



# CITY OF ALBION CITY COUNCIL MEETING AGENDA

Meetings: First and Third Mondays – 7:00 p.m.

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

COUNCIL-MANAGER  
GOVERNMENT

Council members and  
other officials normally in  
attendance.

## AGENDA

**COUNCIL MEETING**  
**Monday, December 16, 2019**  
**7:00 P.M.**

**David Atchison**  
Mayor

**Vicky Clark**  
Council Member  
1<sup>st</sup> Precinct

**Lenn Reid**  
Council Member  
2<sup>nd</sup> Precinct

**Al Smith**  
Council Member  
3<sup>rd</sup> Precinct

**Marcola Lawler**  
Council Member  
4<sup>th</sup> Precinct

**Jeanette Spicer**  
Council Member  
5<sup>th</sup> Precinct

**Shane Williamson**  
Council Member  
6<sup>th</sup> Precinct

**Darwin McClary**  
City Manager

**The Harkness Law Firm**  
Atty Cullen Harkness

**Jill Domingo**  
City Clerk

NOTICE FOR PERSONS WITH  
HEARING IMPAIRMENTS  
WHO REQUIRE THE USE OF A  
PORTABLE LISTENING DEVICE

Please contact the City  
Clerk's office at  
517.629.5535 and a listening  
device will be provided  
upon notification. If you  
require a signer, please  
notify City Hall at least five  
(5) days prior to the posted  
meeting time.

### **PLEASE TURN OFF CELL PHONES DURING MEETING**

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)
- VI. PRESENTATIONS AND RECOGNITIONS
  - A. Proclamation Welcoming Distinguished Sister City Visitor: Chef Frederick Therey
  - B. 2020 Census-Erin Geier
- VII. PUBLIC HEARING-None
- VIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three (3) minutes. Proper decorum is required.)
- IX. CLOSED SESSION –None
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
  - A. Approval Regular Session Minutes, December 2, 2019
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Elect Mayor Pro-Tempore
  - B. Request Approval Resolution # 2019-39, Fiscal Year 2020 Budget Appropriation
  - C. Request Approval 2020 Fee Schedule
  - D. Request Approval Resolution # 2019-40, FY 2019 Budget Amendments



# CITY OF ALBION

## CITY COUNCIL MEETING AGENDA

*Meetings: First and Third Mondays – 7:00 p.m.*

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

---

- E. Request Approval MITN Bid System Agreements
- F. Discussion/Approval 1<sup>st</sup> Reading Ordinance # 2019-11, An Ordinance to Amend Chapter 2, Article IV, To Add Division 5, Sections 2-280 through 2-284, Recreation Advisory Commission
- G. Request Approval for Holland Park Sidewalk Improvement Project
- H. Request Approvals Boards & Commission Appointments:
  - Johnathon Naracon, Initial Appointment, Albion Economic Development Corporation, Term to Expire 7-1-2024
- I. Request Approval of Legislative Management Contract with iCompass for \$13,500.00
- J. Request Approval for Acceptance of \$3500.00 Grant from Marshall Community Foundation for the Albion-Marshall Connector
- XII. FUTURE AGENDA ITEMS
- XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).
- XIV. CITY MANAGER REPORT
- XV. MAYOR AND COUNCIL MEMBER COMMENTS
- XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)
- XVII. ROLL CALL
- XVIII. ADJOURN

## Proclamation Welcoming Chef Frederic Therey, French Sister City Visitor

WHEREAS, France and the United States share a long and proud history as allies with a mutual passion for one another's culture, food and wine; and

WHEREAS, the educational, social, and cultural exchanges achieved through the long-standing Sister City relationship between Albion and the French cities of *Noisy-le Ro* and *Bailly* have become a source of great joy and pride on both sides of the Atlantic; and

WHEREAS, nearly one thousand people have traveled back and forth between our cities, coming together to celebrate the importance of a continuing commitment to a more peaceful and enlightened future through people to people exchanges; and

WHEREAS, local families from each community volunteer as hosts families, thus enabling visitors the unique opportunity to truly immerse themselves into the daily life within a different culture; and

WHEREAS, more than two-hundred young adults from Albion have experienced the benefits of foreign travel including greater self-confidence, greater cultural sensitivity, improved problem-solving skills, enhanced creativity; and

WHEREAS, Chef Frederic Therey, has once again travelled from our sister city's region to Albion and has graciously shared his talents to demonstrate the art of French cuisine during a series of demonstrations and meal preparations here in Albion; and

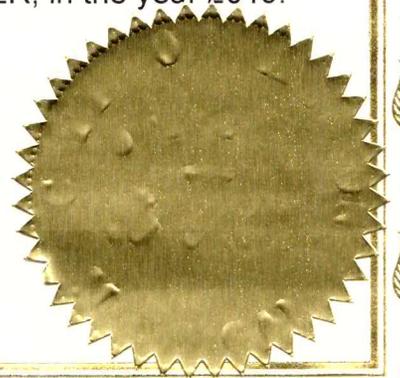
WHEREAS, this example of cultural exchange between our two nations will impart a lasting impression of good will and immeasurable value.

NOW, THEREFORE, I, Dave Atchison, Mayor of Albion, on behalf of our entire city, do hereby extend our warmest welcome to Chef Frederic Therey, BIENVENUE CHALEUREUSE!

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of ALBION, MICHIGAN on this 16<sup>th</sup> day of DECEMBER, in the year 2019.

Honorable \_\_\_\_\_  
Dave Atchison  
Mayor City of Albion, Michigan

\_\_\_\_\_  
Date



City of Albion  
Council Session Minutes  
December 2, 2019

I. CALL TO ORDER

Mayor Atchison called the regular meeting to order at 7:00 p.m.

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5) and Mayor Atchison.

ABSENT: Shane Williamson (6)

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City; Kent Phillips, Acting Interim Public Service Director; John Tracy, Director Planning, Building & Code Enforcement; Tom Mead, Finance Director and Scott Kipp, Chief Public Safety.

V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)

Mayor Atchison asked to add Request Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as Items for Individual Discussion Item L.

*Atchison moved, Smith supported, CARRIED, to Add Request Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as Items for Individual Discussion Item L. (6-0, rcv)*

Council Member Lawler asked to move Request Approval for Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council Member Brown and Who Leaked Complaint to City Watch News Group (Item I) to after Item D.

*Lawler moved, Spicer supported, **FAILED**, to move Request Approval for Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council*

*Member Brown and Who Leaked Complaint to City Watch News Group (Item I) to after Item D. (3-3, rcv) (Reid, Smith, Atchison dissenting).*

*Atchison moved, Reid supported, CARRIED, to Approve the Agenda adding Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as Items for Individual Discussion Item L. (5-1, rcv) (Lawler dissenting).*

## VI. PRESENTATIONS

### A. Open House at The Courtyard Marriott

Mayor Atchison stated the Courtyard Marriott will be hosting an Open House on Friday, December 6<sup>th</sup> from 4-6 p.m. They will have a hot cocoa bar, appetizers and drink specials.

### B. Shop Local Shop Albion

Mayor Atchison will ask a downtown business owner to update the Council on the Shop Local Shop Albion at a later date.

## VII. PUBLIC HEARINGS-FY 2020 Budget

Mayor Atchison opened the public hearing at 7:05 p.m.

Comments were received from: Jay Loomis, 408 Ash St. who asked what percentage the general fund reserve fund will be for the FY 2020 budget.

Mayor Atchison closed the public hearing at 7:07 p.m.

No Council comments were received.

## VIII. PUBLIC Comments (Persons addressing the City Council shall limit their comments to agenda items and to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Garrett Brown, 1016 S. Superior St and Sonya Brown, 713 Orchard Drive.

## IX. CLOSED SESSION- None

## X. CONSENT CALENDAR (VV) Items on the Consent Calendar are voted on as one unit)

A. Approval Study Session Minutes, November 16, 2019

B. Approval Regular Session Minutes, November 18, 2019

Smith moved, Clark supported, CARRIED, to approve the Consent Calendar as presented. (6-0, vv)

## XI. ITEMS FOR INDIVIDUAL DISCUSSION

### A. Elect Mayor Pro Tempore

Mayor Atchison asked if there was any Council Member who would not accept the Mayor Pro Tempore position if nominated.

Council Members Clark, Reid, Smith, Lawler and Spicer all would decline the position of Mayor Pro Tempore.

Clark moved, No Support, **FAILED**, to Elect Council Member Williamson as Mayor Pro Tempore.

Smith moved, Reid supported, CARRIED, to **Table** Election of Mayor Pro Tempore. (6-0, vv)

### B. Request Approval Resolution # 2019-37, To Exempt the City of Albion from the Requirements of the Michigan Publicly Funded Health Insurance Contribution Act from January 1, 2020 through December 31, 2020

Comments were received from Council Member Lawler, City Attorney Harkness, Mayor Atchison and City Manager McClary.

Spicer moved, Reid supported, CARRIED, to Approve Resolution # 2019-37, To Exempt the City of Albion from the Requirements of the Michigan Publicly Funded Health Insurance Contribution Act from January 1, 2020 through December 31, 2020 as presented. (6-0, rcv)

### C. Discussion/Approval Goals & Objectives for City Manager

City Manager McClary outlined the City Manager Goals & Objectives as follows:

#### CITY MANAGER'S GOALS AND PRIORITIES 2019-2020 GOAL #1 – PROMOTE SOUND AND PRUDENT FINANCIAL MANAGEMENT

Strategy – Prepare and submit for city council approval a sustainable FY 2020 budget providing measurable improvements in services to the community while maintaining minimum General Fund reserves of 20% of budgeted expenditures.

**Deadline: December 2019**

Strategy – Submit quarterly financial reports to city council demonstrating effective budget administration.

**Deadline: April 2020, July 2020, October 2020, January 2021**

Strategy – Prepare an administrative policy for the implementation of the Michigan Intergovernmental Trade Network (MITN) bid system in accordance with the city's purchasing policies.

**Deadline: February 2020**

Strategy – Prepare an administrative policy for the implementation of the BS&A Purchase Order system for improved budget management.

**Deadline: April 2020**

Strategy – Prepare and submit to city council a new budget format that supports long term planning for the city, including a comprehensive Capital Improvement Plan (CIP).

**Deadline: October 2020**

**GOAL #2 – PROMOTE EFFICIENT AND EFFECTIVE MUNICIPAL OPERATIONS**

Strategy – Implement use of Trello web-based project management software for collaborative staff projects.

**Deadline: February 2020**

Strategy – Prepare and present to city council a plan for a vibrant, improved summer recreational program for implementation by May 2020.

**Deadline: March 2020**

Strategy – Formulate and implement a comprehensive rental inspection and certification program.

**Deadline: April 2020**

Strategy – Formulate and present to city council a plan to improve and expand the city's code enforcement efforts and community improvement.

**Deadline: April 2020**

Strategy – Prepare plan to improve city services in each city department, including metrics to measure progress and timelines for completion.

**Deadline: June 2020**

Strategy – Implement Phase II of Project Rising Tide branding strategy.

**Deadline: June 2020**

Strategy – Prepare and present to city council plan for an expanded, vibrant, city-wide, yearlong recreational program for 2021.

**Deadline: October 2020**

Strategy – Complete strategic plan for parks.

**Deadline: October 2020**

Strategy – Prepare and present to city council a plan for improving local public transportation services.

**Deadline: October 2020**

### GOAL #3 – PROMOTE PROPER MANAGEMENT OF CAPITAL ASSETS AND INFRASTRUCTURE

Strategy – Complete design and bidding of 2020 capital improvement projects.

**Deadline: March 2020**

Strategy – Complete construction of 2020 capital improvement projects.

**Deadline: October 2020**

Strategy – Complete asset management plans for water system, sanitary and storm sewer systems, streets, buildings and grounds, and other assets; utilize plan data to prepare comprehensive capital improvement plan (CIP).

**Deadline: October 2020**

### GOAL #4 – PROMOTE BENEFICIAL AND EFFECTIVE BOARD, COMMISSION, AND STAFF RELATIONS AND PROFESSIONAL DEVELOPMENT PROGRAM

Strategy – Establish and implement comprehensive annual professional development and training program for all city employees.

**Deadline: March 2020**

Strategy – Establish and implement comprehensive annual training program for boards and commissions.

**Deadline: March 2020**

Strategy – Complete classification and compensation study for all city positions and recommend new classification and compensation plan to city council.

**Deadline: October 2020**

Strategy – Improve communication skills through cultural diversity training and provide report on outcomes.

**Deadline: October 2020**

**GOAL #5 – PROMOTE OPEN, TRANSPARENT, INCLUSIVE, AND COLLABORATIVE GOVERNANCE**

Strategy – Actively seek the participation of, and input by, the public in important decisions affecting the community through public engagement and community conversation efforts.

**Deadline: March 2020**

Strategy – Fully utilize city’s web site, social media, and traditional media to communicate with the public on important issues affecting the community.

**Deadline: June 2020**

Strategy – Utilize city’s web site to increase public accessibility to city documents and forms.

**Deadline: June 2020**

Strategy – Actively seek partnerships and other collaborative opportunities with private, non-profit, charitable, and civic organizations, and other governmental units, to provide quality core municipal services and to achieve common goals (e.g., homelessness, veterans services, at-risk children, community support systems).

**Deadline: June 2020**

Comments were received from Mayor Atchison and City Manager McClary

Reid moved, Clark supported, CARRIED, to Approve the Above Goals & Objectives for the City Manager as presented. (6-0, rcv)

- D. Request Approval Resolution # 2019-38, To Approve the Purchase of One Police Vehicle

Comments were received from Mayor Atchison and Chief Kipp

Clark moved, Reid supported, CARRIED, to Approve Resolution # 2019-38, To Approve the Purchase of One Police Vehicle as presented. (6-0, rcv)

- E. Request Approval Medical Marihuana Grower Renewal License for Greenwell BioMedicinals

Comments were received from Council Member Smith, City Attorney Harkness, Mayor Atchison and Director of Planning, Building & Code Enforcement Tracy.

Reid moved, Spicer supported, CARRIED, to Approve Medical Marihuana Grower Renewal License for Greenwell BioMedicinals as presented. (6-0, rcv)

F. Set Study Session Date to Discuss Sidewalk Fund

Comments were received from Council Members Spicer and Clark and Mayor Atchison.

Atchison moved, Reid supported, CARRIED, To Approve Monday, December 16, 2019 at 6:00 p.m. as a Study Session to Discuss Sidewalk Fund. (6-0, vv)

G. Request Approval Boards & Commission Appointments:

- Christina Wixson, Initial Appointment, DDA, Term to Expire 12-31-2021
- Rick Lange, Reappointment, Albion Trust, Term to Expire 11-7-2022
- Joseph Verbeke, Initial Appointment, Planning Commission, Term to Expire 12-31-2022
- Richard Lewin, Initial Appointment, Board of Review (Alternate), Term to Expire 12-31-2021
- Vivian Davis, Initial Appointment, Board of Review, Term to Expire 12-31-2021

Comments were received from Mayor Atchison

Lawler moved, Reid supported, CARRIED, to Approve the Above Boards & Commission Appointments as presented. (6-0, rcv)

H. Request Approval for Holland Park Sidewalk Improvement Project

Comments were received from Council Members Spicer, Reid and Lawler, Mayor Atchison and Dale Duff, President Forks Senior Center.

Lawler moved, Smith supported, CARRIED, to **TABLE** Holland Park Sidewalk Improvement Project as presented. (6-0, vv)

I. Request Approval for Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council Member Brown and Who Leaked Complaint to City Watch News Group

Comments were received from Council Members Lawler, Spicer, Clark and Smith, Mayor Atchison and City Manager McClary.

Clark moved, Reid supported, **FAILED**, To Approve Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council Member Brown and Who Leaked Complaint to City Watch News Group as presented. (1-5, rcv) (Reid, Smith, Lawler, Spicer and Clark dissenting).

J. Request Approval to Apply for AFG Grant for ADPS Air Packs

Comments were received from Chief Kipp

Reid moved, Lawler supported, **CARRIED**, To Approve Applying for AFG Grant for ADPS Air Packs as presented. (6-0, rcv)

K. Request Approval to Apply for AFG Grant for a New Fire Engine and Radios

Comments were received from Chief Kipp

Reid moved, Clark supported, **CARRIED**, To Approve Applying for AFG Grant for New Fire Engine and Radios as presented. (6-0, rcv)

L. Request Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program

Comments were received from Chief Kipp

Clark moved, Lawler supported, **CARRIED**, to Approve \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as presented. (6-0, rcv)

XII. FUTURE AGENDA ITEMS

The following items were requested for the next agenda:

- Mayor Atchison stated Council will have a Study Session on Monday, December 16, 2019 at 6:00 p.m. to discuss sidewalk fund.
- City Attorney Harkness asked for the following items:
  - Approval of FY 2020 Budget
  - Discussion/Approval 1<sup>st</sup> Reading of Ordinance to Create a Parks, Recreation and Trails Commission for the City
- Mayor Atchison asked for Boards & Commissions Appointments
- Council Member Spicer asked for Rental Certification to be added to the first meeting in January 2020

XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Garrett Brown, 1016 S. Superior St; Wayne Arnold, 906 Hall St; Serena Smith, 903 Burr Oak; Sonya Brown, 713 Orchard Dr; Doug Jones, 201 S. Berrien St; Mattie Washington, 1211 S. Eaton St and Calhoun County Commissioner Gary Tompkins.

#### XIV. CITY MANAGER REPORT

City Manager McClary included a written report in the Council packets detailing the following:

- Attendance at Meetings
- FY 2020 Budget Preparation
- Albion Community Gardens Property Assessment
- Irwin Avenue Reconstruction Project Update
- BIDNET/MITN Purchasing Group Membership
- City Manager Goals & Priorities
- Thanksgiving Holiday

#### XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Clark, Reid, Smith and Lawler and Mayor Atchison.

#### XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

Clark moved, Lawler supported, CARRIED, To Excuse Council Member Williamson (6). (6-0, vv)

#### XVII. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5) and Mayor Atchison.

ABSENT: Shane Williamson (6)

#### XVIII. ADJOURNMENT

Spicer moved, Clark supported, CARRIED, to adjourn the regular session. (6-0, vv)

Mayor Atchison adjourned the Regular Session at 8:50 p.m.

---

Date

---

Jill Domingo  
City Clerk

**Resolution #2019-39**  
**Fiscal Year 2020 Budget Appropriation**

**History:** The City of Albion published notice of a public hearing on the proposed budget in the Albion Recorder on November 21, 2019, and a public hearing on the proposed budget for Fiscal Year 2020 was held on December 2, 2019.

The City of Albion adopts the Fiscal Year 2020 Budget, commencing on January 1, 2020 and ending on December 31, 2020, on a department and total fund basis.

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_, moved to approve the following resolution.

**Resolved:** The revenues and expenditures for Fiscal Year 2020, based on a proposed general levy of 11.8897 mills, are appropriated as follows:

<u>Fund #</u>	<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
<b>GENERAL FUND</b>			
101	<b>GENERAL FUND REVENUES</b>		
	Property Tax Related	987,500	
	Income Tax	1,047,500	
	Sales & Use Tax	1,146,203	
	Charges for Services	572,500	
	All Other	856,750	
	<b>Total General Fund Revenues</b>	<b>4,610,453</b>	
<b>GENERAL FUND APPROPRIATIONS</b>			
101-101	City Council		44,854
101-172	City Manager		259,065
101-209	Assessing		46,800
101-210	Attorney		111,200
101-215	Clerk		167,960
101-226	Human Resources		17,241
101-260	Finance/Treasurer		520,365
101-265	Municipal Building		69,623
101-276	Cemetery		171,946
101-345	Public Safety		2,140,036
101-422	Code Enforcement		276,040
101-442	City Maintenance		57,095
101-444	Tree Trimming		19,425
101-447	Engineering		15,187
101-448	Street Lighting		135,000
101-526	EPA Landfill		10,000
101-758	Albion River Trail		42,300
101-775	Parks		235,240
101-778	Holland Park Transformation		75,000
101-895	General Appropriation		305,450
	<b>Total General Fund</b>		<b>4,719,827</b>

<u>Fund #</u>	<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
<b>SPECIAL REVENUE FUNDS</b>			
202	Major Street	970,025	738,903
203	Local Street	483,850	479,938
450	Street Improvement	270,431	12,500
367	Sidewalk Program	6,500	111,000
452	MDOT Reconstruction Fund	1,111,500	1,111,500
208	Recreation	194,600	191,932
226	Solid Waste	278,850	266,003
250	CDBG	145	-
265	Drug Law Enforcement	485,000	120,800
275	Albion Building Authority	38,046	35,611
277	Maple Grove	376,250	345,950
	<b>Total Special Revenue Funds</b>	<b>4,215,197</b>	<b>3,414,137</b>
<b>DEBT SERVICE FUNDS</b>			
364	GO Bonds	500	-0-
369	ABA/Maple Grove/Amb-Fire Bond	71,266	67,503
374	DPW Building Dept	15,000	15,000
363	Energy Bond	175,000	175,000
	<b>Total Debt Service Funds</b>	<b>261,766</b>	<b>257,503</b>
<b>ENTERPRISE FUNDS</b>			
590	Sewer	1,277,500	1,502,984
591	Water	963,650	1,182,730
	<b>Total Enterprise Funds</b>	<b>2,241,150</b>	<b>2,685,714</b>
<b>INTERNAL SERVICE FUND</b>			
661	Equipment Fund	327,525	343,445
	<b>Total Internal Service Fund</b>	<b>327,525</b>	<b>343,445</b>
<b>OTHER FUNDS</b>			
243	Brownfield Redevelopment Authority Fund	222,000	222,000
244	EDC	144,500	144,471
246	Business Incubator	73,000	72,986
247	TIFA	226,200	226,050
296	Revolving Loan	7,200	9,009
248	DDA	125,600	121,200
	<b>Total Other Funds</b>	<b>798,500</b>	<b>795,716</b>

<u>Fund #</u>	<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
<b>TRUST FUNDS</b>			
711	Cemetery Trust	6,400	0
732	Public Safety Pension Trust	1,458,500	1,452,750
735	Albion Trust	11,000	-
737	Retiree Health Care	650	2,400
	<b>Total Trust Funds</b>	<b>1,476,550</b>	<b>1,455,150</b>
	<b>TOTAL ALL FUNDS</b>	<b>\$ 18,650,968</b>	<b>\$8,951,665</b>

**Also Resolved:** The attached fee schedule supporting revenue estimates within the budget is approved.

**Also Approved:** The City of Albion designates the following depositories for investment of City Funds:

Chemical Bank Shoreline  
1301 N. Eaton Street  
Albion, MI 49224

Comerica Bank  
PO Box 7500  
Detroit, MI 48275

UBS Financial Services, Inc.  
325 N. Old Woodward Avenue  
Suite 200  
Birmingham, MI 48009

Michigan Class Investment Pool  
Administered by MBIA Asset Management  
717 17<sup>th</sup> Street, Suite 1850  
Denver, CO 80202

Huntington Bank  
PO Box 1558  
Columbus, OH 43216

SunTrust Robinson Humphrey  
850 Ridge Lake Blvd, Suite 400  
Memphis, TN 38120

Homestead Savings Bank  
415 S. Superior Street  
Albion, MI 49224

Multi-Bank Securities, Inc.  
1000 Town Center, Ste. 2300  
Southfield, MI 48075-1239

American Federal Credit Union  
718 E. Michigan Avenue  
Jackson, MI 49201

Talmer Bank and Trust  
4505 Cascade Rd, Ste. 200  
Grand Rapids, MI 49546

Oppenheimer & Co, Inc.  
6102 Abbot Road  
East Lansing, MI 48823

The Bank of New York Trust Company  
719 Griswold Street, Suite 930  
Detroit, MI 49226

Stifel, Nicolaus & Company, Inc.  
One Financial Plaza  
501 North Broadway  
St. Louis, MO 63102

Ancora  
6060 Parkland Blvd, Suite 200  
Cleveland, OH 44124

Flagstar Bank  
3205 28<sup>th</sup> Street, SE  
Grand Rapids, MI 49512

**Also Resolved:** The City Manager is authorized to exceed any line item or department subtotal within any specific department or fund, including both revenues and expenditures, providing that the total end of year expenditures for the department or fund at issue does not exceed the revenue appropriation.

I hereby certify that the above resolution was adopted on December 17, 2018, in a Regular Session of the Albion City Council and this is a true copy of that resolution.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

---

Jill Domingo, City Clerk

CITY OF ALBION, MICHIGAN  
2020 FEE SCHEDULES  
December 9, 2019

<i>Description</i>	<i>Fee</i>
<b>GENERAL</b>	
Comprehensive Master Plan 2017	\$50.00
Copy of City Charter	\$15.00
Ordinance Book – Soft Bound Copy	\$50.00
Ordinance Book – Hard Bound Copy	\$75.00
Ordinance Supplements	\$20.00
Non-Sufficient Funds (Bad Check) Charge	\$25.00
Notary Services (per document)	\$10.00
Criminal Background Checks	\$10.00
Audio Recordings	\$10.00
Video Recordings	\$20.00
Copying Charges for the Public (items brought in by public for copies)	\$1/1 <sup>st</sup> page +15 cents ea add'tl pg
Assessment Cards Copying Charges (3)	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg
Balance Request Form (Taxes, Water, etc.)	\$10.00/parcel
Faxing Charges	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg
Bicycle Licenses (no charge)	--
Wedding –Mayor Officiating	\$50.00
<b>BUSINESS LICENSE</b>	
1-7 Employees	\$100.00
8-14 Employees	\$175.00
15-21 Employees	\$250.00
22-29 Employees	\$325.00
30+ Employees	\$450.00
Liquor License Fee	\$50.00
Contractor's License/Registration Fee	\$25.00
<b>CLERK</b>	
Trash Haulers Annual License Fees	\$75.00
All Vehicles for Hire Annual License Fees	\$75.00
Taxi Drivers Annual License Fees	\$20.00
Bed & Breakfast Annual License Fee	\$50.00
Establishment Mechanical Amusement Device, 1 <sup>st</sup> Device, Fee	\$75.00
Establishment Mechanical Amusement Device, 2-4 Devices, Fees	\$100.00
Establishment Mechanical Amusement Device, 5-9, Annual Fees	\$250.00
Establishment Mechanical Amusement Device, 10 or More, Fees	\$500.00
Establishment Musical Device Fees	\$75.00
Peddler/Transient Merchant License	
30 days – Resident	\$50.00
30 days – Non Resident	\$100.00
90 days – Resident	\$100.00
90 days – Non Resident	\$200.00
1 Year – Resident	\$250.00
1 Year – Non Resident	\$400.00
Freedom of Information Requests (2)	Actual Costs (2)
Publishing Public Notices for Development Projects	\$75.00
Copies of Accident Reports & Police Reports (4)	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg
Voter Registration List	30 cents per page
Voter Registration List Mailing Labels	50 cents per page

<b>PUBLIC SAFETY</b>	
Sex Offender Registration	\$50.00
Fingerprinting	\$25.00
PBT for Probationers	Resident \$5.00 Non-Resident \$10.00
License to Purchase Weapon	\$5.00
Housing Loose or Vicious Dog	\$25/day
Housing Loose or Vicious Dog – Extended Stay	\$35/day
<b>Description</b>	<b>Fee</b>
<b>CEMETERY</b>	
Lot Purchase (Cemetery) – Full Burial Plot (38”x96”), Albion Resident	\$650.00
Lot Purchase (Cemetery) – Half Burial Plot (38”x48”), Albion Resident	\$500.00
Lot Purchase (Cemetery) – Columbarium Niche, Albion Resident	\$500.00
Lot Purchase (Cemetery) – Full Burial Plot (38”x96”), Non-Resident	\$1300.00
Lot Purchase (Cemetery)-Half Burial Plot (38”x48”), Non-Resident	\$1,000.00
Lot Purchase (Cemetery)-Columbarium Niche, Non-Resident	\$1,000.00
Lot Transfers:	
Resident to Non-Resident (Excluding Immediate Family)	\$600.00
All other Transfers	\$50.00
Perpetual Care	\$250.00
Interment, Overtime Fee (Per Hour)	\$100.00
Grave Opening/Closing, Weekday – Full Burial Adult	\$650.00
Grave Opening/Closing, Saturday – Full Burial Adult	\$1,000.00
Grave Opening/Closing, Sunday/Holiday – Full Burial Adult	\$1350.00
Grave Opening/Closing, Weekday-Half Burial (Infant, Child Pet)	\$350.00
Grave Opening/Closing, Saturday-Half Burial (Infant, Child Pet)	\$500.00
Grave Opening/Closing, Sunday/Holiday-Half Burial (Infant, Child Pet)	\$700.00
Grave Opening/Closing, Weekday – Cremation	\$250.00
Grave Opening/Closing, Saturday – Cremation	\$400.00
Grave Opening/Closing, Sunday/Holiday-Cremation	\$450.00
Grave Opening/Closing Weekday – Cremation (Urn Vault)	\$350.00
Grave Opening/Closing Saturday-Cremation (Urn Vault)	\$550.00
Grave Opening/Closing, Sunday/Holiday – Cremation (Urn Vault)	\$700.00
Scatter of Cremation-Weekday	\$200.00
Scatter of Cremation-Saturday	\$300.00
Scatter of Cremation-Sunday/Holiday	\$450.00
Columbaria, Weekday	\$350.00
Columbaria, Saturday	\$550.00
Columbaria, Sunday/Holiday	\$750.00
Disinterment (Plus Cost of Vault Company Services), Weekday	\$1,000.00
Disinterment (Plus Cost of Vault Company Services), Saturday	\$1450.00
Disinterment (Plus Cost of Vault Company Services), Sunday/Holiday	\$2000.00
Disinterment of Cremations, Weekday	\$550.00
Disinterment of Cremations, Saturday	\$850.00
Disinterment of Cremains, Sunday/Holiday	\$1150.00
Foundations (per square inch) (Cemetery) (Monument)	\$0.61/sq. inch with min. of \$75.00
Removal of Old Foundation at Request of Owner	\$0.61/sq. inch with min. of \$75.00
<b>PARKS &amp; RECREATION</b>	
Pavilion or Shelter Reservations – Resident	\$100.00
Pavilion or Shelter Reservations – Non-Resident	\$150.00
Bandshell and Other Park Reservations – Resident	\$100.00
Bandshell and Other Park Reservations – Non-Resident	\$150.00
Weddings – Resident	\$200.00
Weddings – Non-Resident	\$300.00
Providing Additional Picnic Tables/Barricades, etc. (limited # of extra tables available)	\$200.00
Baseball Fields – (Must Have Insurance)	

a.) Daytime Usage (No Lights)	\$200.00 per day
b.) Night-time Usage (With Lights)	\$300.00 per day
Rent of Parks for Events and Tournaments	\$150.00 per day – resident \$250.00 per day – non-resident
Dept. of Public Services – After Hours Non-Emergency Call-In Fee	\$75.00

<i>Description</i>	<i>Description Fee</i>
<b>WATER &amp; SEWER</b>	
Water/Sewer Collection Cost Recovery Fee	\$60.00
Meter Removal/Install Fee	\$25.00
Payment Extension/Modification Fee	\$10.00
After Hours Non-Emergency Call-In Fee	\$75.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 5/8"	\$250.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 3/4"	\$375.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 1"	\$625.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 1 1/4"	\$875.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 1 1/2"	\$1,250.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 2"	\$2,000.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 3"	\$4,000.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 4"	\$6,250.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 6"	\$12,500.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 8"	\$20,000.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 10"	\$28,750.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 5/8"	\$268.75
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 3/4"	\$403.12
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1"	\$6718.75
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1 1/4"	\$940.62
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1 1/2"	\$1,343.75
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 2"	\$2,150.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 3"	\$4,300.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 4"	\$6,718.75
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 6"	\$13,437.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 8"	\$21,500.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 10"	\$30,906.25
Sewer Connection Permit/Inspection Fee	\$50.00
Water Demand Charge Per Billing (4 times/year or quarterly), 5/8" Service	\$24.00
Water Demand Charge Per Billing (4 times/year or quarterly), 3/4" Service	\$36.00
Water Demand Charge Per Billing (4 times/year or quarterly), 1" Service	\$60.00
Water Demand Charge Per Billing (4 times/year or quarterly), 1 1/4" Service	\$84.00
Water Demand Charge Per Billing (4 times/year or quarterly), 1 1/2" Service	\$120.00
Water Demand Charge Per Billing (4 times/year or quarterly), 2" Service	\$192.00
Water Demand Charge Per Billing (4 times/year or quarterly), 3" Service	\$384.00
Water Demand Charge Per Billing (4 times/year or quarterly), 4" Service	\$600.00
Water Demand Charge Per Billing (4 times/year or quarterly), 6" Service	\$1,200.00
Water Demand Charge Per Billing (4 times/year or quarterly), 8" Service	\$1,920.00
Water Demand Charge Per Billing (4 times/year or quarterly), 10" Service	\$2,760.00
Water Consumption Charge (per 100 cubic feet) Non-Resident, Non-Franchise Area (See rate schedule in Treasurer's Office)	
Water Consumption Charge (per 100 cubic feet) (01-01-12) Resident, Franchise Area	\$1.42
Sewer Demand Charge per billing (4 times/year), 5/8" Service (06-30-06)	\$28.20
Sewer Demand Charge per Billing, 3/4" Service (06-30-06)	\$43.00
Sewer Demand Charge per Billing, 1" Service (06-30-06)	\$75.00
Sewer Demand Charge per Billing, 1 1/4" Service (06-30-06)	\$144.00
Sewer Demand Charge per Billing, 1 1/2" Service (06-30-06)	\$144.00
Sewer Demand Charge per Billing, 2" Service (06-30-06)	\$230.50
Sewer Demand Charge per Billing, 3" Service (06-30-06)	\$450.00
Sewer Demand Charge per Billing, 4" Service (06-30-06)	\$695.00
Sewer Demand Charge per Billing, 6" Service (06-30-06)	\$1,350.00
Sewer Demand Charge per Billing, 8" Service (06-30-06)	\$2064.00

<b>Description</b>	<b>Fee</b>
Sewer Demand Charge per Billing, 10" Service (06-30-06)	\$2,987.00
Sewer Consumption Charge (per 100 cubic feet), City Resident (01-01-12)	\$2.45
Sewer Consumption (Flat Rate), City Resident, (See rate schedule in Treasurer's office)	
Sewer Consumption Charge (per 100 cubic feet), Non Resident, Non Franchise Area (See rate schedule in Treasurer's Office)	
<b>DEPARTMENT OF PUBLIC WORKS</b>	
Driveway Entrance Permit	\$100.00
Right of Way Excavation Permit (Proof of Insurance required)	\$100.00
Soil Erosion Control Permit (obtained from Calhoun County)	--
Annual Tree Dump Pass (Residents Only)	\$10.00
Contractor Pass Annual	\$250.00
<b>PLANNING DEPARTMENT:</b>	
Permit to Raise Chickens (Good for 2 years)	\$30.00
<b>Zoning Permits:</b>	
<i>Single Family Residential Uses:</i>	
New Home	\$45.00
Addition/Alteration	\$45.00
Accessory Structure	\$45.00
Change in Use	\$45.00
Signs/Billboards	\$45.00
Fences/Screening	\$45.00
Home Occupation	\$45.00
Other	\$45.00
<i>Multiple Family Uses:</i>	
New Construction	\$45.00
Addition/Alteration	\$45.00
Accessory Structure	\$45.00
Change in Use	\$45.00
Signs/Billboards	\$45.00
Fences/Screening	\$45.00
Home Occupation	\$45.00
Other	\$45.00
<i>Commercial and Industrial Uses:</i>	
New Construction	\$45.00
Addition/Alteration	\$45.00
Accessory Structure	\$45.00
Change in Use	\$45.00
Signs/Billboards	\$45.00
Fences/Screening	\$45.00
Home Occupation	\$45.00
Outdoor or Sidewalk Café	\$45.00
Other	\$45.00
<b>Rezoning Applications:</b>	
Rezoning Application	\$375.00
Text Amendment	\$275.00
<b>Site Plan Review:</b>	
Subdivision/Site Condo/PUD Review	
Base Fee	\$350.00
Plus Consultant Charges	Actual Costs
Other Uses Review	
Base Fee (for small rehab projects City Manager can adjust fee)	\$275.00
Plus Consultant Charges	Actual Costs

<i>Description</i>	<i>Fee</i>
<b>Special Use Permits</b>	
Base Fee	
Single Family Uses	\$250.00
Other Uses	\$250.00
Plus Consultant Charges	Actual Costs
<b>Zoning Board of Appeals:</b>	
Variance Application (Including Zoning Permit Fee)	
Single Family Uses	\$250.00
Other Uses	\$250.00
<b>Sign Appeals Board</b>	
Variance Application (Including Zoning Permit Fee)	
Single Family Uses	\$250.00
Other Uses	\$250.00
<b>Publications, Maps, Copies:</b>	
Zoning Ordinance	\$50.00
Zoning District Maps	
8 ½ x 11	\$25.00
Other Blueprints (per page)	\$50.00
Other GIS Maps (per page)	\$50.00
Rental Registration	\$25.00
<b>Medicinal Marijuana Facilities Licensing Fees</b>	\$5000.00/Per License
<b>BUILDING DEPARTMENT</b> (** <i>permit fees increase by \$2.00, effective 9/1/2017</i> )	
Building Inspection Fees – SAFEbuilt (5)	CIS*
Michigan Plumbing Code (1)	Current Price from Supplier
Michigan Electrical Code (1)	Current Price from Supplier
* Plus 10% Admin Fee	
Michigan One & Two Family Residential Code (1)	Current Price from Supplier
Michigan Mechanical Code (1)	Current Price from Supplier
Michigan Property Maintenance Code (1)	Current Price from Supplier
Demolition Fees, Single Family Residential (Issued by CIS) (5)	CIS
Demolition, Multi-Family, Commercial, Industrial (Issued by CIS) (5)	CIS
Property Maintenance Inspection Fee	\$56.00
Abatement Fee for Code Violations	\$100.00
<b>BUILDING BOARD OF APPEALS</b>	
Tree Ordinance Appeal	\$100.00
Outdoor Café or Sidewalk Café Appeal	\$100.00
All Other Appeals	
(1) Residential	\$100.00
(2) Multi-family, Commercial, Industrial	\$100.00
<b>ASSESSING DEPARTMENT</b>	
Property Transfer Affidavit Fine	\$5.00 per day up to \$200.00
<b>Land Division/Combination</b>	
Property Splits & Combos	\$55.00 per lot
Meet & Bounds Description	\$90.00
Lot Line Adjustment	\$55.00
(1) Available at reference section of Albion District Library	
(2) Subject to 50% deposit of estimated costs for costs exceeding \$50.00	
(3) Property owner provided one copy of the assessment information on their property at no charge.	
(4) Individuals involved in an accident/or other incident provided one copy of the police report at no charge.	
(5) SAFEbuilt/Cornerstone Inspection Services. This company handles building inspections for the City.	
(6) Infant – one year old or less	

# RESOLUTION 2019-40

## FY 2019 Budget Amendment

The City of Albion adopted the Fiscal Year 2019 budget on a fund basis. The State of Michigan Uniform Budgeting Act requires the legislative body to amend the budget when a deviation occurs. Estimated Revenues and Expenditures for the following funds require budget amendments.

Council member \_\_\_\_\_ moved, and was supported by Council member \_\_\_\_\_, to approve the following resolution.

**Resolved:** The estimated revenues and expenditures for Fiscal Year 2019 are amended as follows:

### City of Albion 2019 Budget Amendments

	2019 ORIGINAL <u>BUDGET</u>	2019 AMENDED <u>BUDGET</u>
<b>GENERAL FUNDS</b>		
<b><u>Fund 101 - GENERAL FUND</u></b>		
TOTAL ESTIMATED REVENUES	4,167,692	4,414,546
TOTAL APPROPRIATIONS	<u>4,253,912</u>	<u>4,578,424</u>
NET OF REVENUES/APPROPRIATIONS - FUND 101	(86,220)	(163,878)
BEGINNING FUND BALANCE	1,260,847	1,504,614
ENDING FUND BALANCE	1,174,627	1,340,736
<b>SPECIAL REVENUE FUNDS</b>		
<b><u>Fund 202 - MAJOR STREETS FUND</u></b>		
TOTAL ESTIMATED REVENUES	830,882	888,449
TOTAL APPROPRIATIONS	<u>775,991</u>	<u>792,678</u>
NET OF REVENUES/APPROPRIATIONS - FUND 202	54,891	95,771
BEGINNING FUND BALANCE	678,489	708,199
ENDING FUND BALANCE	733,380	803,970
<b><u>Fund 203 - LOCAL STREETS FUND</u></b>		
TOTAL ESTIMATED REVENUES	401,262	478,395
TOTAL APPROPRIATIONS	<u>393,647</u>	<u>472,336</u>
NET OF REVENUES/APPROPRIATIONS - FUND 203	7,615	6,059
BEGINNING FUND BALANCE	278,658	347,035
ENDING FUND BALANCE	286,273	353,094

**Fund 450 - STREET IMPROVEMENTS FUND**

TOTAL ESTIMATED REVENUES	255,500	285,170
TOTAL APPROPRIATIONS	<u>702,650</u>	<u>745,150</u>
NET OF REVENUES/APPROPRIATIONS - FUND 450	(447,150)	(459,980)
BEGINNING FUND BALANCE	513,657	547,629
ENDING FUND BALANCE	66,507	87,649

**Fund 367 - SIDEWALK PROGRAM FUND**

TOTAL ESTIMATED REVENUES	(1,000)	7,750
TOTAL APPROPRIATIONS	<u>300,000</u>	<u>41,000</u>
NET OF REVENUES/APPROPRIATIONS - FUND 367	(301,000)	(33,250)
BEGINNING FUND BALANCE	440,186	465,826
ENDING FUND BALANCE	139,186	432,576

**Fund 208 - RECREATION FUND**

TOTAL ESTIMATED REVENUES	178,065	187,861
TOTAL APPROPRIATIONS	<u>177,599</u>	<u>177,669</u>
NET OF REVENUES/APPROPRIATIONS - FUND 208	466	10,192
BEGINNING FUND BALANCE	94,882	118,723
ENDING FUND BALANCE	95,348	128,915

**Fund 226 - SOLID WASTE FUND**

TOTAL ESTIMATED REVENUES	252,725	280,565
TOTAL APPROPRIATIONS	<u>187,551</u>	<u>208,611</u>
NET OF REVENUES/APPROPRIATIONS - FUND 226	65,174	71,954
BEGINNING FUND BALANCE	304,394	368,662
ENDING FUND BALANCE	369,568	440,616

**Fund 265 - DRUG LAW ENFORCEMENT FUND**

TOTAL ESTIMATED REVENUES	74,000	72,843
TOTAL APPROPRIATIONS	<u>74,000</u>	<u>76,702</u>
NET OF REVENUES/APPROPRIATIONS - FUND 265	0	(3,859)
BEGINNING FUND BALANCE	6,781	5,828
ENDING FUND BALANCE	6,781	1,969

**Fund 275 - ALBION BUILDING AUTHORITY FUND**

TOTAL ESTIMATED REVENUES	38,082	35,300
TOTAL APPROPRIATIONS	<u>37,913</u>	<u>42,227</u>
NET OF REVENUES/APPROPRIATIONS - FUND 275	169	(6,927)

BEGINNING FUND BALANCE	201,339	216,135
ENDING FUND BALANCE	201,508	209,208

**Fund 277 - ABA SEC 8 MAPLE GROVE**

TOTAL ESTIMATED REVENUES	455,400	438,279
TOTAL APPROPRIATIONS	<u>427,903</u>	<u>911,253</u>
NET OF REVENUES/APPROPRIATIONS - FUND 277	27,497	(472,974)

BEGINNING FUND BALANCE	583,954	659,707
ENDING FUND BALANCE	611,451	186,733

**DEBT SERVICE FUNDS**

**Fund 364 - GO BOND FOR WATER PROJECT**

TOTAL ESTIMATED REVENUES	0	1,083
TOTAL APPROPRIATIONS	0	0
NET OF REVENUES/APPROPRIATIONS - FUND 364	0	1,083

BEGINNING FUND BALANCE	0	47,453
ENDING FUND BALANCE	0	48,536

**Fund 369 - ALBION BUILDING AUTHORITY BOND**

TOTAL ESTIMATED REVENUES	130,499	130,249
TOTAL APPROPRIATIONS	<u>126,053</u>	<u>126,053</u>
NET OF REVENUES/APPROPRIATIONS - FUND 369	4,446	4,196

BEGINNING FUND BALANCE	28,514	28,514
ENDING FUND BALANCE	32,960	32,710

**Fund 374 - DPW BUILDING DEBT**

TOTAL ESTIMATED REVENUES	15,000	15,000
TOTAL APPROPRIATIONS	<u>15,000</u>	<u>15,000</u>
NET OF REVENUES/APPROPRIATIONS - FUND 374	0	0

BEGINNING FUND BALANCE	295	295
ENDING FUND BALANCE	295	295

**Fund 363 - ENERGY/425/GENERATOR BONDS**

TOTAL ESTIMATED REVENUES	180,400	180,600
--------------------------	---------	---------

TOTAL APPROPRIATIONS	<u>180,400</u>	<u>180,400</u>
NET OF REVENUES/APPROPRIATIONS - FUND 363	0	200
BEGINNING FUND BALANCE	35,410	35,410
ENDING FUND BALANCE	35,410	35,610

**Fund 452 – MDOT RECONSTRUCTION FUND**

TOTAL ESTIMATED REVENUES	3,283,000	2,333,000
TOTAL APPROPRIATIONS	<u>3,283,000</u>	<u>2,317,571</u>
NET OF REVENUES/APPROPRIATIONS - FUND 363	0	15,429
BEGINNING FUND BALANCE	50,105	24,161
ENDING FUND BALANCE	50,105	39,590

**ENTERPRISE FUNDS**

**Fund 590 - SEWER FUND**

TOTAL ESTIMATED REVENUES	1,221,300	1,464,512
TOTAL APPROPRIATIONS	<u>1,523,408</u>	<u>1,586,375</u>
NET OF REVENUES/APPROPRIATIONS - FUND 590	(302,108)	(121,863)
BEGINNING FUND BALANCE	4,466,825	5,105,613
ENDING FUND BALANCE	4,164,717	4,983,750

**Fund 591 - WATER FUND**

TOTAL ESTIMATED REVENUES	952,850	960,455
TOTAL APPROPRIATIONS	<u>1,296,723</u>	<u>1,460,051</u>
NET OF REVENUES/APPROPRIATIONS - FUND 591	(343,873)	(499,596)
BEGINNING FUND BALANCE	5,269,011	5,870,737
ENDING FUND BALANCE	4,925,138	5,371,141

**INTERNAL SERVICE FUND**

**Fund 661 - EQUIPMENT POOL FUND**

TOTAL ESTIMATED REVENUES	285,175	303,087
TOTAL APPROPRIATIONS	<u>317,725</u>	<u>363,609</u>
NET OF REVENUES/APPROPRIATIONS - FUND 661	(32,550)	(60,522)
BEGINNING FUND BALANCE	184,029	254,164
ENDING FUND BALANCE	151,479	193,642

**OTHER FUNDS**

**Fund 243 – BROWNFIELD REDEVELOPMENT****AUTHORITY FUND**

TOTAL ESTIMATED REVENUES	170,000	220,945
TOTAL APPROPRIATIONS	<u>170,000</u>	<u>222,285</u>
NET OF REVENUES/APPROPRIATIONS - FUND 226	0	(1,340)
BEGINNING FUND BALANCE	0	5,000
ENDING FUND BALANCE	0	3,660

**Fund 244 - ECONOMIC DEVELOPMENT FUND**

TOTAL ESTIMATED REVENUES	177,500	170,290
TOTAL APPROPRIATIONS	<u>176,928</u>	<u>150,345</u>
NET OF REVENUES/APPROPRIATIONS - FUND 244	572	19,945
BEGINNING FUND BALANCE	95,512	115,999
ENDING FUND BALANCE	96,084	135,944

**Fund 246 - INCUBATOR FUND**

TOTAL ESTIMATED REVENUES	80,970	65,020
TOTAL APPROPRIATIONS	<u>80,021</u>	<u>64,996</u>
NET OF REVENUES/APPROPRIATIONS - FUND 246	949	24
BEGINNING FUND BALANCE	30,460	32,348
ENDING FUND BALANCE	31,409	32,372

**Fund 247 - TIFA FUND**

TOTAL ESTIMATED REVENUES	200,400	226,200
TOTAL APPROPRIATIONS	<u>198,495</u>	<u>223,269</u>
NET OF REVENUES/APPROPRIATIONS - FUND 247	1,905	2,931
BEGINNING FUND BALANCE	255,862	282,004
ENDING FUND BALANCE	257,767	284,935

**Fund 296 - REVOLVING LOAN FUND**

TOTAL ESTIMATED REVENUES	7,200	5,800
TOTAL APPROPRIATIONS	<u>8,817</u>	<u>7,107</u>
NET OF REVENUES/APPROPRIATIONS - FUND 296	(1,617)	(1,307)
BEGINNING FUND BALANCE	688,886	691,235
ENDING FUND BALANCE	687,269	689,928

**Fund 248 - DDA FUND**

TOTAL ESTIMATED REVENUES	93,400	118,050
TOTAL APPROPRIATIONS	<u>83,150</u>	<u>114,590</u>

NET OF REVENUES/APPROPRIATIONS - FUND 248	10,250	3,460
BEGINNING FUND BALANCE	62,879	61,865
ENDING FUND BALANCE	73,129	65,325

## **TRUST FUNDS**

### **Fund 711 - CEMETERY TRUST FUND**

TOTAL ESTIMATED REVENUES	3,750	5,900
TOTAL APPROPRIATIONS	<u>0</u>	<u>0</u>
NET OF REVENUES/APPROPRIATIONS - FUND 711	3,750	5,900
BEGINNING FUND BALANCE	236,641	239,371
ENDING FUND BALANCE	240,391	245,271

### **Fund 732 - PUBLIC SAFETY PENSION TRUST**

TOTAL ESTIMATED REVENUES	523,000	1,653,094
TOTAL APPROPRIATIONS	<u>1,875,750</u>	<u>1,655,750</u>
NET OF REVENUES/APPROPRIATIONS - FUND 732	(1,352,750)	(2,656)
BEGINNING FUND BALANCE	21,065,370	20,377,021
ENDING FUND BALANCE	19,712,620	20,374,365

### **Fund 735 - ALBION TRUST**

TOTAL ESTIMATED REVENUES	17,500	16,000
TOTAL APPROPRIATIONS	<u>0</u>	<u>0</u>
NET OF REVENUES/APPROPRIATIONS - FUND 735	17,500	16,000
BEGINNING FUND BALANCE	1,111,931	1,117,398
ENDING FUND BALANCE	1,129,431	1,133,398

### **Fund 737 - RETIREE HEALTH CARE FUND**

TOTAL ESTIMATED REVENUES	520	675
TOTAL APPROPRIATIONS	<u>2,500</u>	<u>2,500</u>
NET OF REVENUES/APPROPRIATIONS - FUND 737	(1,980)	(1,825)
BEGINNING FUND BALANCE	43,844	44,086
ENDING FUND BALANCE	41,864	42,261

### **All Funds - COMBINED**

ESTIMATED REVENUES - ALL FUNDS	13,995,072	14,959,118
APPROPRIATIONS - ALL FUNDS	<u>16,669,136</u>	<u>16,535,951</u>
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	(2,674,064)	(1,576,833)

BEGINNING FUND BALANCE - ALL FUNDS	37,988,761	39,275,032
ENDING FUND BALANCE - ALL FUNDS	35,314,697	37,698,199

**Also Resolved:** The City Manager is authorized to exceed any line item or departmental subtotal within any specific department or fund, including both revenues and expenditures, providing that the total end-of-year expenditures for the department or fund at issue does not exceed the revenue appropriation.

I hereby certify that the above resolution was adopted on December 16, 2019, in a regular session of the Albion City Council and that this is a true copy of that resolution.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Jill Domingo, City Clerk



# Council Action Summary Sheet

<b>Agenda Item #:</b>	XI. E.
<b>Agenda Item Title:</b>	<b><i>REQUEST APPROVAL – MITN BID SYSTEM AGREEMENTS</i></b>
<b>Meeting Date:</b>	December 16, 2019
<b>Submitted by:</b>	Darwin McClary, City Manager
<b>Contact Information:</b>	(517) 629-7172; <a href="mailto:dmclary@cityofalbionmi.gov">dmclary@cityofalbionmi.gov</a>
<b>Agenda Item Approvals:</b>	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> 4 City Manager

## Background Brief:

City council is being requested to approve the BidNet Direct/MITN Agreement for Services and related documents to permit the city's participation as a non-voting member in the Michigan Intergovernmental Trade Network (MITN) purchasing group and BidNet Direct's web-based solicitation (bidding) program. The web-based bidding system is a comprehensive software system that permits municipal members to:

- Manage vendors
- Track vendor performance
- Advertise and distribute bid specifications and other documents
- Evaluate bids
- Award and manage contracts
- Obtain copies of other municipalities' bid specifications and documents

Other than an initial \$195 fee to cover the cost of notifying vendors and the general public of the city's participation in the purchasing group and bid system, there is no additional cost to the city to participate or receive the bid system services. BidNet Direct will provide all necessary training for city staff on the use of the bid system and ongoing support. The online bid system also allows for public auctioning of surplus or obsolete personal property at a cost of 5% of the final sale price of the auctioned goods.

Chapter 15 of the city charter authorizes the city council establish by ordinance a procedure for the purchase of public improvements and the purchase and sale of personal property. The charter requires competitive bidding in accordance with the limits established by ordinance. Article VI, Division 2, of the city code of ordinances establishes the procedures for the bidding, purchasing, and contracting for supplies, materials, services, and equipment for the city. Section 2-383 of the city code designates the City Manager as the purchasing agent for the city.



Participation in the BidNet Direct/MITN purchasing group and bid system will greatly streamline the city's competitive bidding process, improve efficiency and effectiveness in local competitive purchasing, and significantly improve the ability of the City Manager's office to monitor the city's compliance with its purchasing requirements.

The BidNet Direct/MITN purchasing group and bid system, combined with the city's anticipated investment in a comprehensive purchase order system, will significantly improve the city's ability to competitively bid purchases of supplies, materials, services, and equipment and monitor and report on administration's compliance with the city's purchasing requirements.

#### **Alternatives Analysis:**

**Do nothing.** If the city council opts not to participate in the BidNet Direct/MITN purchasing group and online bid system, the city's monitoring and compliance with its own purchasing requirements will continue to be limited, cumbersome, and haphazard. Departments struggle to comply with the purchasing requirements due to the lack of access to bid specification templates, automated system for preparing bid advertisements and advertising for bids, and tedious vendor management and monitoring. The City Clerk finds it difficult to maintain awareness of bidding processes and, therefore, to insure that proper notification and bid opening processes are followed. The City Manager's office struggles to monitor compliance by departments with city purchasing requirements due to the lack of a computerized system that tracks and reports on local competitive bidding processes. The city, however, would not incur the initial participation fee if it did not participate in the purchasing group.

**Join another purchasing cooperative.** City council could opt to have the city join a private purchasing cooperative, but it is anticipated that the costs of participation would be substantially higher. Also, private purchasing cooperatives may lack the sophistication, processes, and level of compliance required for public entities.

**Approve participation in the BidNet Direct/MITN purchasing group and bid system.** If the city council opts to participate in the BidNet Direct/MITN purchasing group and online bid system, the city is assured that the online bid system is tailored to meet the unique needs and requirements of public entities. City departments will benefit from simplified vendor management and bid advertisement and management processes, access to thousands of vendors specializing in public goods and services, and access to other municipalities' bid specifications and documents, and access to stored data for ease in monitoring and reporting compliance with the city's purchasing policies.

#### **Summary of Previous Council Action:**

None



**Financial Impact:**

The only cost to participate in the BidNet Direct/MITN purchasing group and online bid system is an initial upfront fee of \$195 to cover the cost for BidNet Direct to provide notification to local vendors and the public of the city's participation in the MITN bid system.

**Recommended Motion(s):**

To approve the BidNet Direct Agreement for Services as presented to permit the City of Albion to participate in the Michigan Intergovernmental Trade Network (MITN) purchasing group and to utilize BidNet Direct's web-based bid management system at a one-time cost to the city of \$195.00; and to authorize the City Manager to execute the agreement for services and all other related documents on behalf of the city.

**Attachments:**

- BidNet Direct Agreement for Services
- MITN Purchasing Group Criteria for Membership
- MITN Bylaws



Phone #: (800) 835-4603  
Fax #: (800) 721-6985

## AGREEMENT FOR SERVICES

**Parties to this Agreement:** The parties to this Services Agreement (hereinafter referred to as “the Agreement”) are City of Albion (hereinafter referred as the “Participating Organization”) and International Data Base Corp., doing business under the trade name BidNet, a legally incorporated body having its principal place of business at 15 British American Boulevard, Latham, NY 12110 (hereinafter referred to as “BidNet”)

### RECITALS:

WHEREAS the Participating Organization is in need of web-based solicitation and bidding services, including maintenance and support services;

WHEREAS under the Agreement, BidNet has developed a web-based solicitation system, providing on-line bidding services, including maintenance and support services for the Michigan Inter-governmental Trade Network (hereinafter referred to as “MITN”)

WHEREAS the Participating Organization wishes to join MITN and benefit from the services provided by BidNet;

### THE PARTIES AGREE:

#### 1. Description of Services:

- 1.1. System Membership: The Participating Organization has agreed to join MITN. It is understood that BidNet will provide the Participating Organization with access to MITN.
- 1.2. Promotion of System Name: To avoid confusion with the Participating Organization staff and supplier community, the Participating Organization agrees that any endorsement or advertising it may do internally or externally, will promote MITN.

2. **Term of Agreement:** This Agreement shall become effective on the date of execution for an initial term of thirty-six (36) months (the “Initial Term”). The Initial Term of this Agreement may be extended in one-year increments, without notice unless terminated by either party.

#### 3. Payment for Services:

##### 3.1 Participating Organization Fees:

- 3.1.1. Subscription Fees: There will be no subscription fees incurred by the Participating Organization under this Agreement.

- 3.1.2. Mailing Fees: BidNet will send an invoice to the Participating Organization for reimbursement of postage fees incurred to produce the mailing to suppliers for new members.
- 3.1.3. Programming Fees: The Participating Organization agrees to use MITN on an "as is" basis. Any customized work to the system requested by the Participating Organization shall be made available on a time and material basis.
- 3.1.4. Surplus Auction Fees: Should the Participating Organization choose to use the Surplus Auctions program to sell unwanted goods and equipment, a 5% commission will be paid to BidNet for items sold.

### 3.2 Supplier Registration Fees:

- 3.2.1. Basic Service: This option gives suppliers access to search for documents of interest for all Participating Organizations actively using MITN at no charge, but requires them to remember to login frequently to ensure they catch opportunities before they close. This includes bids, addendums and awards.
  - 3.2.2. Purchasing Group Notification Service: Suppliers that choose to register for this value added service option will be charged a nominal annual subscription fee. This includes notification from all Participating Organizations when bids, addendums and awards are posted on MITN that matches their profile. In the event of a price change, BidNet will review with the Participating Organization ninety (90) days prior to implementation of any change.
  - 3.2.3. In the event of a price decline, contract renewal or should BidNet at any time, during the life of this agreement, sell the Purchasing Group Notification Service at prices below those offered for MITN, BidNet will immediately extend such lower prices to the MITN membership. Exclusions include; current systems pricing and previous contractual obligations.
4. **Termination:** This Agreement may be terminated by either party upon sixty (60) days notice. Notice shall be in writing, sent by certified mail, return receipt requested.
  5. **Entire Agreement:** This Agreement constitutes the entire understanding of the parties and the parties agree that there are no other understandings, representations or warranties, either expressed or implied, whether written or oral, made by either party, except as stated within this Agreement.
  6. **Amendments:** No alteration of this Agreement shall be valid unless made in writing and signed by the parties and no oral understanding or agreements not incorporated herein shall be binding on the parties.
  7. **Governing Law:** This Agreement shall be governed by the laws of the State of Michigan.
  8. **Severability:** If any provision of this Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable.
  9. **Work Product Ownership:** Any copyrightable works, ideas, discoveries, inventions, patents, products, or other proprietary information developed in whole or in part by BidNet in connection of this Agreement, will be the exclusive property of BidNet. The Participating Organization supplier database is not subject to this work product ownership provision and remains the property of the Participating Organizations and upon written notice BidNet will transmit the database to the Participating Organizations in an ODBC compliant format within twenty (20) business days.

10. **Unauthorized Use:** The Participating Organization agrees to require each user obtain a username and password to gain access to MITN. Sharing of usernames and passwords is strictly prohibited.
11. **Warranty:** BidNet shall provide its services and meet its obligations under this Agreement in a timely manner, using knowledge for performing the services which meet a standard of care equal to service providers similar to BidNet on similar projects.
12. **Signatures:** The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.
13. **Liability and Indemnity:** BidNet agrees to protect, defend, reimburse, indemnify and hold each MITN member, its officers, affiliates, employees and agents harmless at all times from and against any and all claims, liabilities, expenses, losses, demands, damages, fines and causes of action of every kind and character made, incurred, sustained or initiated by any party hereto, any party acquiring any interest hereunder, any agent or employee of any party hereto, any third or other party whomsoever, or any governmental agency, arising out of, incident to, or in connection with this contract, or any claims based on a contention with the MITN system or any infringes on patents, copyrights or intellectual property or in the performance, non performance or purported performance of the work or services or breach of the terms hereof, except when a MITN member is solely at fault.

The parties hereto, by their duly authorized representatives, have executed this Agreement effective the day and year written under the Participating Organization below.

**City of Albion**  
 112 West Cass Street  
 Albion, MI 49224

**BidNet**  
 15 British American Blvd.  
 Latham, NY 12110

Printed Name: \_\_\_\_\_

Printed Name: Dan Ansell

Title: \_\_\_\_\_

Title: Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



### CRITERIA FOR MEMBERSHIP

1. Each Member of the Cooperative must be a Michigan public entity. The entity may be a county, metropolitan park, road commission, city or township, government authority, etc. that follows the rules of the Cooperative.
2. Membership of the entity in the Cooperative is dependant upon the entity having a written purchasing policy.
3. An entity may be a voting member of the Cooperative if the entity is a member in good standing of the Michigan Public Purchasing Officers Association (MPPOA) and has completed this "Criteria for Membership" form.
4. An entity that wishes to actively participate in the Cooperative must be able to designate a representative who will attend Cooperative meetings as scheduled by the Cooperative Members. The meetings may be held monthly or as deemed necessary by the Membership. Meeting dates will be approved by the Membership by means of a simple majority. The Cooperative representative of the entity shall agree to abide by the current "A Code of Professional Ethics and Standards of Conduct" adopted by the MPPOA and / or the current "Code of Ethics" published by the NIGP.
5. If an entity participates in a Cooperative solicitation, that entity must agree to follow the guidelines established by the "Host Entity" for that solicitation. The "Host Entity" for a Cooperative solicitation may establish the participation guidelines and restrict the offering to certain Cooperative members. The "Host Entity" may allow through permission stated in the solicitation specifications both Cooperative members and non-voting members to use the awarded contracts.

**ACCEPTED BY:**

\_\_\_\_\_  
(Print Name & Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name & Title)

\_\_\_\_\_  
(Signature)

**ENTITY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**CONTACT INFO:**

\_\_\_\_\_  
(Name) (Phone number) (Fax number) (Email address)

\_\_\_\_\_  
(Name) (Phone number) (Fax number) (Email address)

\_\_\_\_\_  
(Name) (Phone number) (Fax number) (Email address)

**Kelly Monico, City of Farmington Hills, is the Chair of the Cooperative. Please email the completed form to [kmonico@fhgov.com](mailto:kmonico@fhgov.com) and copy Enna Bachelor, from the City of Livonia. She is Secretary to the Cooperative. Her email is [ebachelor@ci.livonia.mi.us](mailto:ebachelor@ci.livonia.mi.us)**



# Michigan Inter-governmental Trade Network

## By-Laws



1. The founding nine members are Cities of Birmingham, Dearborn, Farmington Hills, Rochester Hills, Royal Oak, Sterling Heights, Troy, Warren and the County of Livingston. The founding members will form the MITN steering committee.
2. Each member shall have one vote and a simple majority is required. At any meeting a quorum shall consist of at least five (5) steering committee members after notification to all nine (9) founding members.
3. Each participant of MITN must be a public entity. The steering committee will review and vote on additions and removals of participants in the MITN system.
4. These by-laws may be amended at any meeting provided a two-thirds majority vote is rendered.
5. Participants may submit improvement suggestions to any MITN steering committee member for review and consideration. Upon approval by the steering committee the suggestion will be forwarded to BidNet for consideration and implementation.
6. The user agency agrees to use the MITN system as the primary mechanism for solicitation of ITB's, RFP's, RFQ's, RFI's and SOQ's. Failure to adhere to this requirement may cause removal from the system. Each agency will promote the MITN system to the vendor community.
7. The steering committee reserves the right to remove any member from the MITN system who is found to be in violation of the MPPOA Code of Ethics and/or the terms and conditions of the BidNet agreement and the MITN By-Laws
8. The By-Laws will be accepted and signed by the chief procurement official or designee of the user agency and provided to the designated MITN agency.

### PARTICIPATING AGENCIES

**CITY OF BIRMINGHAM**  
 Finance Department  
 (248) 644-1800 ext. 319  
[www.ci.birmingham.mi.us](http://www.ci.birmingham.mi.us)

**CITY OF DEARBORN**  
 Purchasing Division  
 (313) 943-2375  
[www.cityofdearborn.org](http://www.cityofdearborn.org)

**CITY OF FARMINGTON HILLS**  
 Purchasing Division  
 (248) 473-9528  
[www.ci.farmington-hills.mi.us](http://www.ci.farmington-hills.mi.us)

**LIVINGSTON COUNTY**  
 Purchasing Department  
 (517) 552-2316  
[www.co.livingston.mi.us](http://www.co.livingston.mi.us)

**CITY OF ROCHESTER HILLS**  
 Purchasing Division  
 (248) 841-2538  
[www.rochesterhills.org](http://www.rochesterhills.org)

**CITY OF ROYAL OAK**  
 City Manager's Office  
 (248) 246-3202  
[www.ci.royal-oak.mi.us](http://www.ci.royal-oak.mi.us)

**CITY OF STERLING HEIGHTS**  
 Purchasing Division  
 (586) 446-2740  
[www.sterling-heights.net](http://www.sterling-heights.net)

**CITY OF TROY**  
 Purchasing Department  
 (248) 524-3576  
[www.ci.troy.mi.us](http://www.ci.troy.mi.us)

**CITY OF WARREN**  
 Purchasing Division  
 586-574-4639  
[www.cityofwarren.org](http://www.cityofwarren.org)

Signed and accepted: \_\_\_\_\_  
 Name/Title

Agency Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF ALBION  
ORDINANCE #2019-11**

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE IV, TO ADD DIVISION 5,  
SECTIONS 2-280 THROUGH 2-284, RECREATION ADVISORY COMMISSION

**Purpose and Finding:**

As the City Council is aware, the Council has previously expressed an interest in the creation of a recreation advisory commission to further the development of the city's recreation services. The duties of the commission would include, but not be limited to, reviewing the annual budget(s) for the recreation department and providing recommendations thereon, reviewing and making recommendations regarding bond proposals and capital improvements, reviewing fees for the recreation department and making recommendations thereon. Approval is recommended

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 2, Article IV of the Codified Ordinances of the City of Albion, is hereby amended, by adding Sections 2-280 through 2-284 as follows:

**DIVISION 5: RECREATION ADVISORY COMMISSION**

**Section 2-280: Created**

- A. The Recreation Advisory Commission is hereby created.

**Section 2-281: Members**

- A. The recreation advisory commission shall consist of five members, who shall be residents of the city. Each member of the commission shall serve for a term of three years except of the members first appointed, one shall be appointed for a term of one-year, two for a term of two years, and two for a term of three years.
- B. All members shall be appointed by the mayor subject to the approval of the council.
- C. Unless specifically provided otherwise in this article, any vacancy occurring in the membership of any board or commission may be filled by the appointing authority for the remainder of the unexpired term.
- D. Members of the commission shall serve at the will of the council. Nonattendance at three regularly scheduled consecutive commission meetings or failure to attend more than one-third of the regularly scheduled meetings during any rolling 12-month period, is hereby

determined to constitute neglect of duty, shall be deemed nonfeasance in office, and, unless a removal hearing is otherwise required by law, shall automatically create a vacancy without further action.

### **Section 2-282: Duties**

- A. The commission shall have the following duties:
1. To be an advisory commission to the City Manager and city council;
  2. To annually review the recreation budget as prepared by city staff and make recommendations to the City Manager and city council as part of the budget preparation and submittal process;
  3. To review and make recommendations to the City Council on potential capital improvements relating to recreation;
  4. To annually review the recreation fee schedule as prepared by city staff and make recommendations thereon to the Recreation Director, City Manager, and city council;
  5. To review recreation bond proposals and to make recommendations in writing to the city council prior to city council taking final action on the matter.
  6. To make recommendations to the Recreation Director, City Manager, and City Council regarding recreation programs for the City;

### **Section 2-283: Meetings**

- A. The commission shall meet a minimum of six (6) times annually at Albion City Hall, or such other designated place in the city.
- B. At the last regularly scheduled meeting of a calendar year, the commission shall adopt a schedule of meetings for the coming year, which shall be properly noticed as required by law. Special meetings of the commission may be called upon 24 hours notice by the chairperson or any two members of the commission.
- C. All commission meetings shall be open to the public, and all business shall be conducted in public session as required by the Michigan Open Meetings Act. At each regularly scheduled meeting, there shall be an opportunity for the public to speak. All meetings shall be held in a facility accessible to persons with disability.

- D. The commission may adopt bylaws and rules of procedure which pertain to the actual conduct of its business. Such rules shall not be effective without the approval of the city council and once approved, must be made available to each person conducting business before the commission. In the event the commission does not adopt its own rules, all commission meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised. Each member the commission present at a meeting shall vote on each motion made unless excused due to a bona fide conflict of interest by the unanimous consent of the other members present.
- E. A majority of the members of the commission appointed and serving shall constitute a quorum for the transaction of business.
- F. The commission shall, at the first meeting of the year, elect a chair, a vice-chair, and a secretary. In the event the commission shall, for any reason, fail to elect a chair, vice-chair, or a secretary as required by this section, the city council shall at the council's first meeting in February appoint a chair, a vice-chair, and a secretary from the members of the commission.
  - i. The duties of the chair shall include: He or she shall be the presiding member of the commission. The chair shall open and close meetings of the commission, announce the proper sequence of business in accordance with the prescribed agenda, state and put to vote all questions that come before the commission by motion, to enforce rules of order and decorum, to respond to questions of parliamentary procedure, and to sign any documents reflecting official action(s) of the commission.
  - ii. The duties of the vice-chair shall include: Discharging the duties of the chair in the chair's absence, when the chair becomes disabled, when the chair is otherwise unable to fulfill his or her duties, or when the chair has a bona fide conflict of interest on any matter.
  - iii. The duties of the secretary shall include: Attending all meetings of the commission and keeping a journal of the commission's proceedings in the English language. He or she shall keep a record of all actions taken by the commission and shall create and maintain meeting minutes as required by the Michigan

Open Meetings Act, Act 267 of 1976, as amended. A copy of the commission's meeting minutes shall be forwarded to the City Clerk.

**Section 2-284: Compensation**

- A. Unless specifically provided for by law, no member of the commission shall be compensated for their service. Members of the commission shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties if an appropriation therefor is included in the annual budget and the expense is approved by the City Manager.

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

This Ordinance shall take effect on February 6, 2020 after publication.

First Reading:

Second Reading & Adoption:

December 16, 2019

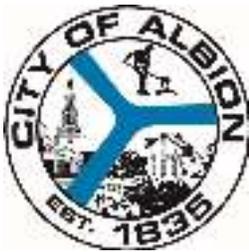
January 6, 2020

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

\_\_\_\_\_  
Jill Domingo,  
Clerk

\_\_\_\_\_  
David Atchison,  
Mayor.



## Council Action Summary Sheet

<b>Agenda Item #:</b>	XI. G.
<b>Agenda Item Title:</b>	<b><i>REQUEST AUTHORIZATION TO ADVERTISE FOR BID – HOLLAND PARK SIDEWALK IMPROVEMENTS</i></b>
<b>Meeting Date:</b>	December 16, 2019
<b>Submitted by:</b>	Darwin McClary, City Manager
<b>Contact Information:</b>	(517) 629-7172; <a href="mailto:dmcclary@cityofalbionmi.gov">dmcclary@cityofalbionmi.gov</a>
<b>Agenda Item Approvals:</b>	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> 4 City Manager

### Background Brief:

City council is being requested to authorize administration to design, prepare bid specifications and bid documents, and advertise for bids the installation, repair, or replacement of sidewalks around the perimeter of Holland Park along West Cass Street, North Albion Street, West Michigan Street, and North Dalrymple Street. Councilor Reid made the request to administration for the repair and replacement of these sidewalks to provide access by senior citizens to pedestrian and recreational opportunities in and around Holland Park. Sidewalk facilities do not exist adjacent to Holland Park along Cass Street, and sidewalks are undersized (less than five feet in width) or are in disrepair adjacent to the park on the other streets.

As council is aware, the City Attorney has expressed concerns about the Sidewalk Program Fund and the use of the monies generated from the levy of an annual special assessment for sidewalk improvements. The City Manager and City Attorney recommend that the city council authorize expenditure of monies from the Sidewalk Program Fund only for sidewalks under the control and responsibility of the city (e.g., sidewalks abutting public property and facilities or street intersection handicap ramps) to insure that the funds are used for those projects that have a general community-wide benefit. This topic is the subject of a separate study session scheduled to be held immediately prior to this regular meeting.

### Alternatives Analysis:

**Do nothing.** If the city council opts not to authorize administration to proceed with the design and bidding of this project, the project will not be undertaken. Senior citizens, handicapped individuals, and the general public will continue to find it difficult to walk or use mobility devices along the perimeter of Holland Park and to access the park itself. Financially, if the project is not undertaken, Sidewalk Program funds will not be encumbered for this project and would be available for other sidewalk improvement projects in other areas of the community.



**Authorize administration to proceed to design and bid the project.** If the city council opts to authorize administration to proceed to design and competitively bid the project, staff time will be dedicated to this project, and engineering costs will be incurred to design the project and prepare bid specifications and documents. Once received and opened, bids would be tallied and submitted to city council for review. City council would need to determine at that time if a contract is to be awarded and the project completed, thereby encumbering funds for this project. If the project is completed, the community would benefit from enhanced pedestrian and assistive mobility access along the streets and into Holland Park.

**Summary of Previous Council Action:**

12/02/2019 – City council postponed action on this request until the council has an opportunity to hold a study session to discuss the broader concern regarding the expenditure of monies from the Sidewalk Program Fund. Council scheduled a study session for December 16 at 6:00 PM.

**Financial Impact:**

If the city council authorizes the design and competitive bidding of the sidewalk improvements, engineering costs would be incurred and charged to the Sidewalk Program Fund for this work.

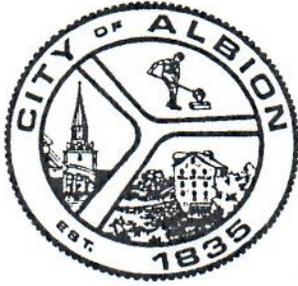
**Recommended Motion(s):**

To authorize city administration to proceed with the design, bid specifications and documents, and solicitation for competitive bids for the installation, repair, and/or replacement of sidewalks along the perimeter of Holland Park along West Cass Street, North Albion Street, West Michigan Street, and Dalrymple, with the costs associated with this work to be charged to the appropriate accounts of the Sidewalk Program Fund and the bids to be submitted to the city council for review and consideration for award of a contract.

**Attachments:**

Aerial map of Holland Park and perimeter  
Engineering Proposal for design and bid document preparation (to be distributed separately on Thursday)





# City of Albion

William L. Rieger Municipal Building  
112 West Cass Street • Albion, Michigan 49224  
(517) 629-5535 • Fax (517) 629-4168

## APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

Mail or Deliver Completed Application to: City Clerk  
City of Albion  
112 W. Cass Street  
Albion, MI 49224

The information in this Application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of an appointment.

Thank you for your interest in serving on a City of Albion board or commission. The Albion City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: Johnathon Michael Naracon  
(First) (Middle) (Last)

Home Address: 1233 Downer Ave, Lansing MI 48912 Telephone #: 810-358-4103

Place of Employment: Courtyard Albion

Business Address: 200 S Superior St Telephone #: 517-629-8520

E-Mail: johnathon.naracon@marriott.com Fax: 517-629-8521

Title/Type of Work: General Manager

Length of Residence in City: 0 Own/Rent: N/A US Citizen: Y X N

Educational Background: BS, Hospitality Management, Northern Michigan University

Community Activities: Marketing Albion - member,  
Greater Albion Chamber of Commerce, - Board of Directors

List Board or Commission on which you are interested in serving (see detailed descriptions on the City of Albion website):

- 1) Economic Development Corp
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

GA Chamber - board member, GM of hotel, bringing in lots of new Albion business

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

I would like to influence more economic growth and represent the hotel, a big economic driver, on the EDC board

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: No

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: Other than any relationships pertaining to the hotel, no relationships exist

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: No

**REFERENCES:**

Name: Robert Mahaney Relationship: Employer

Telephone #: 906-228-3900

Name: Amy Deprez Relationship: We work together on filling hotel and share new business info as is public knowledge to help w/ Albion Growth

Telephone #: 517-629-3926  
Application for Membership

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

\*\*\*\*\*

**CONSENT AND CERTIFICATION**

*I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.*

*I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.*

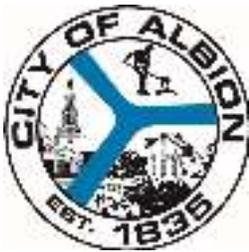
*I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.*

I, Johnathon Michael Naracon, certify that the information provided  
(Please Print)

in this application is, to the best of my knowledge, true and accurate.

Date of Birth: July 15, 1991

Signature:  Date: 12/5/2019



## Council Action Summary Sheet

<b>Agenda Item #:</b>	XI (J)
<b>Agenda Item Title:</b>	<i>Approval of Legislative Management Proposal from iCompass</i>
<b>Meeting Date:</b>	December 16, 2019
<b>Submitted by:</b>	Jill Domingo
<b>Contact Information:</b>	jadomingo@cityofalbionmi.gov
<b>Agenda Item Approvals:</b>	<input checked="" type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input type="checkbox"/> City Manager

### Background Brief:

Electronic programs streamline data entry processes and speed up the entire business process. This equates to fewer hours spent on processing forms, which frees up government staff to attend to more important duties and responsibilities. Using paperless solutions, employees will reduce errors, experience better workflows, provide faster responses and attain better outcomes.

Citizens will appreciate the convenience of being able to access some information online using a Transparency portal. Software solutions for civic engagement are mobile-friendly and search-friendly, saving government staff from having to track down council meeting minutes, applications, reports and other information.

Software solutions also make it possible for municipalities to have reliable backup for important documents, as it gives them the ability to store documents safely and securely in the cloud.

We did receive three (3) quotes for agenda management software (attached).

We will be asking for a future recommendation of tablets that will be used by the Council and Boards & Commissions for meeting packets.

### Alternatives Analysis:

- a. Approve the purchase of the software as included in the 2020 budget
- b. Continue to manually handle agendas, minutes and Boards & Commissions

**Summary of Previous Council Action:** No previous Council action has been taken

**Financial Impact:** We budgeted \$10,000 for FY 2020. iCompass has offered a 20% discount off the \$16,600 software package making the total cost \$13,280.00 (\$1,000 is a



one-time cost for implementation). For FY 2021 the amount that will be charged will be the discounted rate of \$12,280.00 The software package includes: Agenda's & Minutes; Board Manager; Video; FOIA Tracking and Contract Manager. We will need to do a budget amendment for \$3,280.00 for FY 2020.

**Recommended Motion(s):**

Request Approval of Legislative Management Proposal from iCompass for \$ 13, 280.00

**Attachments:**

Bids from Granicus, iCompass & CivicPlus



# iCompass

A DILIGENT BRAND



*Governance That Benefits The Community*

Proposal for: Albion, MI

Prepared for: Jill Domingo

Date: November 15, 2019

Prepared by: Bucky Parks  
*Governance Advisor*



## Table of Contents

<b>iCompass Overview</b> .....	3
<b>Local Government Solutions</b> .....	5
Meeting Manager Pro.....	6
AgendaNotes.....	7
Digital Voting .....	8
Board Manager.....	9
Video Manager HD.....	10
<b>Support</b> .....	11
<b>Pricing</b> .....	13



## iCompass Overview

### Our Promise To You

We focus on a single driving principle: to help local governments of any size modernize their services for citizens with easy-to-use technologies that are developed to exacting standards. At the heart of our mission is an unshakable commitment to empower the people in local governments who make things happen, and bring simplicity, ease and opportunity into their everyday lives.

### We Can Help—iCompass is an Industry Leader

*Running a local government is complex. We're here to make it simpler, easier and more organized.*

At iCompass we believe that finding the right solution, setting it up and using it to improve your workplace shouldn't be so much work. Our friendly customer success team is one of the best in the industry with expert, in-person service 24 hours a day, 7 days a week, 365 days a year. No matter where you are or what you need our help with, we're here.

*PROUD TO BE PEOPLE PLEASERS*

### iCompass

iCompass was founded in 1999 to bring the power of technology and innovation to local governments in order to help them achieve their goals of operational efficiency, transparency and serving citizens better.

As part of the Diligent family of governance solutions, iCompass provides customers with best-in-class security, top-rated customer support and constant innovation designed exclusively for the needs of local government. Diligent is the leading provider of agenda and board management solutions for organizations looking for a complete governance solution. Trusted by more than 14,000 organizations and 450,000 board members around the world.

From communities of 500 to over 2 million in population, iCompass is widely acknowledged as the go-to for local government leaders. Over 3,000 local government leaders in a variety of roles participate in iCompass' groundbreaking online LeadOn community, with more joining daily.



### How we can help - Benefits of iCompass

---



Eliminate manual tasks



Be more transparent



Empower your team



Have information at your fingertips



Engage more citizens



Reduce operating costs



Turn change into opportunity



Make better decisions



Bring everyone together



## Local Government Solutions – *Software tailored to you*

### Meeting Management

Improve all aspects of your meetings through a reduction in manual tasks, increased collaboration and comprehensive mobile friendly access to agendas, minutes and council decisions.



#### *MEETING MANAGER*

Create and publish agendas and minutes online for better collaboration with staff and council



#### *MEETING MANAGER PRO*

End-to-end meeting efficiency and integration with iCompass' comprehensive set of transparency tools



#### *BOARD MANAGER*

Manage your boards, commissions and committees seamlessly with an integrated solution

### Video Management

Provide citizens with real-time access to public meetings from anywhere, on any device with the latest in council video webcasting technology



#### *VIDEO MANAGER HD*

Stream and record public meetings in HD through YouTube for the best citizen experience possible



## Meeting Manager Pro

*MAXIMIZE YOUR POTENTIAL FOR MEETING EFFICIENCY AND CONNECT CITIZENS TO INFORMATION*

Meeting Manager Pro combines the time savings features of Meeting Manager with a suite of powerful transparency tools. Through several automated features, any size local government can provide citizens with an up-to-date, mobile friendly web portal that they can use to review agenda packets, minutes and search by keyword for information on key issues in your community.

- » Reduce meeting prep and follow up time by up to 80%
- » Produce consistent, professional reports, agendas, minutes and track follow-ups from staff
- » Manage all your core records needs with the Records Center
- » Streamline workflows and approvals for the entire pre and post meeting process
- » Give staff and citizens immediate access to all agendas, records and reports

### Features

#### Action Tracking

Collaborate to create and approve agenda items, track incoming requests for information and other applications from the public

#### Agenda Manager

Use a drag and drop agenda builder to create packets and send a packet to everyone that needs it with a single click

#### Minutes Manager

Create your minutes from a pre-populated template

#### Document Center

An online file storage tool to store and organize information in the cloud

#### Digital Voting

On any device council members can instantly submit their vote on a motion and have the results displayed real-time in your council chambers

#### Auto OCR

Make any record keyword searchable – so documents are accessible for staff and the public via a simple search

#### Online Transparency Portal

Integrated seamlessly to any website, provide access from any device to agendas, minutes and supporting items. Citizens can subscribe to receive automatic email updates when information is published and search through public archives.

### Integrations

#### Video Manager HD

Stream and record council meetings on so the public can stay engaged with decisions being made at City Hall. You can even timestamp your agenda and minutes, so users can watch discussions on specific meeting items.

#### Board Manager

Manage all the different boards and commissions at your local government. Track applications and terms and provide the public with comprehensive information about board members.

#### Laserfiche Connector

Save meeting related documents to Laserfiche, attach Laserfiche-stored documents to your agendas, minutes and items and publish Laserfiche-stored documents to your website.

#### Additional Integrations

Calendar, Microsoft SharePoint, Swagit, Granicus, EarthChannel, Contract Tracker, Public Records Request Tracker and COI Tracker.



## AgendaNotes

AgendaNotes (iPad®, Web, and PC Versions) is a tool that elected officials and staff can use to access meeting information and make notes. Integrated with iCompass' meeting management solutions, it improves the in-meeting experience while ensuring instant, automatic access to the most up-to-date version of an agenda.

### AgendaNotes (iPad® Version) Features

- » Access to any electronic agenda as soon as it is published on an iPad®
- » Download the agenda and attachments
- » User security maintained through login / password controls
- » Highlight text with a swipe
- » Place sticky notes right on reports and attachments
- » Free hand circle and mark-up your entire agenda
- » Auto sync grabs updates and agenda items on the go
- » Hot links straight to your notes for quick review
- » Easily print the agenda and your notes at any time

### AgendaNotes (Web Version) Features

- » Access to any electronic agenda as soon as it is published on any device with an internet browser.
- » View the agenda and attachments on any device
- » Add notes to agenda headings and items
- » Hot links straight to your notes for quick review
- » Easily print the agenda and your notes at any time

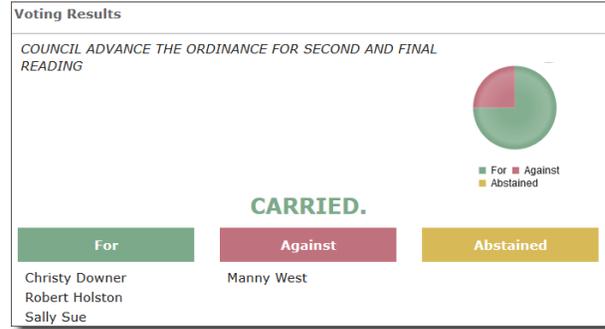
### AgendaNotes (PC Version) Features

- » Access to any electronic agenda as soon as it is published on a Windows compatible laptop or desktop computer
- » Download the agenda and attachments
- » Add notes to agenda headings and items
- » Easily print the agenda and your notes at any time
- » Hot links straight to your notes for quick review
- » Options to download some or all attachments – great for dial-up users



# Digital Voting

Digital Voting (iPad®, Web, and PC Versions) provides communities with the ability to easily utilize electronic voting during meetings. Elected officials and voting members can cast their vote with one-touch via a tablet or computer and the results instantly display to the public in real time.

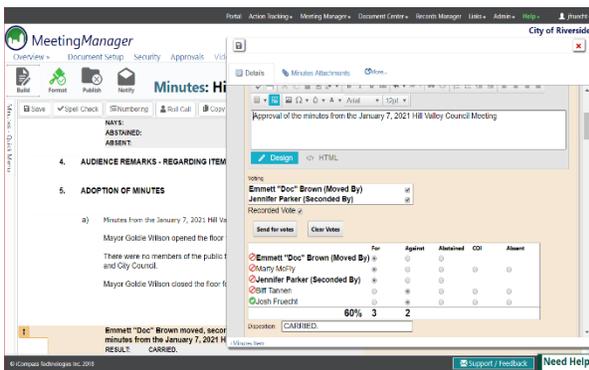


## Request for Votes

After voting is initiated, members cast their vote using the AgendaNotes app (iPad®, Web, and PC Versions).

## Vote Results

Vote results are displayed in real time during the meeting. A record of each vote is automatically added to the minutes, making it simple for the clerk to manage motions, votes, and their results in one place. Voting history can also be accessed via the Transparency Portal for the public and staff to review.



Meeting Name	Meeting Date	Description	Motion	Result
Council Meeting - 08 Dec 2016	08 Dec 2016	1. Approve Memorandum #1 to Contract 2016-01 for City Hall Paper Consulting Services	Motion to approve memorandum #1 to contract 2016-01 for City Hall Paper Consulting Services for a period of 12 months at \$10,000	For - Carried
Council Meeting - 08 Dec 2016	08 Dec 2016	4. Approve City Hall Pay Estimate #12	Motion to approve City Hall Pay Estimate #12 in the amount of \$1,307,000	For - Carried
Council Meeting - 08 Dec 2016	08 Dec 2016	5. Approval of Minutes	Motion to approve minutes agenda item 5 with motion in the amount of 0% (0/0)	For - Carried
Council Meeting - 08 Dec 2016	08 Dec 2016	7. Approve City Hall Pay Estimate #12	Motion to approve the City Hall Pay Estimate #12 in the amount of \$1,307,000	For - Carried
Council Meeting - 08 Dec 2016	08 Dec 2016	8. Approve City Hall Pay Estimate #12	Motion to approve City Hall Pay Estimate #12 in the amount of \$1,307,000	For - Carried
Council Meeting - 08 Dec 2016	08 Dec 2016	9. Approve City Hall Pay Estimate #12	Motion to approve City Hall Pay Estimate #12 in the amount of \$1,307,000	For - Carried
Council Meeting - 08 Dec 2016	08 Dec 2016	10. Approve City Hall Pay Estimate #12	Motion to approve City Hall Pay Estimate #12 in the amount of \$1,307,000	For - Carried
Council Meeting - 08 Dec 2016	08 Dec 2016	11. Approve City Hall Pay Estimate #12	Motion to approve City Hall Pay Estimate #12 in the amount of \$1,307,000	For - Carried

## Minutes

A record of each vote is automatically added to the minutes, making it simple for the clerk to manage motions and their results.

## Voting History

Voting history can also be accessed via the Transparency Portal for the public and staff to review.



## Board Manager

*IMPROVE COMMUNICATION FOR BOARDS, COMMISSIONS AND COMMITTEES*

Board Manager dramatically simplifies how local governments manage their boards, commissions and committees. When it comes to tracking board terms, rosters and applications – many organizations depend on binders and spreadsheets. With Board Manager you can effortlessly stay on top of boards with visibility into upcoming vacancies and applications provided through several automated dashboards and lists.

- » Save time – Easily see total year of service for any member
- » Improve the public's visibility into boards, commissions, committees and members
- » Set up online applications
- » Get alerts on upcoming board vacancies to be more proactive
- » Automatically updates roll calls, Agenda, and Minutes Attendees

### Features

---

#### Centralized information

Dashboards and lists to view upcoming vacancies at a glance

#### Online postings & applications

Board membership information, postings and online applications from any device

#### Email templates

Ready-to-use email templates to simplify correspondence

#### Tracking & approvals

Automates tracking and approval of new board applicants

#### Integrates with agendas

Seamlessly integrates motions for board member approvals into an agenda

### Integrations

---

#### Meeting Manager Pro

Works with Meeting Manager Pro and iCompass' transparency portal to integrate board agendas, minutes and member biographies with information about regular council meetings



## Video Manager HD

*WATCH LOCAL GOVERNMENT MEETINGS ANYWHERE, ON ANY DEVICE*

Video Manager HD extends the functionality of iCompass' Meeting Manager Pro solution so you can live stream council meetings and provide video links in your agendas and minutes. Integrated with YouTube, the world's leading video streaming platform, local governments have never had access to such a reliable and affordable transparency-focused solution.

- » Provide live and recorded webcasts that can be watched from anywhere in high definition
- » Set screen options to help viewers with low bandwidth internet connections access the videos
- » Automate closed captioning
- » Add timestamped video links to agendas and minutes
- » Include video player in agendas and minutes so citizens can easily watch the meeting and see what's coming next

### Features

---

#### Agenda and Minutes Time Stamping

Add video links to your agendas and minutes

#### Closed Captioning

Text is generated automatically and can be edited prior to publishing if needed

#### Automated Reporting

Dashboards that display video views and other information to quantify citizen engagement with meetings

#### Video Editing

Trim the beginning and end of the meeting video

#### Video Encoder

Start and stop the live webcast from a tablet or phone from anywhere

#### YouTube for Government

The world's most popular video streaming platform brings unparalleled reliability, storage and a comprehensive suite of value-added features for local government

### Integrations

---

#### Meeting Manager Pro

Incorporate videos into your online agendas and minutes. iCompass' Transparency Portal displays video content alongside other meeting information in a mobile-friendly platform.

### Video Encoder Technical Specifications

---

<b>Video Input:</b>	HDMI Type-A
<b>Audio Inputs:</b>	Embedded Audio Input, 2 Channel Analog line or Mic-In, 2 Channel
<b>Network Connections:</b>	Ethernet or Wi-Fi
<b>Protocol:</b>	RTMP Flash Streaming
<b>Video Codec:</b>	H.264
<b>Video Resolution:</b>	up to 1920 x 1080
<b>Video Frame rate:</b>	up to 60 fps
<b>Video Bitrate:</b>	700 Kbps to 6 Mbps
<b>Video Aspect Ratio:</b>	4:3 or 16:9
<b>Audio codec:</b>	AAC



## Support

### Unlimited Support

- » The Customer may designate up to 3 individuals who will be registered with iCompass as authorized Champions eligible for free and unlimited support throughout the duration of the relationship
- » Only authorized Champions will receive support – inquiries from others within the Customer's organization will be directed to the authorized Champions
- » Support requests will be documented and e-mailed to the authorized Champion making such requests (as well as added to the Customer Resource Center) to minimize support requests in the future
- » 1-800 telephone and e-mail support during the business hours of 6:30 AM to 5:00 PM (Pacific Time), Monday-Friday (not including holidays)
- » Support calls will be answered by a human being 24 hours/day, 7 days/week

### Unlimited Coaching Sessions

- » The Customer may request an unlimited number of Coaching Sessions for designated individuals throughout the duration of the relationship
- » An authorized Champion must make such requests
- » Each Coaching Session will last between 15 and 30 minutes
- » The Customer will commit to making best efforts to provide iCompass with a minimum of one week's notice of any cancellation or rescheduling of Coaching Sessions

### Unlimited Training Sessions

- » The Customer may request an unlimited number of free Training Sessions for designated individuals throughout the duration of the relationship
- » Such training will be provided via our 'Easy as That' Training Program – On-line, workshop style training with an instructor leading each module
- » An authorized Champion must make such requests
- » The Customer will commit to making best efforts to provide iCompass with a minimum of one week's notice of any cancellation or rescheduling of participation within Training Sessions



## Support – Continued

### Other Customer Resources

- » Educational webinars
- » iCompass Customer Resource Center which includes a growing collection of quick reference guides and videos
- » iCompass Template Libraries for easy searching and review of sample documents from dozens upon dozens of other iCompass customers. Such documents include agendas, minutes, forms, classification schemes/retention schedules, etc.

### Unlimited Storage Space

Unlimited storage for meeting documents in our state of the art network facility provides continual back-up and redundancy to ensure your files are always at your fingertips. With Records Center your additional documents are also online, searchable and available to staff and the public 24/7

### Our Cloud Delivery Model - Software-as-a Service (SaaS)

iCompass solutions are delivered over the Internet and our customers only require a web browser to access and use them. Overall, the SaaS model is a much lower-cost delivery of software services – you no longer have to over spend or build in-house!

#### Key Benefits:

- » Joining a community of other local governments for best practice improvement
- » All feature updates included
- » Constant redundant back-up of all information
- » Video streaming services provided via Content Delivery Network (CDN)



## Pricing

	<i>ANNUAL FEE</i>
<b>Meeting Manager Pro</b>	<b>\$7,000</b>
<ul style="list-style-type: none"><li>» Includes Action Tracking, Agenda Manager, Minutes Manager, Document Center, and Records Center</li><li>» Laserfiche, Microsoft SharePoint, Granicus, Earth Channel and Calendar Connectors (if applicable)</li><li>» Automatic Optical Character Recognition (OCR)</li><li>» Two (2) trackers created in Action Tracking (Meeting Tracker and Report Tracker)</li><li>» Unlimited agendas &amp; minutes templates</li><li>» Unlimited storage for meeting related content</li><li>» Unlimited support, training sessions and coaching sessions</li><li>» Unlimited users within your organization</li><li>» All regular updates to the included modules</li></ul>	
<b>AgendaNotes</b>	<b>Included</b>
<ul style="list-style-type: none"><li>» Includes AgendaNotes (iPad®, Web and PC versions) for unlimited users</li></ul>	
<b>Digital Voting</b>	<b>Included</b>
<ul style="list-style-type: none"><li>» Includes Digital Voting (iPad®, Web and PC versions) for unlimited meeting types</li><li>» Includes historical access to voting history for each elected official or board member</li></ul>	
<b>Transparency Portal</b>	<b>Included</b>
<ul style="list-style-type: none"><li>» Includes meeting schedules, agendas, minutes, voting and attendance records are all included</li><li>» Citizens can subscribe to receive automatic email updates</li><li>» Automatically refreshes with the latest information once it is complete</li></ul>	

## Add-On Services

*ANNUAL FEE*



<b>Board Manager</b>	\$2,000
<ul style="list-style-type: none"><li>» Includes Board Manager and one (1) Board Application setup in Action Tracking</li><li>» Track and manage board members, terms and online applications</li><li>» Board Member Photos &amp; Background Information</li><li>» Email Notifications &amp; Reminders</li><li>» Board Manager Dashboard</li></ul>	
<b>Video Manager HD</b>	\$5,600
<ul style="list-style-type: none"><li>» Includes Unlimited High Definition Live Streaming and On Demand Video</li><li>» Live and On Demand Video Indexing</li><li>» Cross-Platform Media Player (PC / Mac / Mobile / Tablet)</li><li>» Video Encoder Included</li></ul>	
<b>Public Records Request Tracker</b>	\$500
<ul style="list-style-type: none"><li>» Includes Public Records Request Tracker &amp; Configuration</li><li>» Track and manage follow-up items and related files</li><li>» Email Notifications &amp; Reminders</li><li>» Public Records Request Tracker Dashboard</li></ul>	
<b>Contract Tracker</b>	\$500
<ul style="list-style-type: none"><li>» Includes Contract Tracker &amp; Configuration</li><li>» Track and manage contracts, agreements and related files</li><li>» Email Notifications &amp; Reminders</li><li>» Contract &amp; Agreements Dashboard</li></ul>	
<b>Conflict of Interest Tracker - Standard</b>	\$500
<ul style="list-style-type: none"><li>» Includes Conflict of Interest Tracker</li><li>» Track and manage conflict of interests and related files</li><li>» Email Notifications &amp; Reminders</li><li>» Conflict of Interest Dashboard</li></ul>	
<b>Conflict of Interest Tracker - Advanced</b>	\$1000
<ul style="list-style-type: none"><li>» Includes Conflict of Interest Tracker &amp; Configuration</li><li>» Track and manage conflict of interests and related files</li><li>» Email Notifications &amp; Reminders</li><li>» Conflict of Interest Dashboard</li></ul>	



## Migration Services

*ONE-TIME FEE*

<b>Agenda &amp; Minutes Migration</b>	<b>\$1,000</b>
<ul style="list-style-type: none"> <li>» Includes migration of agendas and minutes documents</li> <li>» Requires export of agendas, agenda packets and minutes documents needed for migration in PDF format to be provided by the customer from the current vendor</li> </ul>	
<b>Video or Audio Migration</b>	<b>\$1,000</b>
<ul style="list-style-type: none"> <li>» Includes migration of video content for up to 250 events</li> <li>» Requires export of video files needed for migration in .MP4 format to be provided by the customer from the current vendor</li> </ul>	

### Procurement Options

#### The Interlocal Purchasing System (TIPS)

- » Diligent is an Awarded Vendor for Technology Solutions, Products and Services through the TIPS Purchasing Cooperative under Contract Number 180306. As an Awarded Vendor Diligent offers TIPS Members, the opportunity to purchase products at discounted pricing without the delay and expense of going out to bid.

[View our vendor information](#)

### Terms and Conditions

- » The annual fees outlined herein are guaranteed for thirty (30) calendar days from the date of issuance
- » The annual fees outlined herein are based on a one year auto renew contract
- » The annual fees include hosting, technical support (e-mail and 1-800 support), maintenance, on-line training sessions, regular upgrades to the software and storage space
- » All annual fees are payable up front
- » Your license will include unlimited users from your organization

# Granicus Proposal for Albion, MI

**This quote is for budgetary purposes only. Please do not submit a Purchase Order against this document. Pricing is subject to change based on the scope. Please contact your Granicus representative for an official quote, which will include a period of performance, final pricing, and terms and conditions.**

## Granicus Contact

**Name:** Eric Silverstein

**Phone:** 7202770533

**Email:** eric.silverstein@granicus.com

## Proposal Details

**Prepared On:** 10/21/2019

**Valid Through:** 12/16/2019

## Pricing

**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

**Currency:** USD

## One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Meetings Server (ME) - Setup and Configuration	Up Front	4 Hours	\$900.00
Minutes Template (ME) - Setup and Configuration	Up Front	1 Each	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	Upon Delivery	1 Each	\$3,500.00
Granicus Encoding Appliance Hardware - Setup & Config	Upon Delivery	1 Each	\$875.00
US Shipping Charge C - Large Item	Upon Delivery	1 Each	\$125.00
View Template (GT) - Setup and Configuration	Up Front	1 Hours	\$0.00
<b>SUBTOTAL:</b>			<b>\$8,100.00</b>

<b>One-Time Fees</b>			
<b>Solution</b>	<b>Billing Frequency</b>	<b>Quantity/Unit</b>	<b>One-Time Fee</b>
Player Template (GT) - Setup and Configuration	Up Front	1 Hours	\$0.00
Standard Agenda Template - Setup and Configuration	Up Front	1 Each	\$0.00
Live Manager (GT) - Setup and Configuration	Up Front	1 Hours	\$0.00
Granicus Video - Online Training	Upon Delivery	6 Hours	\$0.00
Government Transparency - Setup and Configuration	Up Front	1 Hours	\$0.00
Peak Agenda Management Standard Agenda Report	Up Front	1 Each	\$0.00
Peak Agenda Management Standard Minutes Report	Up Front	1 Each	\$0.00
Peak Agenda Management Standard Cover Page Report	Up Front	1 Each	\$0.00
Peak - Online Training	Upon Delivery	8 Hours	\$0.00
Peak - Setup and Configuration	Up Front	1 Hours	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Boards and Commissions - Data Import	Upon Delivery	10 Hours	\$2,250.00
Boards and Commissions - Online Training	Upon Delivery	2 Hours	\$450.00
Boards and Commissions - Setup and Configuration	Up Front	1 Hours	\$0.00
<b>SUBTOTAL:</b>			<b>\$8,100.00</b>

<b>Annual Fees for New Subscriptions</b>			
<b>Solution</b>	<b>Billing Frequency</b>	<b>Quantity/Unit</b>	<b>Annual Fee</b>
Meeting Efficiency Suite	Annual	1 Each	\$0.00
Government Transparency Suite	Annual	1 Each	\$2,568.00
Open Platform Suite	Annual	1 Each	\$0.00
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,200.00
Peak Agenda Management	Annual	1 Each	\$3,300.00
Boards and Commissions	Annual	1 Each	\$2,100.00
Open Platform Suite	Annual	1 Each	\$0.00
<b>SUBTOTAL:</b>			<b>\$9,168.00</b>

Remaining Period(s)		
Solution(s)	Year 2	Year 3
Meeting Efficiency Suite	\$0.00	\$0.00
Government Transparency Suite	\$2,568.00	\$2,568.00
Open Platform Suite	\$0.00	\$0.00
Granicus Encoding Appliance Software (GT)	\$1,200.00	\$1,200.00
Peak Agenda Management	\$3,300.00	\$3,300.00
Boards and Commissions	\$2,100.00	\$2,100.00
Open Platform Suite	\$0.00	\$0.00
<b>SUBTOTAL:</b>	<b>\$9,168.00</b>	<b>\$9,168.00</b>

Product Descriptions	
Name	Description
<b>Meeting Efficiency Suite</b>	<p>Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word or HTML, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies</li> <li>• Unlimited storage of minutes documents</li> <li>• Access to one Granicus platform site</li> <li>• Access to the LiveManager software application for recording information during meetings</li> <li>• Access to the Word Add-in software component for minutes formatting in MS Word if desired</li> <li>• One MS Word or HTML minutes template (additional templates can be purchased if needed)</li> </ul>
<b>Meetings Server (ME) - Setup and Configuration</b>	Initial set up and implementation of video encoder
<b>Minutes Template (ME) - Setup and Configuration</b>	Initial set up and implementation of one minutes template
<b>Government Transparency Suite</b>	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.
<b>Open Platform Suite</b>	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable webpage.
<b>Open Platform - Setup and Configuration</b>	Setup and configuration for Open Platform
<b>Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)</b>	AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.
<b>Granicus Encoding Appliance Software (GT)</b>	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.

<b>Product Descriptions</b>	
<b>Name</b>	<b>Description</b>
<b>Granicus Encoding Appliance Hardware - Setup &amp; Config</b>	Remote configuration and deployment of an encoding appliance.
<b>US Shipping Charge C - Large Item</b>	US shipping of a large item
<b>View Template (GT) - Setup and Configuration</b>	Initial set up and implementation of viewpage template
<b>Player Template (GT) - Setup and Configuration</b>	Initial set up and implementation of video player template
<b>Standard Agenda Template - Setup and Configuration</b>	Initial set up and implementation of one standard agenda template
<b>Live Manager (GT) - Setup and Configuration</b>	Initial set up and implementation of LiveManager, ensuring timestamp capabilities for meeting agendas
<b>Granicus Video - Online Training</b>	Granicus Video - Online Training
<b>Government Transparency - Setup and Configuration</b>	Setup and configuration for Government Transparency
<b>Peak Agenda Management</b>	<p>Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies and meeting types</li> <li>• Access to one Granicus platform site</li> <li>• Access to one Peak Agenda Management site</li> <li>• Design services for one public view page portal</li> <li>• Design services for one Agenda report template</li> <li>• Design services for one Cover Page report template</li> </ul>
<b>Peak Agenda Management Standard Agenda Report</b>	Professional service for designing an additional Peak agenda report.

Product Descriptions	
Name	Description
<b>Peak Agenda Management Standard Minutes Report</b>	Professional service for designing an additional Peak minutes report.
<b>Peak Agenda Management Standard Cover Page Report</b>	Professional service for designing an additional Peak cover page report.
<b>Peak - Online Training</b>	Peak Agenda Management - Online Training is for online training for Peak Agenda Management, which allows clients to have online sessions with a Granicus trainer to learn how to use the system.
<b>Peak - Setup and Configuration</b>	Setup and configuration of Peak Agenda
<b>Boards and Commissions</b>	<p>Boards and Commissions is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the citizen application and appointment to boards process of the clerk's office. Boards and Commissions includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited boards, commissions, committees, and subcommittees</li> <li>• Unlimited storage of citizen applications</li> <li>• Access to one Granicus platform site</li> <li>• Access to one Boards and Commissions site</li> <li>• Access to customizable, embeddable iFrame websites for displaying information to citizens</li> <li>• Access to a customizable online citizen application form including board-specific questions</li> <li>• Customizable forms for board details, appointment details, and internal tracking details.</li> <li>• Pre-designed document PDFs for applications, board details and rosters, and vacancy reports</li> <li>• Downloadable spreadsheets for easy reporting</li> <li>• Optional custom templates for document or report generation (additional upfront charge applies)</li> </ul>
<b>Open Platform Suite</b>	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
<b>Open Platform - Setup and Configuration</b>	Setup and configuration for Open Platform

Product Descriptions	
Name	Description
<b>Boards and Commissions - Data Import</b>	Import legacy data into Boards and Commissions to have access to historical data from a previous system used prior to buying Boards and Commissions.
<b>Boards and Commissions - Online Training</b>	Boards and Commissions - Online Training is for online training for Boards and Commissions, which allows clients to have online sessions with a Granicus trainer to learn how to use the system.
<b>Boards and Commissions - Setup and Configuration</b>	Setup and configuration for Boards and Commissions



# Boards and Commissions

## Manage seat appointments, vacancies and citizen applications

Boards and Commissions allows clerks and staff to easily manage the entire committee appointment process. The system displays and promotes current and upcoming vacancies on the organization's existing website in real-time. Applicants can apply online, and clerks receive the

information on the admin dashboard in an organized format. Staff can use insightful graphs, searches and filters to review and organize applications, and submit qualified candidate information for selection.



Paperless board management



Customize application forms



Post roster and vacancies online



Search and generate reports on applications



Share information within org



Integrate with Granicus agenda management tools



# Granicus Video

## A complete video solution for government

Granicus Video enables organizations to build a content-rich library of live and archived public meeting webcasts and records without hassle, enabling agencies to reach a broader audience and further meet modern transparency demands.

With easy-to-use media management tools, agencies can schedule and broadcast live webcasts while simultaneously recording and archiving the live content to unlimited storage. Agendas can be imported prior to each meeting, allowing for video to be indexed in real-time, which eliminates hours of follow up work after an event has ended. After the meeting, publish a full and integrated public record which links the agenda directly to the video.

Empowered citizens can browse published agendas and supporting documents or save time

by performing keyword searches to jump directly to specific topics, making it easier for viewers to find the information they're most interested in. Citizens can also subscribe to agendas or keyword searches to get real-time notifications when new, relevant content becomes available.

Opt in to HD video for an enhanced viewing experience or further enable accessibility and ensure ADA compliance by adding closed-captioning services. Agencies can monitor and analyze public interest through visitor and viewership reports, which break down visitor statistics, including most-popular content, number of views, length of time on site, and more to better understand the viewing audience.



Live event streaming



Archive videos with unlimited storage



Searchable, indexed content



Publish a complete public record



Closed captioning add-on for ADA compliance



Reports to analyze public participation



# Minutes

## Modernize and simplify meeting minutes creation

Granicus Minutes reduces labor, and streamlines minutes creation by electronically capturing roll-call, agenda items, speakers, motions, votes, and notes through a simple interface. When a meeting ends, the tool transfers captured content to a minutes document, allowing users to finalize minutes quickly and easily in Microsoft Word.

With content 75-80% complete at the time the meeting ends, Minutes saves

staff countless hours in their post-meeting workflow.

Minutes can also integrate with other Granicus products to further streamline the meeting process. Import agendas directly from agenda management systems, digitally capture vote results with VoteCast, and publish minutes alongside indexed meeting recordings using Granicus Video.



Digitally capture meeting content



Record motions, votes and notes



Save time in post-meeting workflow



Finalize minutes in Microsoft Word



Publish PDF or HTML minutes



# Peak Agenda Management

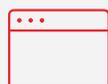
## Streamlined, paperless agenda creation, approval and publishing

Peak Agenda Management allows staff to easily manage the agenda creation process from start to finish without the paper shuffling. Draft meeting agendas within configurable templates and submit through customized workflows to the correct departments, meeting bodies, and users. Peak's paperless integration prevents multiple versions of agendas getting shuffled around between different members - which often ends with inefficient use of meeting time spent catching up on the right documents.

Automated emails alert users that new items are up for review, and the intuitive calendar view makes it easy to manage one-time and recurring meetings. Electronically review, add and collaborate on agenda items, including attaching supporting documents and materials as needed. Once approved, agenda packets are generated into a single PDF for efficient online publishing or integration with Granicus' in-meeting and post-meeting legislative tools.



Paperless agenda review and collaboration



Access via web browser



Configurable agenda templates



Customizable approval workflows

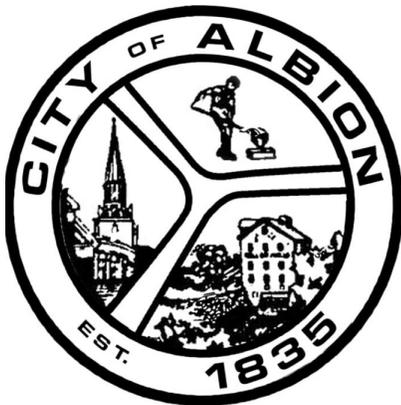


Track agenda progress on dashboard and calendar



Publish to PDF

# CIVICCLERK®



Presented by  
Richard L Jones  
Solutions Consultant

 | **CIVICPLUS®**

1300 Massachusetts Ave., Boxborough, MA 01719  
302 S. 4th Street, Suite 500 | Manhattan, KS 66502  
[www.civicplus.com](http://www.civicplus.com)

December 11th 2019

Jill Domingo  
City Clerk  
112 West Cass Street  
Albion, MI 49224

RE: Agenda Management System

Dear Jill,

Saving time, effort, and delivering access to important meetings is essential to run an efficient and transparent government office. In today's virtual world, making your government work better can be a challenge if you don't have the tools and resources to get the job done right. So how do you meet the ever-increasing expectations of your staff, government officials, and citizens with already-constrained resources? As your partner, that's where CivicPlus, Inc. ("CivicPlus") and our CivicClerk Agenda Management System (AMS) can help.

Our company is passionate about our mission to help make local government work better. We know we aren't just delivering a one and done software program. We are helping build a trusted and long-term relationship between you and your community through our state-of-the-art technology and process. Collaborating with you throughout the process ensures we deliver the right solution, that will be easy for your staff to maintain and your officials and citizens to access.

The CivicClerk AMS is a robust, flexible, and easy-to-use suite of cloud-based tools built specifically for local government that will help you evolve your agenda and meeting minutes to today's standards. You'll be able to inform and empower your citizens and staff in more efficient ways which makes it easier for you *and* easier for them.

A partnership with CivicPlus will save you time and money and will deliver your office an agenda and meeting system that will grow with you and where your staff, officials and citizens can find what they need, when they need it.

Sincerely,

*Richard L Jones*

Richard L Jones  
Solutions Consultant  
rjones@civicplus.com  
Direct Line 785.323.4713

# Typical Project Timeline and Implementation

## Typical Project Timeline: 6 Weeks

A CivicClerk development plan typically expands a six (6) week timeframe. Exact development timelines can vary due to scope, client availability, milestones set, and other factors.

We will work with you until your system is up and running and your staff has reached a level of comfort to confidently maintain your new system.

1	~2 Weeks
2	~1 Week
3	~1 Week
4	~2 Weeks
5	As needed

### Phase 1 | Weeks 1-2

Gather information regarding agendas and how current processes function. This information will be used to initially configure the system.

CivicPlus Will:	What We Need From You:
<ul style="list-style-type: none"> <li>■ Create production site request</li> <li>■ Review the implementation plan</li> <li>■ Configure templates from Word versions of agendas and minutes</li> <li>■ Input questionnaire data</li> </ul>	<ul style="list-style-type: none"> <li>■ Complete implementation questionnaire</li> <li>■ Provide Word versions of agendas and item reports</li> </ul>

### Phase 2 | Week 3

Only initial configuration is complete, gain feedback on final results. Any necessary configuration changes will be identified for completion.

CivicPlus Will:	What We Need From You:
<ul style="list-style-type: none"> <li>■ Schedule and conduct a first look call</li> <li>■ Provide any template changes required</li> </ul>	<ul style="list-style-type: none"> <li>■ Schedule a 30-45 minute call for system review</li> <li>■ Provide feedback on any needed changes</li> </ul>

## Phase 3 | Week 4

Any remaining changes will be made and the list of users will be added to the system. All configurations will be finalized.

### CivicPlus Will:

- Enter user list with appropriate security settings
- Make necessary changes to templates and configuration

### What We Need From You:

- Provide a list of users
- Provide any additional feedback and changes

## Phase 4 | Weeks 5-6

Begin in-depth training for administrators followed by a faster training for end users.

### CivicPlus Will:

- Schedule and hold administrator and end user trainings

### What We Need From You:

- Schedule administrator training
- Schedule end user training

## Phase 5 | As Needed

Now that the main implementation is complete, and there is some data in the system. Any additional service(s) contracted for can be configured.

### CivicPlus Will:

- Configure the templates in the system
- Schedule and conduct minutes training

### What We Need From You:

- Provide Word versions of your most recent minutes
- Provide a list of your Board/Council members
- Schedule a 30 minute call for minutes training

# Port Orange, Florida

## Case Study

### City Stats

#### Before CivicClerk

Robin Fenwick, City Clerk and her team would spend hours each week compiling the necessary packets, chasing down paperwork that needed to be signed, and handling other aspects of the agenda management process. Robin estimated that dealing with the meeting process required eight or more hours per week. Time that could have been better spent serving the public, not standing in front of the copy machine and working on other mundane tasks.

- Contact: Robin Fenwick, City Clerk
- 63,203 population
- Four Clerk Department staff
- Four Council Members & Mayor
- 18 Boards and Committees
- Over 1000 meetings per year

#### Product Determination Factors: Technology Integration | Limited Budget | Staff Adoption

#### After CivicClerk

After reviewing various agenda management platforms on the market and weighing their pros and cons, Robin chose CivicClerk. She found the platform to be more affordable than the others, without suffering any compromises. In October 2014, Robin tested CivicClerk to manage the process for one meeting. Within three months, all of Port Orange's meetings were being managed through CivicClerk.

Robin was able to secure total City's staff buy-in quickly with the new platform. Why? Because the platform proved to be extremely easy to use and the benefits were immediate and obvious. Robin and her staff save over eight hours of labor per week, documents and forms are easily signed with remote access and their meeting agendas are completed in a more timely fashion. This allows the Clerk Department's staff to better serve their citizens and focus on important strategic initiatives.

#### Results

Agendas Posted: **Six Hours Earlier** | Time Saved Per Week: **Eight Hours**



# Features and Functionality

## Agenda Management

Automate your meeting agendas and packets with a simple, consistent process. Eliminate time consuming manual tasks and focus on important issues instead. Let each board member manage content the way they want.

### Features and Benefits

Countless hours are spent creating the agenda and packet for every council, board, and committee meeting. CivicClerk simplifies the entire meeting process from start to finish by providing staff a central location for all board and committee meetings with the same simple, consistent process. Customers choose CivicClerk for our features, ease of use, and modern design.

- Unlimited Meetings
- Unlimited Users
- Unlimited Storage
- Custom Agenda Design
- Electronic Approvals Engine
- Electronic File Management
- Confidential Attachments
- Roll Call, Motion, and Vote Tracking
- Minutes Comments and Discussions
- Speaker Management
- Task Management Pre and Post Meeting
- Comments Engine with Notifications
- Drag and Drop Re-ordering
- Approvals Progress Bars
- Automated Track Changes

- Standard Reporting
- Dash Analytics
- Pre-Defined Item Content
- Automatic Default Items
- Copy and Move Items
- Intelligent Keyword Search and Filters
- Custom Security Profiles
- Automatic Email Notifications
- Dropbox Integration for Delivery
- Board Member Portal
- Public Portal
- Live Streaming and Video-On-Demand
- Videos with Linked Agendas and Minutes
- Tablets Supported

### Designed Just for You

CivicClerk's agenda management software is customized to suit your individual design needs and unique approval processes. Create and manage content with custom design templates, wording, numbering, and ordering. You can also utilize a public portal that matches your website.

### Complete Security/Access Oversight

Fine-tune your content's security for different staff members. CivicClerk's agenda management system allows for in-depth user security. Administrators can set access levels for individual users, allowing you to control who can access what. You can also easily identify attachments for limited access based on staff or security level.

### Create Agenda Items in Seconds

Intuitive process is simple for your organization's entire staff. Save hours each week with CivicClerk AMS that can easily track all key item information, create tasks and to-dos with reminders. CivicClerk supports PDF, Word, Excel, PowerPoint and image files, and utilizes a simple drag and drop ordering of all supporting documents.

### Agenda Approvals Your Way

CivicClerk's flexible approvals engine adapts to your review process. No more chasing approvals, and playing phone or email tag. Our meeting management system's powerful approvals engine streamlines routing, email notifications, and manages backup approvers. Even last minute changes are a breeze.

### Large Packets? No Problem

Create agendas and packets of any size in just seconds. Easily build different versions based on confidential materials inclusion. CivicClerk is an open government system that allows you to immediately publish on your organization's public portal, thus allowing for instant transparency.

### Deliver Content to Any Device

Let board members choose how to get meeting content. Efficiently deliver packets of any size by paper, email, Dropbox, download, or board portal. CivicClerk is optimized for all devices including desktops, laptops, tablets, and mobile phones.

### Find What You Need Fast

Save time with powerful keyword and filtered search engine. CivicClerk automatically organizes and stores all of your meeting content, so it's easy to quickly retrieve what you're looking for. Our search tool includes past items, attachments, minutes, and agendas by keyword, date range, and more.

### Analytics to Improve Performance

Clear reporting provides insight on progress and goals. Dashboards and built-in reporting provide key metrics on the entire agenda and meeting minutes process.



# Meeting Minutes

## Live Meeting Manager

Run the entire meeting from one spot and simplify votes, manage speakers, and streamline transparency. Our Live Meeting Manager system lets your board members access meetings online and vote electronically from any device. The vote results are then displayed to the attending public.

## Easily Record Roll Calls, Motions and Votes

Capture all meeting actions in just one step. Stop retyping repeated entries. Record meeting actions on your desktop, laptop or tablet, and easily copy similar motions and votes to other items. Publish to your public portal for easy access and transparency. We make open governance easy.

## Electronic Voting

Build public trust by letting meeting attendees see your finalized vote results in real time. CivicClerk's agenda management software offers a powerful, fully-integrated electronic voting system. Conduct clerk-initiated electronic votes any time and tally board member votes from any device. Once voting is closed, results are displayed and automatically entered into the minutes module for utmost accuracy and transparency. **Additional Pricing**

## Customize It. Then Forget It.

No more typing and copying the same info over and over. Using our agenda software, you can set wording, formatting, and text snippets the way you want them - they'll pre-fill automatically, ending repeated entries. Motions, votes, and speaker info are all customizable, with full editing functions for comments and discussion notes.

## Flexible Speaker Management

Organize speaker information for on-going and individual items. CivicClerk supports board members, staff and other public speakers, and offers integrated speaker and countdown timers. Last-minute speaker? No problem. CivicClerk lets you add new speakers before, during, and after the meeting.

## Display Pages

These are dedicated web pages that are displayed on televisions or monitors in the meeting rooms or chambers. They follow along based on the actions of the Clerk that is running the meeting. They display a welcome screen (pre-meeting), the current item being discussed, the current speaker and speaker timer (if applicable), a speaker list, and the vote results once saved by the Clerk.

It's easy to create, manage, and finalize your minutes before, during, and after the meeting. CivicClerk automatically generates PDF and Word documents so you can deliver them electronically, by board and public portal, and hard copy.

# Board Portal

Get meeting content and action data at your fingertips to make informed decisions. Create and access your own private notes. Get instantly notified when new content is made available, and review online or offline before, during, or after meetings.

## Multiple Devices

Access meeting content from any location, anytime. Whether you're working from home, at the office or on the go, CivicClerk lets you access and manage all content with any standard internet browser on your desktop, laptop, tablet, or mobile phone.

## Review, Comment, and Discuss

Making and reviewing comments just got a lot easier. Goodbye, fruitless searches for last month's comments. CivicClerk's powerful search and content filter lets you quickly access comments and discussion summaries from previous meetings at any time. Not only that, but you can easily provide your own feedback via email.

## Research Past Meeting Content

Quick content retrieval means more productive meetings. Miss a meeting? Catch up when it's convenient for you. Our meeting management software allows complete access to your meeting video archive. All videos are fully integrated with each corresponding bookmarked meeting agenda.



# Public Transparency

## Subscriptions and Social Sharing

- Get the word out to your stakeholders. Instantly share meeting content via email, LinkedIn, Facebook, and Twitter. Subscriptions makes it easy to automatically notify the public whenever new meeting content is available.

## Keyword Search and Content Filter

- Find what you need when you need it. Rifling through reams of paper is a thing of the past with CivicClerk's advanced search functions. Simply search by keyword to find all relevant content from current and past meetings. You can also easily download agendas, packets, minutes, and supporting documents.

## Access Content Anywhere, Anytime

- Manage, edit, and comment on any mobile device. Whether you're at work, at home, or on the go, our meeting management system allows easy access to meeting content via your laptop, desktop, tablet, or smartphone. Delivering complete transparency and engagement with the public.

## Public Portal Dashboard

- Get to know your community better. CivicClerk's public portal helps you understand how the public is interacting with your meeting publications by providing keyword analysis and user-friendly usage metric analytics. This will allow you to conduct an in-depth analysis of citizen behavior and help you discover what issues the public finds most pressing.

## Automatic Upgrades

- Customers automatically receive all future version upgrades of the system upon release. New features and functions are based on feedback and customers requests.

Accessible records and data helps increase your organization's productivity by encouraging public engagement and fostering a better informed, more involved community. CivicClerk's public portal also satisfies public disclosure and posting requirements, and reduces the number of public record requests.

## Functionality Disclosure

---

As CivicPlus continues to evolve and improve our solution to support our clients' needs and goals, we reserve the right to upgrade, replace, modify, or terminate any of the features and functionality elements listed, at our sole discretion, and when feasible, providing reasonable notice to our clients of any changes. These features and functionality are offered on a gratuitous basis to our clients (no monetary value per feature) and should any changes be enacted, will not affect any terms in a signed agreement with CivicPlus.

# Ongoing Support

## Account Management

CivicPlus has a team of dedicated account managers to help you implement the tools needed to successfully meet the level of community engagement that you desire. Upon launch of the AMS, you will have a dedicated member of this team to help you keep up on new CivicPlus products and optimize your system. This specialized team member can provide you with further information on how to engage your citizens, utilizing the tools that CivicPlus has put into place on your new system.

## Support Services

With technology, unlimited support is crucial. Our live support personnel, based in the United States, are ready to answer your staff members' questions and ensure their confidence in using our site. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls, emails, and live chat. Emergency services are available free of charge after regular hours with our on-call staff 24-hours a day.

CivicPlus is also proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our clients' websites.

### Support

- 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) and 24/7 Emergency Support
- 4-hour response during normal hours
- Dedicated support personnel
- Integration of system enhancements
- Usability improvements
- Online training manuals
- Proactive support for updates & fixes.
- Monthly newsletters/Ongoing follow-up and check-ins
- CivicPlus Help Center Community Forum

## Help Center - [www.civicplus.help](http://www.civicplus.help)

CivicPlus clients and their visitors have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. The Help Center also provides our release notes to keep you in the loop on upcoming enhancements and maintenance. The Community Forum allows your staff and your users to interact with each other, send CivicPlus feedback and suggestions for future system enhancements, and view trending topics among members - along with other functional and engaging features and capabilities.

# Investment Proposal

**City of Albion, MI**

All quotes are priced per project and presented in US dollars.  
Pricing is valid for 60 days from December 11th, 2019.

CivicPlus endeavors to meet your needs and expectations of your new Agenda Management System. We will discuss your needs, specifications, intended use, and budget prior to finalizing your scope of work. In the event this proposal does not include all of the functionality you need, a new pricing proposal may be provided.

## Implementation, Development, and Deployment

### CivicClerk Agenda Management System Including:

- Up to Seven (7) Boards
- Agenda Management
- Live Meeting Minutes
- Item Report
- Public Portal
- Board Portal
- Roll Call Tracking, Motions and Votes Logging
- Attachment Upload Limits: Unlimited

### Professional Services & Training:

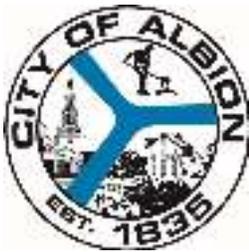
- Four (4) Hours of Virtual CivicTraining™
- One (1) Hours of Consulting

## Annual Services

- Hosting and Security
- Software Maintenance Including Service Patches and System Enhancements
- 24/7 Technical Support and Access to the CivicPlus Community
- Dedicated Account Manager
- Annual Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 (for non-CPA payment projects) and beyond

Upfront Implementation Costs: **\$1,825**  
Annual Services (Year 2 & Beyond): **\$3,600**

Billed Together in Year 1



# Council Action Summary Sheet

<b>Agenda Item #:</b>	XI. I.
<b>Agenda Item Title:</b>	<b><i>ACCEPTANCE OF MARSHALL COMMUNITY FOUNDATION GRANT AWARD – ALBION-MARSHALL CONNECTOR GAP FUNDING</i></b>
<b>Meeting Date:</b>	December 16, 2019
<b>Submitted by:</b>	Darwin McClary, City Manager
<b>Contact Information:</b>	(517) 629-7172; <a href="mailto:dmcclary@cityofalbionmi.gov">dmcclary@cityofalbionmi.gov</a>
<b>Agenda Item Approvals:</b>	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> 4 City Manager

## Background Brief:

City council is being requested to formally accept and approve the award of the grant from Marshall Community Foundation in the amount of \$3,500 to provide gap funding for the Albion-Marshall Connector, approve the grant agreement, and authorize the Mayor and City Clerk to execute the agreement on behalf of the city after approval of the agreement as to legality in form and content by the City Attorney. The city submitted the application for funding in July 2019. The city applies for funding annually under agreement with the City of Marshall to insure full funding for this vital public transportation program.

The Albion-Marshall Connector is a curb to curb driving service that helps members of the Albion and Marshall communities travel back and forth between the Cities for a variety of reasons. The bus travels between both communities daily on a set schedule. The bus is lift-equipped and ADA accessible. The AMC is primarily used for transporting passengers between Albion and Marshall, however Albion residents may use the AMC for transportation within the City of Albion for medical appointments (including the Albion Dialysis Center). The AMC runs five (5) days a week from 7:30 a.m. to 5:30 p.m. to help connect two great cities. Reservations may be made between 7:00 a.m. and 5:30 p.m. by calling 269-781-3975 or 517-654-3000. One-way fares for these transportation services are as follows:

- \$2.00—Adults / Children 13+
- \$1.00—Disabled / Seniors 60+ / Children age 5 to 12
- Free—Caretakers / Children under 5 with a paid rider

## Alternatives Analysis:

**Do nothing.** If the city council opts not to accept and approve the grant award, the Albion-Marshall Connector transportation program will realize an operating budget shortfall of \$3,500.



To continue the program, the funding would need to be paid by the City of Albion, City of Marshall, or one or more of the program partners. Alternatively, transportation services would need to be reduced to address the funding shortfall.

**Accept and approve the grant award.** If the city council accepts and approves the grant award, the Marshall Community Foundation will provide \$3,500 in critical funding assistance to maintain the Albion-Marshall Connector public transportation services at their current levels. No additional contribution from the city is necessary to receive this grant funding.

**Summary of Previous Council Action:**

None

**Financial Impact:**

If approved, the Albion-Marshall Connector transportation program will receive \$3,500 in critical funding assistance.

**Recommended Motion(s):**

To accept the grant funding award from the Marshall Community Foundation in the amount of \$3,500.00 to provide gap funding assistance for the Albion-Marshall Connector public transportation system, approve the grant agreement between the city and the Marshall Community Foundation, and authorize the Mayor and City Clerk to execute the agreement on behalf of the city after approval of the agreement by the City Attorney as to legality in form and content.

**Attachments:**

Marshall Community Foundation Grant Award Letter and Agreement dated December 4, 2019  
Marshall Community Foundation Grant Application dated July 9, 2019

# Marshall Community Foundation

## Applying for a Grant

**The Marshall Community Foundation** administers more than 100 endowed funds, some of which are restricted to specific purposes in accordance with the donor's wishes. The Foundation also awards grants from the Unrestricted and Field of Interest Funds four times each year for innovative projects and programs that respond to the community's changing needs.

**Who can apply?** The Marshall Community Foundation welcomes and encourages grant applications from non-profit, tax-exempt organizations, schools, churches (for non-sectarian purposes), cities and townships in the greater Marshall Area and Calhoun County that address:

- Education
- Arts & Culture
- Environment
- Health & Wellness
- Human Services
- Youth & Seniors
- Community/Economic Development

Prospective grant applicants are encouraged to contact the Marshall Community Foundation to discuss their request and obtain more information about the grant-making process. Many applicants find that this session gives them a helpful start in communicating their vision and understanding the Foundation's role within the community.

### Grant-making priorities:

- Facilitates cooperation and enhances collaboration among organizations
- Avoids duplication of services
- Benefits the greatest number of people
- Strengthens or improves the organizations self-sufficiency and efficiency
- Supports low income/underserved populations
- Yields substantial community benefits for the resources invested
- Promotes youth development
- Represents an innovative, start-up effort

### The Marshall Community Foundation does not typically grant for:

- Annual fund-raising drives or capital campaigns
- Normal operating expenses (except for start-up purposes and/or special needs)
- Multi-year funding
- Requests more than \$25,000
- Endowments or debt reductions

### The Marshall Community Foundation does not grant for:

- Political projects
- Religious or sectarian purposes
- Individuals, except through educational scholarships

**How to Apply.** The process is simple. Visit the Foundation website at [www.marshallcf.org/grants](http://www.marshallcf.org/grants) and download the application. Submit completed application and all requested materials online by the deadline indicated. Materials must be received by the grant deadline to be considered for the next grant cycle.

Deadline	Grant Review	Final Decision
January 1	2 <sup>nd</sup> Tuesday in February	4 <sup>th</sup> Tuesday in February
April 1	2 <sup>nd</sup> Tuesday in May	4 <sup>th</sup> Tuesday in May
July 1	2 <sup>nd</sup> Tuesday in August	4 <sup>th</sup> Tuesday in August
October 1	2 <sup>nd</sup> Tuesday in November	4 <sup>th</sup> Tuesday in November

**The Review Process.** Grant requests are reviewed by the Foundation’s Grant Review Committee (GRC), comprised of community volunteers and members of the Marshall Community Foundation Board. Also, all youth related grant requests are reviewed by the Youth Advisory Committee. The Marshall Community Foundation Board of Trustees reviews the GRC recommendations and makes the final decision. Carefully read the directions below. **If your grant application is submitted incomplete, it will not be considered.**

- Review each question carefully.
- Answer all of the questions. For those questions that do not apply to your grant request, answer N/A.
- Limit your responses to the space provided for each question.
- Submit your completed Grant Application with the Cover Sheet by uploading to the Foundation website at [www.marshallcf.org/submit](http://www.marshallcf.org/submit).

If you have questions or need guidance with the grant application, please contact the Foundation staff at **269.781.2273**.

**Required Attachments.** Please include the following attachments with your grant application:

- IRS determination letter of agency or fiduciary
- Board Roster
- A one-page summary of the following: Organizational history, organizational mission and goals and a description of your current accomplishments.
- Most recent 990
- Most recent annual report, if available
- Annual operating budget
- Letters of support from all agencies (other than applicant) that benefit from this request. Letters must verify need.

# Marshall Community Foundation

## Grant Application Cover Sheet

Organization Name: City of Albion 501(c)3 Yes  No

Address/City/State/Zip: 112 West Cass St, Albion, MI 49224

Contact Person: Scott Kipp, Interim City Manager Phone: 517.629.5535 ext 2501

E-mail: skipp@cityofalbionmi.gov Website: www.cityofalbionmi.gov

Program/project name: Albion-Marshall Connector gap funding

Total Project Cost: \$ 82,960 Amount requested: \$ 3,500 Date needed: \_\_\_\_\_

Please provide a two sentence summary of this grant request:

There is a shortfall in funding for the Albion-Marshall Connector bus service. This request is for funds to help fill the gap.

Time Frame: One time event  Seed money  Ongoing project  Other  \_\_\_\_\_

Geographic area served: Albion & Marshall Number Served: 1-10  11-25  26-50  51-100  100+

Of those served, percentage who live in Marshall: \_\_\_\_\_

Target Ages: 1-5  6-13  14-18  adults  65+  all ages

*If submitted by a school district, the following signatures are required:*

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

School Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

*If submitted by the City of Marshall, the following signature is required:*

City Manager:  Date: 7/9/19

## Grant Application

1. Briefly explain why your agency is requesting this grant and what outcomes you plan to achieve.

The Albion-Marshall Connector is a curb-to-curb transportation service providing intercity bus services between Albion and Marshall. The service has been in operation since 2014, when the City of Marshall expanded its offerings to bridge the 12-mile gap between the two communities.

2. Why is this program/project needed and who will it specifically impact?

The Albion-Marshall Connector Program has the following objectives:

1. To offer an affordable and accessible transportation option for citizens residing in Albion and Marshall to travel back and forth between the Cities in order to increase access to: school transportation; job transportation; medical and health services; school-related activities, cross-community events; and grocery and retail shopping, which directly impacts their wellbeing.
2. To increase transportation access for students and parents in Albion and Marshall in order to increase engagement in school-related activities and community functions across the two Cities.
3. To offer a unique opportunity for collaboration across Albion and Marshall to allow for a sustainable model of transportation with several forms of resource leveraging. Partnerships and investments will be cultivated in order to best leverage funds to improve equity in access to school transportation, job transportation, medical and health resources, school-related activities, cross-community events, grocer

3. Please explain how volunteers are utilized and contribute to your organization and this program/project.

Volunteers are not utilized in this project.

4. Please describe this project's measurable goals and a statement as to whether this is a new or ongoing project.

The measurable goals are the ridership and this is an ongoing project.

5. Are you collaborating with other organizations to enhance your program/project? If so, please list and define their role(s).

Gap funding has been agreed upon by the following: City of Albion, Oaklawn Hospital, Marshall Public Schools, City of Marshall, Battle Creek Community Foundation, the Senior Millage Allocation Committee, Carewell Services SW, and Marshall Academy. Additional requests are being made of the Albion Community Foundation and the Cronin Foundation.

6. If you have received a grant(s) from the Marshall Community Foundation in the past 24 months, please list the program/project title(s), the amount received and its status.

The Albion-Marshall Connector. \$3,000. Program is ongoing.

7. If your organization is operating a deficit, please explain the deficit and what you are doing to eliminate expected year-end deficits.

N/A

8. If your organization is operating at a surplus, please explain how the surplus is being allocated toward this project. (e.g. to build emergency cash reserves, to replace obsolete equipment, etc.)

N/A

9. Financial collaboration with other funding sources is important to the Foundation. Explain if the funds you are requesting will be used as a match and/or leverage from other revenue sources.

The funding gap is being collaborated on in equal matches from our strong team of other partners throughout Calhoun County that have also committed funds.

10. What is your specific plan for the financial and programmatic sustainability of this program/project?

The Albion-Marshall connector addresses a shortfall in county-wide public transportation. This shortfall will be addressed over the next few years as the county does a study and planning for expanded (County-wide) public transportation.

11. What are your plans for evaluation, including how success will be defined and measured?

Ridership and demographics are tracked. Success is defined by continued use of the service.

12. Please provide a detailed narrative for your project expenses.

Budget is attached.

13. In the case that the Foundation is unable to award the full request, which budget items are a priority for your organization and this program/project?

N/A

## Budget Form

Total program/project Budget \$ 82,960

Amount requested from the Marshall Community Foundation \$ 3,500, which is 4 % of the project budget.

Below provide a full project budget, indicating expenses and revenue (sources and amounts). Itemize expenditures to clarify how the Marshall Community Foundation's grant would be utilized. Prior to submission, check all totals for accuracy. For grants larger than \$5,000, please attach multiple vendors bid(s) for expenditures, where applicable.

PROGRAM/PROJECT EXPENSES	Total Project Expenses	Amount Requested from MCF
Salaries	48,940	
Consultant/Professional Fees	280	
Insurance	1,600	
Travel		
Equipment	300	
Supplies	10,740	
Printing and Copying		
Postage		
Rent	2,400	
Maintenance	4,400	3,500
Evaluation		
Marketing	800	
Other (please define):		
Data Processing	1,000	
Depreciation	8,500	
Transfers to Other Funds	4,000	
<b>FOR CAPITAL PROJECTS</b>		
Architectural/Design Fees		
Materials/Labor		
Equipment		
Other (please define):		
<b>TOTAL EXPENSES</b>	82,960	

### FUND DEVELOPMENT PLAN

Please include an itemized list of funding sources for this program/project, including in-kind contributions.

Funding Source (s)	\$ Amount	Please note Pending or Confirmed
<i>Marshall Community Foundation</i>	3,500	pending
City of Albion	3,500	confirmed
Marshall Public Schools	3,500	confirmed
Battle Creek Community Foundation	3,500	confirmed
Oaklawn Hospital	3,500	confirmed
SMAC	3,500	confirmed
Carewell Services	3,500	confirmed
Marshall Academy	750	confirmed
Cronin Foundation	3,500	pending
Albion Community Foundation	3,500	pending
<b>TOTAL (should be equal or greater to expenses listed above.)</b>	32,250	

Dec. 4, 2019

Dave Atchison, Mayor  
City of Albion  
112 West Cass St.  
Albion, MI 49224

Dear Mayor Atchison,

The Marshall Community Foundation is pleased to inform you that the grant request (for \$3,500.00) dated October 2019 has been approved in its entirety. **\$3,500.00 is provided by the Trustees Grantmaking Budget to the City of Albion/Albion-Marshall Connector Gap Funding.**

Please review the following conditions:

1. Grant funds are to only be used to support the Albion-Marshall Connector as part of the gap funding for county-wide public transportation.
2. No amount of this grant may be utilized for political or lobbying activity, religious or sectarian purposes, or for any other purpose than that which is stated in this agreement.
3. Financial records must be maintained for expenditures and receipts relating to this grant. The Marshall Community Foundation must be given reasonable access to files, records and personnel related to this grant request.
4. The Marshall Community Foundation reserves the right to publish information - including photographs - about this grant and your organization at any time.
5. **You must distribute a news release and photo regarding this grant to local media.** A media kit – along with a sample press release – may be obtained from the Foundation office. Please send the Foundation a copy of the release and photo(s) to [info@marshallcf.org](mailto:info@marshallcf.org) for review prior to it being submitted to any outlets.
6. **The Grant Final Report must be submitted within three months after receipt of the grant funding, or upon completion of the program/project, whichever comes first. The report form can be obtained at...www.marshallcf.org.** Please note, a representative from your organization may be requested to present at a Foundation committee or board meeting.
7. The Foundation reserves the right at any time to terminate this grant, if in its discretion, it determines the grantee has made any misrepresentations, has in any way misappropriated monies or has done anything inconsistent with the “Terms of the Grant Agreement” or if the Grantee loses its exemption from the Federal income taxes under the section 501(c)(3) of the Internal Revenue Code.
8. The Marshall Community Foundation reserves the right to discontinue or modify the terms of this grant, if necessary, at any time, to comply with the law.
9. If the Marshall Community Foundation determines that the Grantee has not abided by the “Terms of the Grant Agreement”, the Foundation will request the return of the grant funds by giving notice to the Grantee. Once the Grantee has received this notice, the Grantee shall immediately reimburse the Foundation the entire grant monies advanced under the terms of this Agreement.
10. Unless otherwise stipulated in writing, this Agreement is made with the understanding that the Foundation has no obligation to provide other or additional support to the Grantee.
11. Acceptance of this grant signifies that no substantial benefit has been or will be provided to any party and/or organization other than those in the charitable class of persons served by/charitable needs for your organization.

Re: City of Albion/Albion-Marshall Connector Gap Funding

If you agree to the Terms of this Grant Agreement, please sign in the space provided below and return the Agreement to the Marshall Community Foundation. Please note, this grant may be withdrawn if the signed Agreement is not received by March 20, 2020.

Please retain a copy of this Agreement for your records.

Sincerely,

Shannon Tiernan  
Executive Director

---

On behalf of my organization, I acknowledge that appropriate personnel, specifically including the director of this funded project, has read and understands the Terms of this Grant Agreement, that its terms and conditions are acceptable and City of Albion will comply with the Terms of this Agreement.

Name of Grantee Organization:

---

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_



# Memorandum

Office of the City Manager

**TO:** Honorable Mayor Atchison and Albion City Council  
**FROM:** Darwin D. P. McClary, City Manager  
**DATE:** December 11, 2019  
**RE:** CITY MANAGER'S REPORT

## ATTENDANCE AT MEETINGS

I have attended the following meetings of interest during past two weeks:

- November 27 – Irwin Avenue Reconstruction Project progress meeting
- December 2 – Regular city council meeting
- December 3 – Management Team meeting
- December 3 – iCompass Legislative Management demonstration with City Clerk
- December 4 – Lunch with Mayor Atchison and Marshall City Manager and Mayor
- December 4 – Granger Waste Services to discuss city waste hauling contract
- December 5 – Calhoun County Administrator, Corporation Counsel, and staff regarding recycling center agreement and operations
- December 9 – Project Rising Tide meeting
- December 11 – Issues Media Group CEO Paul Schutt regarding magazine coverage of Albion in 2020

## FY 2020 BUDGET PREPARATION

At your regular meeting on December 2, city council conducted a public hearing on the proposed FY 2020 budget. No public comments were received during the public hearing. Council will consider adopting the budget at your December 16 regular meeting.

## ALBION COMMUNITY GARDENS PROPERTY ASSESSMENT

As council is aware, considerable concern has been expressed regarding the loss of tax-exempt status for property owned by Albion Community Gardens, Inc. City Assessor Cunningham found errors last year in the designation of these properties, as well as properties of other nonprofits within the community, as tax exempt when no such exemption appears to apply in the Michigan General Property Tax Act for nonprofits that are not also designated by the state as charitable organizations. Nonprofits must register with the Michigan Attorney General's office as charitable organizations to meet both criteria. Certain narrow exceptions apply. As a result, the assessor placed the properties back on the tax rolls after consultation with other experts in the field.

Albion Community Gardens appealed their tax assessment in the Albion Board of Review in March, and the appeal was denied. The organization has appealed to the Michigan Tax Tribunal, and the case was heard on December 2. The administrative law judge issued her recommended opinion that Albion Community Gardens is eligible for property tax exemption due to her finding that the organization is a nonprofit charitable organization.

#### IRWIN AVENUE RECONSTRUCTION PROJECT UPDATE

The base or leveling course of asphalt has been paved, and structures within the roadway have been raised to base course grade. Concrete driveway approaches and sidewalk concrete work will be completed in the spring due to expected colder weather approaching next week which will make concrete work difficult if not impossible to complete. For the winter months, a gravel material (millings) will be laid in driveways and along sidewalks to bring them to grade until the concrete work can be completed. The finishing or wear course of asphalt will be completed at the same time as the wear course is done for the remainder of the Irwin Avenue reconstruction project, with all work expected to be completed by July 1, 2020.

DPS Interim Director Phillips and Engineer Bittner will hold an informational meeting on December 13 for residents of Precinct 3 to inform the public about the status of the project and to answer questions.

#### BIDNET/MITN PURCHASING GROUP MEMBERSHIP

Membership in the BidNet/MITN Purchasing Group will be on the December 16 council meeting agenda for approval. The Michigan Intergovernmental Trade Network (MITN) is a group that was formed by several Michigan municipalities to establish a joint, cooperative purchasing program to seek cost savings through economies of scale and a more efficient and effective purchasing and bidding program for members. Membership includes access to the BidNet web based bidding system. The only cost for membership is an upfront \$195 fee for BidNet to distribute informational materials to local vendors on the city's participation in the program. City council included this item in the approved City Manager 2020 Goals and Priorities.

#### CITY MANAGER GOALS AND PRIORITIES

During your December 2 regular meeting, city council approved the City Manager 2020 Goals and Priorities as presented.

#### SIDEWALK PROGRAM FUND

During your December 2 regular meeting, questions were raised regarding the Sidewalk Program Fund. In response, I provided information to council by E-mail regarding the council minutes and resolution establishing the sidewalk improvement special assessment program and the current



status of Sidewalk Program Fund reserves. Council has scheduled a study session for December 16 at 6:00 PM to discuss the Sidewalk Improvement Fund and issues in more detail.

#### RECYCLING CENTER AGREEMENT WITH COUNTY

On December 5, DPS Interim Director Phillips and I met with Calhoun County Administrator Scott, Corporation Counsel Dyer, and key county staff to discuss the county/city agreement for the recycling center. The five-year agreement is set to expire on December 31. The county expressed its interest in dissolving the program, and the city expressed an interest in migrating to its own curbside recycling program as part of a new solid waste contract when the current contract expires in March 2020. Both parties agreed to recommend to council an extension of the current agreement on a month-to-month basis until the city has a new solid waste contract in place with curbside recycling, and the agreement extension will be presented to city council for approval once county corporation counsel has drafted the agreement and it has been reviewed by the City Attorney.

#### CLAIM OF INJURY

On November 5, the city received a claim of a leg injury from a city resident as a result of falling through rotted decking boards at Rieger Park. The claim was submitted to the city's insurance carrier, and the carrier is working to make a determination on the validity of the claim and whether the claim is compensable.

#### UPCOMING AGENDA ITEMS

For the information of city council, the following items are in the queue for city council consideration over the next few council meetings:

- Emergency Purchase – City Hall elevator repair
- Acceptance of Michigan Transportation Economic Development Category A Grant - Clark Road - \$340,000
- Administrative Policy - Paid Medical Leave
- 2020 Fee Schedule
- City of Albion Downtown OPRA District Establishment and Tax Abatement Applications
- Rental Inspection and Certification Ordinance and Program
- Recreation Commission Ordinance - Introduction and first reading
- Extension of Recycling Center Agreement with County on month-to-month basis
- Request from Ronnie Sims to Purchase City Property - Parcel # 51-012-352-01, 211 Culver St.
- Acceptance of Grant - Albion-Marshall Connector \$3,500 - Marshall Community Foundation



**INFORMATION  
ONLY**

## Weekly Recreation Report

- Water Aerobic – Session 7 continues and will run until December 19, 2019. Classes meet on Tuesday and Thursday evenings from 6:30 pm – 7:30 pm @ the Albion Community Center located at the Marshall Opportunity High School 225 Watson Street. The Fee for classes is \$3.00 per session and can be paid at the door.
- Open Gym – Grades 5-12 are held on Monday and Wednesday from 6:00 pm – 8:00 pm and on Tuesday and Thursday from 4:00 pm – 7:00 pm @ the Albion Community Center located at the Marshall Opportunity High School. There is a \$1.00 admission fee per session.
- Open Walking: Open Walking continues Monday – Friday from 9:00 am – 10:00 am and on Saturday from 9:00 am - 12:00 pm
- Tai Chi Classes: Classes continue on Saturday from 10:30 am – 11:30 am @ the Albion Community Center located at the Marshall Opportunity High School. There is a \$3.00 fee which you can pay on site. Classes are offered by Instructor Pat Wilson.
- Open Swimming – All Ages. Will resume on 1-10-2020. Open Swimming is on Friday from 6:00 pm – 8:00 pm and Saturday from Noon – 2:00 pm. There is a \$1.00 fee per person. Participants must provide their own swim attire and towels. Open Swimming takes place at the Albion Community Center located @ The Marshall Opportunity High School.
- The Albion Recreational Theatre Group under the Direction of Dean Dyer will hold a Variety Show on Friday December 12, 2019 in the Albion Community Center Auditorium located at the Marshall Opportunity High School.

FROM 10/01/2019 TO 10/31/2019

FUND: 101 202 203 208 226 250 265 275 277 450 452 590 591 661

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2019	Total Debits	Total Credits	Ending Balance 10/31/2019
Fund 101	GENERAL FUND				
001.00	CASH	222,654.22	273,308.84	359,414.04	136,549.02
002.00	CASH - INCOME TAX ACCOUNT	620,902.08	100,510.36	0.00	721,412.44
003.00	CERTIFICATES OF DEPOSIT	100,444.00	36.00	0.00	100,480.00
004.00	PETTY CASH	100.00	0.00	0.00	100.00
004.02	PETTY CASH - CHANGE DRAWER	400.00	0.00	0.00	400.00
005.00	HRA ACCOUNT FOR EMPLOYEES	1,505.08	0.00	0.00	1,505.08
007.00	CASH PARK FENCE	17,653.78	6.75	0.00	17,660.53
017.00	INVESTMENTS	318,914.28	538.61	0.00	319,452.89
	GENERAL FUND	1,282,573.44	374,400.56	359,414.04	1,297,559.96
Fund 202	MAJOR STREETS FUND				
001.00	CASH	313,352.32	0.00	117,505.82	195,846.50
017.00	INVESTMENTS	604,364.96	1,020.66	0.00	605,385.62
	MAJOR STREETS FUND	917,717.28	1,020.66	117,505.82	801,232.12
Fund 203	LOCAL STREETS FUND				
001.00	CASH	364,296.90	65,000.00	34,943.15	394,353.75
Fund 208	RECREATION FUND				
001.00	CASH	150,830.70	20,784.36	7,701.66	163,913.40
Fund 226	SOLID WASTE FUND				
001.00	CASH	149,922.43	22,448.05	30,990.06	141,380.42
017.00	INVESTMENTS	354,651.03	598.96	0.00	355,249.99
	SOLID WASTE FUND	504,573.46	23,047.01	30,990.06	496,630.41
Fund 250	CDBG FUND				
001.01	CDBG FUND CASH	33,565.13	12.83	0.00	33,577.96
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.00	CASH	(7,776.37)	22,184.51	762.98	13,645.16
Fund 275	ALBION BUILDING AUTHORITY FUND				
001.01	FUND CASH ACCOUNT	186,929.51	22,888.72	1,746.01	208,072.22
Fund 277	ABA SEC 8 MAPLE GROVE				
001.01	FUND CASH ACCOUNT	262,763.02	39,358.70	91,772.01	210,349.71
002.00	CASH - CAPITAL PROJECTS RESERV	537,929.33	6,098.47	0.00	544,027.80
008.00	CASH-SECURITY DEPOSIT	26,363.99	0.00	0.00	26,363.99
	ABA SEC 8 MAPLE GROVE	827,056.34	45,457.17	91,772.01	780,741.50
Fund 450	STREET IMPROVEMENTS FUND				
001.00	CASH	(155,003.59)	22,448.05	0.00	(132,555.54)
017.00	INVESTMENTS	260,488.45	439.91	0.00	260,928.36
	STREET IMPROVEMENTS FUND	105,484.86	22,887.96	0.00	128,372.82
Fund 452	MDOT RECONSTRUCTION FUND				
001.00	CASH	620,739.34	0.00	217,914.04	402,825.30
Fund 590	SEWER FUND				
001.00	CASH	67,426.52	129,272.75	103,875.88	92,823.39
017.00	INVESTMENTS	317,524.68	536.28	0.00	318,060.96
	SEWER FUND	384,951.20	129,809.03	103,875.88	410,884.35
Fund 591	WATER FUND				
001.00	CASH	257,305.89	167,552.79	74,393.95	350,464.73
003.00	CERTIFICATES OF DEPOSIT	250,130.50	22.00	100,000.00	150,152.50
006.00	RESTRICTED CASH - BOND RESERVE	61,990.00	0.00	0.00	61,990.00
008.00	CASH-SECURITY DEPOSIT	200.00	0.00	0.00	200.00
017.00	INVESTMENTS	369,785.05	624.51	0.00	370,409.56

CASH SUMMARY BY ACCOUNT FOR CITY OF ALBION

FROM 10/01/2019 TO 10/31/2019

FUND: 101 202 203 208 226 250 265 275 277 450 452 590 591 661

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2019	Total Debits	Total Credits	Ending Balance 10/31/2019
	WATER FUND	939,411.44	168,199.30	174,393.95	933,216.79
Fund 661 001.00	EQUIPMENT POOL FUND CASH	53,572.29	35,458.32	40,291.13	48,739.48
	TOTAL - ALL FUNDS	6,363,925.52	931,150.43	1,181,310.73	6,113,765.22

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018		2019		% BDTG USED
		AMENDED BUDGET	END BALANCE 12/31/2018 NORMAL (ABNORMAL)	YTD BALANCE 10/31/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 101 - GENERAL FUND						
000 - GENERAL		3,670,410.00	3,684,189.55	3,144,938.71	3,948,592.00	79.65
209 - ASSESSING		76.00	75.50	10.00	0.00	100.00
215 - CLERK		62.00	62.67	315.20	0.00	100.00
260 - FINANCE DEPT AND/OR ABA GENERAL		600.00	817.00	1,632.50	600.00	272.08
276 - CEMETERY		87,447.00	89,746.80	46,665.59	58,000.00	80.46
345 - PUBLIC SAFETY		85,173.00	36,163.93	88,828.02	36,500.00	243.36
422 - CODE ENFORCEMENT		93,150.00	97,037.93	97,551.95	101,500.00	96.11
444 - TREE TRIMMING		0.00	0.00	18,226.00	0.00	100.00
448 - STREET LIGHTING		0.00	0.00	96,127.00	0.00	100.00
758 - ALBION RIVER/BIKE TRAIL		76,319.00	76,318.91	15,000.00	0.00	100.00
775 - PARKS		2,400.00	2,390.00	11,694.40	2,500.00	467.78
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,704.00	4,704.16	35,000.00	10,000.00	350.00
930 - TRANSFER IN		10,000.00	10,000.00	10,000.00	10,000.00	100.00
TOTAL REVENUES		4,030,341.00	4,001,506.45	3,565,989.37	4,167,692.00	85.56
101 - CITY COUNCIL		54,055.00	40,841.67	21,978.49	50,606.00	43.43
172 - CITY MANAGER		98,480.00	81,391.09	105,979.96	208,295.00	50.88
209 - ASSESSING		48,300.00	45,879.40	41,068.21	44,810.00	91.65
210 - ATTORNEY		110,400.00	113,825.22	113,923.59	99,150.00	114.90
215 - CLERK		129,375.00	129,168.66	84,726.79	127,725.00	66.34
226 - HUMAN RESOURCES		29,579.00	25,642.52	13,315.23	14,900.00	89.36
260 - FINANCE DEPT AND/OR ABA GENERAL		371,682.00	320,111.78	382,114.58	484,735.00	78.83
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		151,370.00	136,844.10	54,107.93	72,175.00	74.97
276 - CEMETERY		172,126.00	153,552.73	126,414.52	165,210.00	76.52
345 - PUBLIC SAFETY		2,110,452.26	2,038,292.18	1,670,279.41	2,105,577.00	79.33
422 - CODE ENFORCEMENT		194,817.00	176,629.64	217,972.88	253,285.00	86.06
442 - CITY MAINTENANCE		64,182.00	48,279.07	121,306.00	56,125.00	216.14
444 - TREE TRIMMING		20,615.00	15,399.10	12,982.04	17,675.00	73.45
447 - ENGINEERING		28,737.00	22,140.42	15,292.56	15,270.00	100.15
448 - STREET LIGHTING		169,500.00	161,667.43	219,785.91	150,000.00	146.52
526 - EPA LANDFILL		8,600.00	9,803.12	13,900.97	21,000.00	66.20
758 - ALBION RIVER/BIKE TRAIL		76,319.00	76,318.91	0.00	0.00	0.00
775 - PARKS		226,335.00	209,545.17	200,362.11	207,700.00	96.47
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,704.00	47.68	186.68	10,000.00	1.87
895 - GENERAL APPROPRIATION		136,650.00	128,297.34	129,970.64	149,674.00	86.84
TOTAL EXPENDITURES		4,206,278.26	3,933,677.23	3,545,668.50	4,253,912.00	83.35
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		4,030,341.00	4,001,506.45	3,565,989.37	4,167,692.00	85.56
TOTAL EXPENDITURES		4,206,278.26	3,933,677.23	3,545,668.50	4,253,912.00	83.35
NET OF REVENUES & EXPENDITURES		(175,937.26)	67,829.22	20,320.87	(86,220.00)	23.57

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		2019	
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED
Fund 202 - MAJOR STREETS FUND							
000	- GENERAL	750,327.00	739,779.68	592,985.42		775,882.00	76.43
487	- M-99 TRUNKLINE	133,234.00	62,919.48	50,152.82		55,000.00	91.19
TOTAL REVENUES		883,561.00	802,699.16	643,138.24		830,882.00	77.40
454	- ACT 51 NON-MOTORIZED	0.00	0.00	2,319.20		95,000.00	2.44
461	- MAINTENANCE	417,766.00	364,295.74	233,743.29		420,188.00	55.63
465	- TRAFFIC SERVICES	3,183.00	683.93	90.27		3,083.00	2.93
467	- WINTER MAINTENANCE	53,365.00	31,143.18	22,889.79		50,515.00	45.31
486	- I-94 TRUNKLINE	40,577.00	25,589.29	21,322.12		33,360.00	63.92
487	- M-99 TRUNKLINE	33,587.00	22,723.15	21,661.49		30,540.00	70.93
488	- M-199 TRUNKLINE	19,257.00	12,728.49	8,651.65		15,305.00	56.53
965	- TRANSFER OUT	193,000.00	193,000.00	193,000.00		128,000.00	150.78
TOTAL EXPENDITURES		760,735.00	650,163.78	503,677.81		775,991.00	64.91
Fund 202 - MAJOR STREETS FUND:							
TOTAL REVENUES		883,561.00	802,699.16	643,138.24		830,882.00	77.40
TOTAL EXPENDITURES		760,735.00	650,163.78	503,677.81		775,991.00	64.91
NET OF REVENUES & EXPENDITURES		122,826.00	152,535.38	139,460.43		54,891.00	254.07

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	10/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 203 - LOCAL STREETS FUND							
000	- GENERAL	326,819.00		329,660.74	214,364.63	276,262.00	77.59
930	- TRANSFER IN	190,000.00		190,000.00	190,000.00	125,000.00	152.00
TOTAL REVENUES		<u>516,819.00</u>		<u>519,660.74</u>	<u>404,364.63</u>	<u>401,262.00</u>	<u>100.77</u>
461	- MAINTENANCE	376,332.00		340,998.09	326,280.17	342,082.00	95.38
465	- TRAFFIC SERVICES	7,127.00		1,413.30	408.40	6,965.00	5.86
467	- WINTER MAINTENANCE	57,950.00		33,462.90	19,691.22	41,600.00	47.33
965	- TRANSFER OUT	3,000.00		3,000.00	3,000.00	3,000.00	100.00
TOTAL EXPENDITURES		<u>444,409.00</u>		<u>378,874.29</u>	<u>349,379.79</u>	<u>393,647.00</u>	<u>88.75</u>
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		516,819.00		519,660.74	404,364.63	401,262.00	100.77
TOTAL EXPENDITURES		444,409.00		378,874.29	349,379.79	393,647.00	88.75
NET OF REVENUES & EXPENDITURES		<u>72,410.00</u>		<u>140,786.45</u>	<u>54,984.84</u>	<u>7,615.00</u>	<u>722.06</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	10/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 208 - RECREATION FUND							
780 - RECREATION		142,636.00		151,726.04	186,262.33	178,065.00	104.60
TOTAL REVENUES		<u>142,636.00</u>		<u>151,726.04</u>	<u>186,262.33</u>	<u>178,065.00</u>	<u>104.60</u>
780 - RECREATION		153,687.00		138,936.60	146,855.91	177,599.00	82.69
TOTAL EXPENDITURES		<u>153,687.00</u>		<u>138,936.60</u>	<u>146,855.91</u>	<u>177,599.00</u>	<u>82.69</u>
<b>Fund 208 - RECREATION FUND:</b>							
TOTAL REVENUES		142,636.00		151,726.04	186,262.33	178,065.00	104.60
TOTAL EXPENDITURES		<u>153,687.00</u>		<u>138,936.60</u>	<u>146,855.91</u>	<u>177,599.00</u>	<u>82.69</u>
NET OF REVENUES & EXPENDITURES		(11,051.00)		12,789.44	39,406.42	466.00	8,456.31

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018	END BALANCE	YTD BALANCE	2019	% BDGT USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	10/31/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 226 - SOLID WASTE FUND						
000 - GENERAL		251,488.00	266,269.81	266,939.60	252,725.00	105.62
TOTAL REVENUES		<u>251,488.00</u>	<u>266,269.81</u>	<u>266,939.60</u>	<u>252,725.00</u>	<u>105.62</u>
523 - LEAF PICKUP		16,205.00	0.00	203.13	7,523.00	2.70
524 - TREE DUMP		16,020.00	5,314.50	6,077.92	10,160.00	59.82
528 - SOLID WASTE		145,355.00	122,779.26	104,854.06	144,368.00	72.63
965 - TRANSFER OUT		25,500.00	25,500.00	25,500.00	25,500.00	100.00
TOTAL EXPENDITURES		<u>203,080.00</u>	<u>153,593.76</u>	<u>136,635.11</u>	<u>187,551.00</u>	<u>72.85</u>
Fund 226 - SOLID WASTE FUND:						
TOTAL REVENUES		251,488.00	266,269.81	266,939.60	252,725.00	105.62
TOTAL EXPENDITURES		<u>203,080.00</u>	<u>153,593.76</u>	<u>136,635.11</u>	<u>187,551.00</u>	<u>72.85</u>
NET OF REVENUES & EXPENDITURES		48,408.00	112,676.05	130,304.49	65,174.00	199.93

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	10/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 265 - DRUG LAW ENFORCEMENT FUND							
000	- GENERAL	12,830.00		6,821.15	5,898.75	44,000.00	13.41
400	- FED DRUG LAW ENFOR - REIMBUR	25,000.00		28,884.17	53,953.24	30,000.00	179.84
930	- TRANSFERS IN	0.00		0.00	14,393.43	0.00	100.00
TOTAL REVENUES		37,830.00		35,705.32	74,245.42	74,000.00	100.33
333	- DRUG LAW ENFORCEMENT	29,264.00		27,696.09	29,920.67	72,500.00	41.27
400	- FED DRUG LAW ENFOR - REIMBUR	10,982.00		11,377.88	37,402.95	1,500.00	2,493.53
TOTAL EXPENDITURES		40,246.00		39,073.97	67,323.62	74,000.00	90.98
Fund 265 - DRUG LAW ENFORCEMENT FUND:							
TOTAL REVENUES		37,830.00		35,705.32	74,245.42	74,000.00	100.33
TOTAL EXPENDITURES		40,246.00		39,073.97	67,323.62	74,000.00	90.98
NET OF REVENUES & EXPENDITURES		(2,416.00)		(3,368.65)	6,921.80	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018	END BALANCE	YTD BALANCE	2019	% BDGT USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	10/31/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 275 - ALBION BUILDING AUTHORITY FUND						
000 - GENERAL		4,743.00	4,857.09	4,615.05	4,569.00	101.01
264 - EDC BUILDING		137,439.00	137,439.34	0.00	0.00	0.00
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		1,512.00	1,512.00	1,134.00	1,512.00	75.00
271 - FIRE/AMBULANCE BUILDING		34,450.00	36,000.00	26,567.80	32,000.00	83.02
273		1.00	1.00	0.00	1.00	0.00
TOTAL REVENUES		178,145.00	179,809.43	32,316.85	38,082.00	84.86
260 - FINANCE DEPT AND/OR ABA GENERAL		7,090.00	5,929.56	4,744.36	7,107.00	66.76
264 - EDC BUILDING		17,190.00	16,965.64	297.24	0.00	100.00
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		1,945.00	1,931.37	1,054.82	2,005.00	52.61
267 - 201 MARKET PLACE		0.00	0.00	140.00	0.00	100.00
270 - 101 N GALE ST		30,000.00	26,700.00	0.00	0.00	0.00
271 - FIRE/AMBULANCE BUILDING		29,250.00	22,617.19	14,555.74	26,850.00	54.21
273 - 112 E ERIE ST		12,400.00	10,600.54	5,372.00	1,951.00	275.35
TOTAL EXPENDITURES		97,875.00	84,744.30	26,164.16	37,913.00	69.01
Fund 275 - ALBION BUILDING AUTHORITY FUND:						
TOTAL REVENUES		178,145.00	179,809.43	32,316.85	38,082.00	84.86
TOTAL EXPENDITURES		97,875.00	84,744.30	26,164.16	37,913.00	69.01
NET OF REVENUES & EXPENDITURES		80,270.00	95,065.13	6,152.69	169.00	3,640.64

12/10/2019 09:01 AM  
 User: TMEAD  
 DB: Albion

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		2019	
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED
Fund 277 - ABA SEC 8 MAPLE GROVE							
000 - GENERAL		450,400.00	471,362.45	380,238.21		455,400.00	83.50
TOTAL REVENUES		<u>450,400.00</u>	<u>471,362.45</u>	<u>380,238.21</u>		<u>455,400.00</u>	<u>83.50</u>
701 - ABA SEC 8 MAPLE GROVE		368,450.00	313,659.44	217,401.22		366,153.00	59.37
905 - DEBT SERVICE - BONDS		64,750.00	64,750.00	61,500.00		61,750.00	99.60
TOTAL EXPENDITURES		<u>433,200.00</u>	<u>378,409.44</u>	<u>278,901.22</u>		<u>427,903.00</u>	<u>65.18</u>
<hr/>							
Fund 277 - ABA SEC 8 MAPLE GROVE:							
TOTAL REVENUES		450,400.00	471,362.45	380,238.21		455,400.00	83.50
TOTAL EXPENDITURES		<u>433,200.00</u>	<u>378,409.44</u>	<u>278,901.22</u>		<u>427,903.00</u>	<u>65.18</u>
NET OF REVENUES & EXPENDITURES		17,200.00	92,953.01	101,336.99		27,497.00	368.54

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	10/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 367 - SIDEWALK PROGRAM FUND							
000 - GENERAL		23,906.00		25,689.59	4,892.93	(1,000.00)	(489.29)
TOTAL REVENUES		<u>23,906.00</u>		<u>25,689.59</u>	<u>4,892.93</u>	<u>(1,000.00)</u>	<u>(489.29)</u>
443 - SIDEWALK PROGRAM		23,856.00		0.00	274.81	300,000.00	0.09
TOTAL EXPENDITURES		<u>23,856.00</u>		<u>0.00</u>	<u>274.81</u>	<u>300,000.00</u>	<u>0.09</u>
Fund 367 - SIDEWALK PROGRAM FUND:							
TOTAL REVENUES		23,906.00		25,689.59	4,892.93	(1,000.00)	489.29
TOTAL EXPENDITURES		<u>23,856.00</u>		<u>0.00</u>	<u>274.81</u>	<u>300,000.00</u>	<u>0.09</u>
NET OF REVENUES & EXPENDITURES		50.00		25,689.59	4,618.12	(301,000.00)	1.53

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018	END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	10/31/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 590 - SEWER FUND						
000	- GENERAL	1,215,326.00	1,238,544.36	1,016,298.13	1,221,300.00	83.21
536	- WATER UTILITY OPERATIONS	0.00	2,250.00	0.00	0.00	0.00
546	- MEDC GRANT - DIGESTER, PUMP, ETC.	99,352.00	97,102.67	250,000.00	0.00	100.00
TOTAL REVENUES		1,314,678.00	1,337,897.03	1,266,298.13	1,221,300.00	103.68
536	- SEWER UTILITY OPERATIONS	1,348,808.00	1,326,798.41	1,110,544.57	1,367,208.00	81.23
542	- WWTP ENERGY IMPROVEMENTS	7,800.00	8,143.14	6,198.48	7,800.00	79.47
546	- MEDC GRANT - DIGESTER, PUMP, ETC.	400,000.00	0.25	2,291.00	0.00	100.00
906	- DEBT SERVICE - LOANS	0.00	0.00	2,046.71	0.00	100.00
965	- TRANSFER OUT	148,400.00	148,400.00	149,115.00	148,400.00	100.48
TOTAL EXPENDITURES		1,905,008.00	1,483,341.80	1,270,195.76	1,523,408.00	83.38
Fund 590 - SEWER FUND:						
TOTAL REVENUES		1,314,678.00	1,337,897.03	1,266,298.13	1,221,300.00	103.68
TOTAL EXPENDITURES		1,905,008.00	1,483,341.80	1,270,195.76	1,523,408.00	83.38
NET OF REVENUES & EXPENDITURES		(590,330.00)	(145,444.77)	(3,897.63)	(302,108.00)	1.29

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		2019	
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED
Fund 591 - WATER FUND							
000 - GENERAL		930,714.00	952,652.17	817,218.56	952,850.00	85.77	
548 - WATERTOWER PAINTING PROJECT		500,000.00	500,000.00	0.00	0.00	0.00	
TOTAL REVENUES		<u>1,430,714.00</u>	<u>1,452,652.17</u>	<u>817,218.56</u>	<u>952,850.00</u>	<u>85.77</u>	
536 - WATER UTILITY OPERATIONS		1,059,059.00	1,047,971.16	965,002.59	1,064,423.00	90.66	
540 - WELLHEAD PROTECTION		500.00	0.00	0.00	500.00	0.00	
548 - WATERTOWER PAINTING PROJECT		568,200.00	0.00	0.00	0.00	0.00	
906 - DEBT SERVICE - LOANS		0.00	0.00	5,123.14	0.00	100.00	
965 - TRANSFER OUT		11,450.00	11,450.00	231,800.00	231,800.00	100.00	
TOTAL EXPENDITURES		<u>1,639,209.00</u>	<u>1,059,421.16</u>	<u>1,201,925.73</u>	<u>1,296,723.00</u>	<u>92.69</u>	
Fund 591 - WATER FUND:							
TOTAL REVENUES		<u>1,430,714.00</u>	<u>1,452,652.17</u>	<u>817,218.56</u>	<u>952,850.00</u>	<u>85.77</u>	
TOTAL EXPENDITURES		<u>1,639,209.00</u>	<u>1,059,421.16</u>	<u>1,201,925.73</u>	<u>1,296,723.00</u>	<u>92.69</u>	
NET OF REVENUES & EXPENDITURES		<u>(208,495.00)</u>	<u>393,231.01</u>	<u>(384,707.17)</u>	<u>(343,873.00)</u>	<u>111.87</u>	

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 10/31/2019  
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		2019	
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED
Fund 661 - EQUIPMENT POOL FUND							
000 - GENERAL		271,252.00	323,267.55	272,053.17		285,175.00	95.40
TOTAL REVENUES		<u>271,252.00</u>	<u>323,267.55</u>	<u>272,053.17</u>		<u>285,175.00</u>	<u>95.40</u>
770 - EQUIPMENT POOL		315,761.00	297,641.60	233,150.29		299,875.00	77.75
905 - DEBT SERVICE - BONDS		93.00	93.30	0.00		0.00	0.00
965 - TRANSFER OUT		17,850.00	17,850.00	31,528.43		17,850.00	176.63
TOTAL EXPENDITURES		<u>333,704.00</u>	<u>315,584.90</u>	<u>264,678.72</u>		<u>317,725.00</u>	<u>83.30</u>
Fund 661 - EQUIPMENT POOL FUND:							
TOTAL REVENUES		271,252.00	323,267.55	272,053.17		285,175.00	95.40
TOTAL EXPENDITURES		<u>333,704.00</u>	<u>315,584.90</u>	<u>264,678.72</u>		<u>317,725.00</u>	<u>83.30</u>
NET OF REVENUES & EXPENDITURES		(62,452.00)	7,682.65	7,374.45		(32,550.00)	22.66
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		9,531,770.00	9,568,245.74	7,913,957.44		8,856,433.00	89.36
TOTAL EXPENDITURES - ALL FUNDS		10,241,287.26	8,615,821.23	7,791,681.14		9,766,372.00	79.78
NET OF REVENUES & EXPENDITURES		<u>(709,517.26)</u>	<u>952,424.51</u>	<u>122,276.30</u>		<u>(909,939.00)</u>	<u>13.44</u>