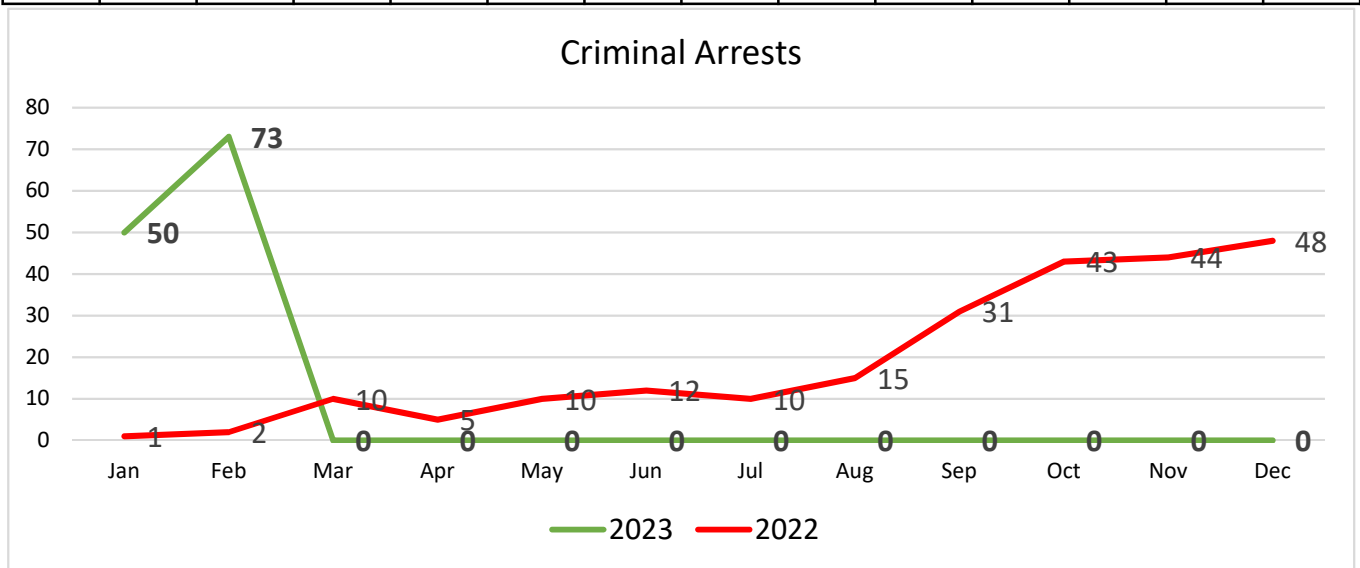
Field Contacts:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	83	51	0	0	0	0	0	0	0	0	0	0	134
2022	4	11	14	3	102	44	27	41	22	49	55	55	427



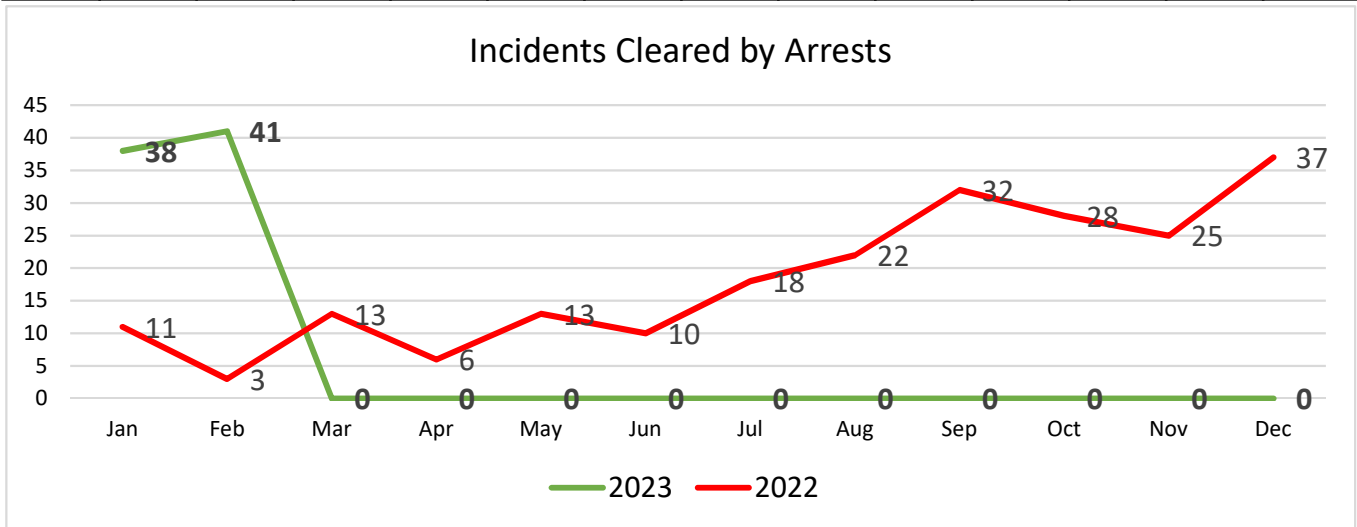
Criminal Arrests:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	50	73	0	0	0	0	0	0	0	0	0	0	123
2022	1	2	10	5	10	12	10	15	31	43	44	48	231



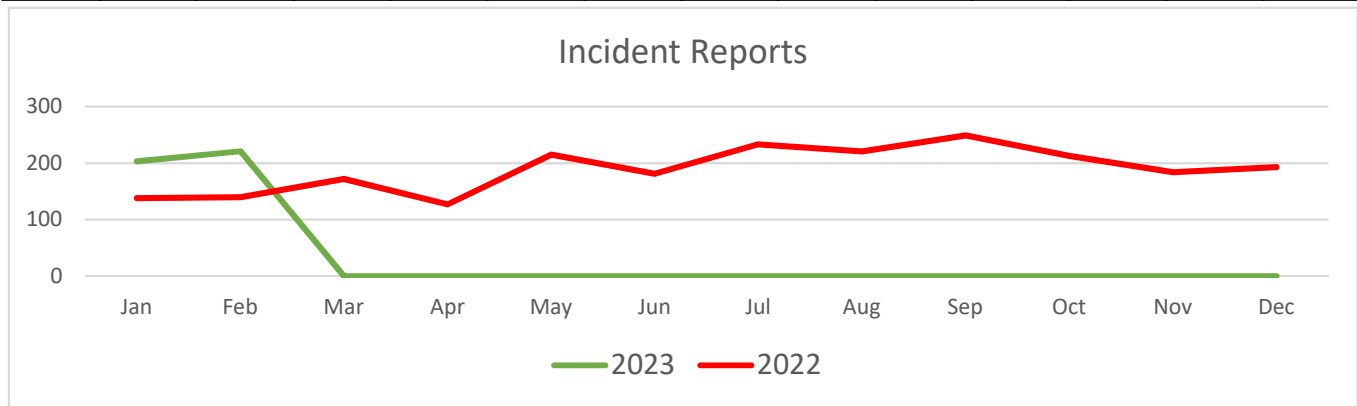
Incidents Cleared by Arrests:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	38	41	0	0	0	0	0	0	0	0	0	0	79
2022	11	3	13	6	13	10	18	22	32	28	25	37	218



Incident Reports:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	203	221	0	0	0	0	0	0	0	0	0	0	424
2022	138	140	172	127	215	181	233	221	249	213	184	193	2266



Medicals/Overdoses/Suicida/Check Wellbeing:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	25	39	0	0	0	0	0	0	0	0	0	0	64
2022	33	43	42	28	35	26	39	37	33	37	46	29	428

Larcenies/Frauds:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	29	31	0	0	0	0	0	0	0	0	0	0	60
2022	28	19	26	21	26	27	30	25	34	39	32	26	333

Assaults:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	1	1	0	0	0	0	0	0	0	0	0	0	2
2022	1	1	2	2	4	3	6	7	6	2	2	2	38

MICHIGAN INCIDENT CRIME REPORTS (2022 Highlights/Incidents-Clearance Totals)

Offense File Class (14 of 107)	Number of Incidents			Incidents Cleared			
	Current	Previous	%Change	Arrests	Exceptional	Total	Rate
13001 - Nonaggravated Assault	18	13	38%	7	7	14	78%
13002 - Aggravated/Felonious Assault	5	2	150%	4	0	4	80%
13003 - Intimidation/Stalking	9	3	200%	1	3	4	44%
22001 - Burglary Forced Entry	3	7	-57%	2	0	2	67%
23005 - Larceny Theft from Motor Vehicle	23	15	53%	6	5	11	48%
30001-03 Retail Frauds	164	189	-13%	66	25	91	55%
35001-02 Violation of Controlled Substance	11	3	367%	9	0	9	82%
48000-50000 Obstructing Police/Justice	44	8	450%	35	1	36	82%
53001-02 Disorderly/Public Peace	22	29	-24%	2	15	17	77%
2022 RPPD Incidents and Clearances Totals:	450	431	4%	151	105	256	57%

MICHIGAN INCIDENT CRIME REPORTS (Comparison Incidents-Clearance Totals)

Offense File Class	Number of Incidents			Incidents Cleared			
	Current	Previous	%Change	Arrests	Exceptional	Total	Rate
2021 RPPD Incidents and Clearances Totals:	431	375	15%	47	2	49	11%
2022 RPPD Q1-Q3 Incidents and Clearances Totals:	272	238	14%	18	1	19	7%
2023 Muskegon Co Q1 (All Agencies Aggregate) Incidents and Clearances Totals:	1561	2662	-41%	495	171	666	43%
2023 RPPD Q1 Incidents and Clearances Totals:	130	49	165%	57	28	85	65%





West Michigan Shoreline Regional Development Commission

West Michigan Regional Transit Systems Governance & Organizational Transition Study

Jurisdiction Representatives Discussion - March 3, 2023

Agenda

1. Status of Community Survey:
 - Status Report
 - Press release
2. Draft Articles of Incorporation Review:
 - Any updates to comments?
3. Bylaws – General Outline
4. Meeting with Ottawa County:
 - Interim tasks to be done?
5. Authority Informational Piece – Next step:
 - What does the referendum cover/include?
 - Why is the referendum being proposed?
 - What does a YES vote mean for me?
 - What will the referendum cost me//my family?
 - What happens to transit service if the referendum does not pass?
6. Wrap-up

Messaging

5. Authority Informational Piece – Next step:

- What does the referendum cover/include?
- Why is the referendum being proposed?
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**CITY OF
EAU
CLAIRE**

**PUB
RE**

Q Why do we need additional 911 staff?

The Eau Claire County Dispatch Center is operated under the City's Police Department. The Dispatch Center is staffed 24 hours a day, 7 days a week and is responsible for answering emergency calls in the County and notifying the appropriate emergency service providers to respond.

In only four years, the Dispatch Center has seen an almost 15% increase in emergency calls. Despite the growing call volume, current staffing levels require dispatchers to spend time on administrative tasks typically outside the scope of their role.

Referendum funding would provide an additional civilian law enforcement associate to carry out administrative tasks – such as to open records requests and District Attorney office requests – freeing up time for dispatchers to answer calls for service.

Q What other alternatives were considered to fund public safety?

The City has explored multiple avenues to fund public safety needs. American Rescue Plan Act (ARPA) funds have already been allocated and are unavailable to provide relief to our Police and Fire departments.

Referendum is the best path forward to ensure high-quality service to the community without compromising the health, safety and wellbeing of public safety providers.

Q What other referendums are on the ballot?

The Eau Claire Area School District is asking voters for authorization to issue up to \$88,600,000 in general obligation bonds for a school building and facility improvement project.

The ballot will also include an advisory referendum asking voters if Wisconsin should legalize cannabis for adults age 21 and over.

Q The school board is also asking for money. How does this affect the City's public safety referendum?

While both the school district and City are putting referendums on the ballot this year, they are different government entities and levy taxes individually.

The City has taken a pragmatic approach to budgeting and making the most out of tax dollars. The needs of our public safety responders have grown, and it is getting increasingly difficult to meet the growing demands for service without additional resources.

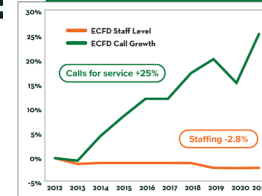
Questions regarding the school district's budget and referendum are best directed to the Eau Claire Area School District Office at 715-852-3000, or visit www.ECASP.us for more information.

EAUCLAIREWI.GOV/REFERENDUM | REFERENDUM@EAUCLAIREWI.GOV



CRITICAL NEED FOR FIRE RESCUE STAFF

In 2021, the department responded to 9799 calls for service - the highest number in its history.



Over the past decade, Eau Claire Fire & Rescue's staffing levels have decreased - even though the population has grown by almost 5% and calls for service have increased by 25%.

Average response times for emergency calls have increased, as well.

- In 2022, emergency response times have averaged to 5 minutes and 14 seconds - a nearly 12% increase since 2013.

In 2021, there were 151 instances of overlapping calls. High call volume, coupled with insufficient staffing, has impacted the Department's ability to react when multiple calls for service occur at once. Additional staffing would enable Eau Claire Fire & Rescue to meet current and future call volume and response time benchmarks.

Units or points will not be counted.

In-person early voting will take place October 25 through November 4 and is open Monday-Thursday from 9 a.m. to 6 p.m. and Friday from 9 a.m. to 4 p.m. A voting drive-thru will be set up in the parking lot of City Hall. A vehicle is not required to use the service.

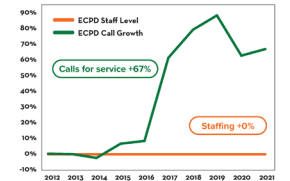
On November 8, all polling places will open at 7:00 a.m. and will close at 8:00 p.m. Wisconsin voters are required to show an acceptable photo ID in order to vote.

Additional voting information, including about polling places and requesting an absentee ballot, can be found on EauClaireWI.gov/Elections and myvote.wi.gov.

PUBLIC SAFETY REFERENDUM

CRITICAL NEED FOR POLICE STAFF

The Eau Claire Police Department responded to nearly 20,000 more calls in 2021 than it did in 2012, a 67% increase in calls for service in just 10 years, while staffing levels have remained stagnant.



Compared to peer cities, Eau Claire has the fewest sworn officers per 1,000 people and falls well below the state average.



*For purposes of this chart, the population excludes the state university student body.
†Included. Eau Claire's average would have been even lower.
*Denotes 2020 average.

IN 2021 ECPD PAID OFFICERS FOR
3,740 HOURS OF OVERTIME
A 450% INCREASE FROM 2018

LEARN MORE
Referendum@EauClaireWI.gov | EauClaireWI.gov/Referendum

Messaging

5. Authority Informational Piece – Next step:

- What does the referendum cover/include?
- Why is the referendum being proposed?
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- What happens to transit service if the referendum does not pass?

2019 Laketrans Levy Facts

Lake County residents rely on Laketrans.

- 2,500x** per day
- 60%** Over 60% of Laketrans trips take people to work or school.
- 50%** Over half of Laketrans trips are provided to seniors or people with disabilities.
- 750,000x** per year

Lake County's senior population continues to grow.

- By 2030 **34%** of Lake County's population will be 60+ years.
- grown 18% since 2015.
- 2018

Current financial status:

- Sales tax accounts for 65% of the Laketrans budget.
- State & local funding continue to decline, including losing \$800,000 from the state in 2019 alone.
- Laketrans is operating on its original 1988 tax levy, and has not returned to the voters for additional funding in over 30 years.

To reduce expenses:

- 35%** Laketrans is transitioning its Dial-a-Ride fleet from diesel to propane, a 35% fuel savings, and replacing buses with accessible vans.
- Laketrans joined a healthcare consortium saving over \$250,000 annually in healthcare expenses.
- Laketrans partners with other regional transit systems to reduce costs on fuel, insurance, and capital purchases.

Laketrans is proposing a 1/4 of 1% sales tax.

The sales tax levy will allow Laketrans to improve service to job corridors. As well as, meet the growing demand for accessible transportation for Seniors, Veterans, and People with disabilities.

Every time you spend \$100 in taxable goods in Lake County, Laketrans will receive 25 cents.

Not a property tax!

Without this levy Laketrans will have to cut 30% of services. Denying access to critical medical appointments, jobs, or the ability to live independently for Seniors, Veterans, and People with disabilities.

75% Over 75% of the new levy funds will be used to sustain Dial-a-Ride.

30% Without this levy, Laketrans will have to cut 30% of services.

Laketrans has been serving Lake County for 45 years!

This sales tax levy is critical to sustain the services Lake County residents need to access jobs, healthcare, and the community.

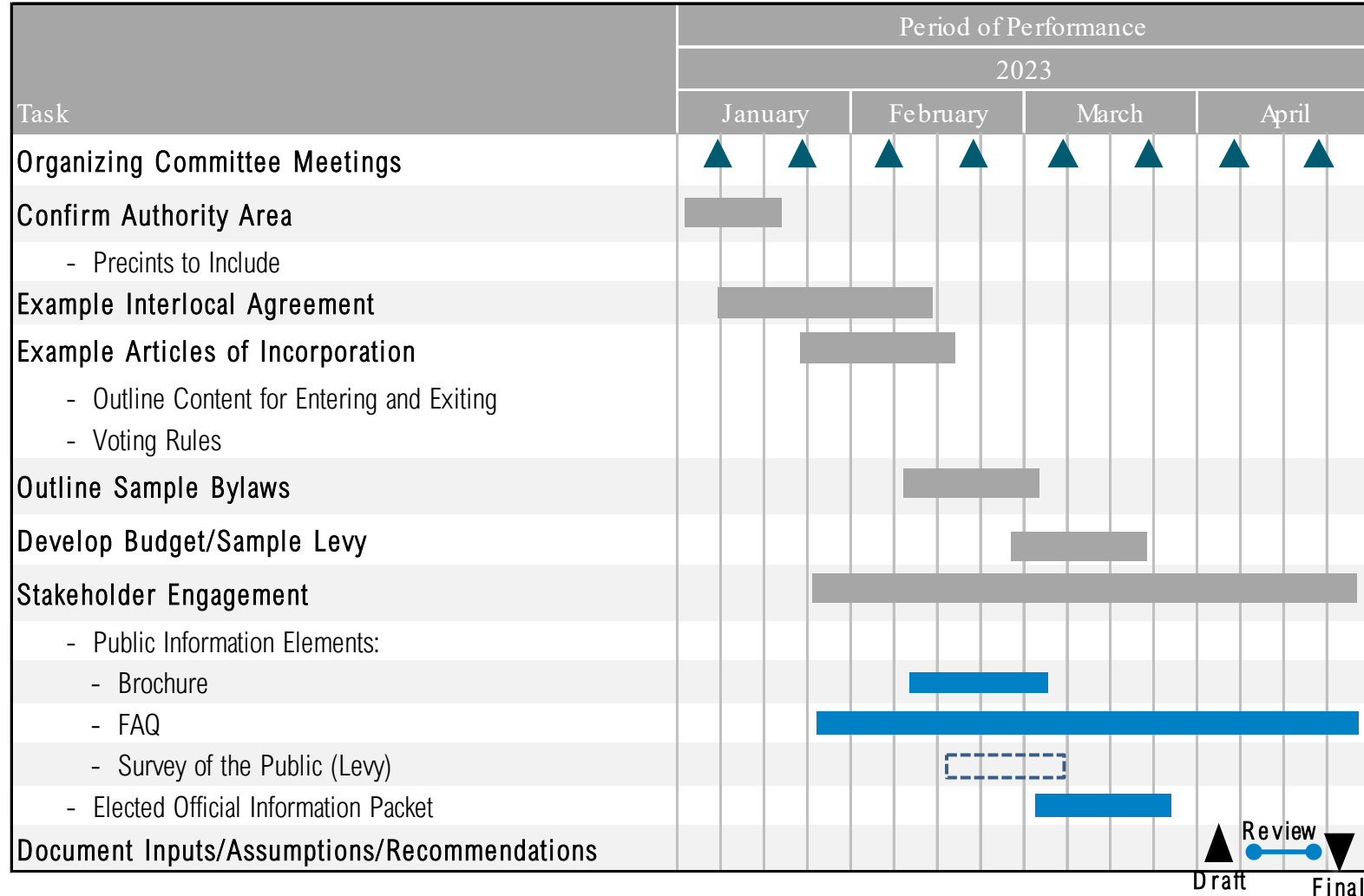
Are you registered to vote?
 Register by **October 7th**.
 Early voting starts **October 8th**.
 Election Day is **November 5th**.

LAKETRAN

Wrap-up

- Discussion/Questions
- Topics for March 17, 2023 – Action Items

Schedule – Through April



February 3

- Finalize Representation Ideas
- Interlocal Agreement – Finalize
- Survey Questions

February 17

- Content of Articles of Incorporation (Comments provided before March 3)
- Mill Levy

March 3

- Final Review of Articles
- Initiate Bylaws Content Discussion

March 17

- Content for Community Outreach:
 - What is service
 - Cost

March 31

- Bylaws Content
- Budget Discussion

April 14

- Documents
- Actions going forward by Group

April 28

- Implementation
- Confirm Next Steps
- Clean up



City of Roosevelt Park

A Proud Community

Dear Resident/Property owner

The below public notice is required by ordinance to be mailed via first class mail to all property owners within three hundred feet of the below stated property in reference to the applicant's request to rezone the parcel. This is very similar to a mailing that was sent out in January of 2023 in which the same applicant submitted the identical request.

Due to a process error in the property measurement system of those January 2023 notices, several additional property owner notices were subsequently required to be mailed. This has resulted in this letter being received by the majority of neighbors within three hundred feet for a second time and is a near duplicate notice to those notified in January.

This is the same identical request by the same applicant from January and per the ordinance, the same process must be followed for the public hearing and notification following this corrected and statute fulfilling mailing notice of the rezoning. The applicant had also requested a Special Land Use approval, however that process will reoccur in the coming months as they hope to rework and improve their site plan and use proposal.

NOTICE OF PUBLIC HEARING CITY OF ROOSEVELT PARK

NOTICE IS HEREBY GIVEN, pursuant to Public Act 110 of 2006, as amended, that a public hearing will be held by the City of Roosevelt Park Planning Commission At 6:00 p.m., Monday March 27, at the Roosevelt Park City Hall, 900 Oakridge Road, Roosevelt Park, Michigan. The purpose of the public hearing is as follows:

A public hearing regarding a proposed rezoning of the single parcel 61-25-164-000-0041-00 (3145 Henry Street) from existing split zoning of Single Family residential and C-E Henry Commercial East to the single proposed zoning of C-E Henry Commercial East which includes lots 41-46 of the Cranbrook Subdivision which is the existing single property parcel of 61-25-164-000-0041-00.

Any questions pertaining to this request should be directed to the City Clerk at 231-755-3721. The application may be reviewed at City Hall and written comments, may be received until March 27, 2023, at 900 Oak Ridge Road, Roosevelt Park MI 49441. ADA Policy: The City will provide necessary appropriate auxiliary aids and services to individuals with disabilities who want to attend the meeting upon forty-eight (48) hour notice to the City Clerk of Roosevelt Park, 900 Oak Ridge Rd. 231-755-3721.

Ann Wisniewski
City Clerk

Mailed via First Class Mail: March 15, 2023

Jared D. Olson

From: Jared D. Olson
Sent: Monday, March 6, 2023 11:19 AM
To: 'Julie Weber'
Cc: Ben S. VanHoeven; Shawn C. Bride
Subject: RE: Thank You

Happy Monday Julie,

I appreciate the note and have passed this onto our Police Chief and our DPW Superintendent as their crews work in tandem to identify areas of concern which our electronic speed signage can help. Bringing on board new technology and pairing it with our team's expertise is certainly one of our main objectives in creating a safe, fun, and family friendly community. Thanks again!

Respectfully,

Jared Olson

Jared Olson
City Manager
City of Roosevelt Park
231-755-3721 ext. 1954



From: Julie Weber
Sent: Monday, March 6, 2023 10:38 AM
To: Jared D. Olson
Subject: Thank You

Hello,

I am writing to express thanks for installing a speed limit monitor near my home on Summit Avenue. As homeowners with young children we very much appreciate this effort to slow down traffic on our street. We love living in Roosevelt Park and are thankful for the efforts of city staff to maintain a great neighborhood.

Thank you!

Julie Weber
924 W. Summit
