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BOARD OF TRUSTEES SPECIAL WORK GROUP MEETING

August 26, 2019

The Board of Trustees of the *Charter Township of Kalamazoo* will meet in a **“Special Work Group Meeting”** to be held at 5:30 p.m., on Monday, August 26, 2019, in the *Charter Township of Kalamazoo* Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099 for the purpose of discussing the below listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

- A. Presentation on Project Bronco by Southwest Michigan First
- B. Discussion regarding Grand Prairie Golf Course Contract
- C. Discussion regarding Wage Study and Policy Administration Committee recommendations
- D. Discussion regarding items on the Regular Agenda
- E. Manager's Update
- F. Public comment

Posted: August 22, 2019



Dexter A. Mitchell, Manager
Charter Township of Kalamazoo

Kalamazoo Township Board meetings are open to all without regard to race, color, national origin, sex, or disability. Individuals with disabilities requiring special assistance must contact the Township, giving five business days notice by writing or calling: Donald D. Martin, *Charter Township of Kalamazoo* Supervisor, 1720 Riverview Drive, Kalamazoo, MI 49004-1099. Telephone: (269) 381-8085.

MEMO

To: The Board of Trustees for Kalamazoo Charter Township
From: Dexter Mitchell, Kalamazoo Township Manager
Subject: Grand Prairie Golf Course Contract
Date: 08/26/2019

The purpose of this memo is to ask the Board of Trustees for Kalamazoo Charter Township to approve the contract for the management of the Grand Prairie Golf Course. This contract will be between the Kalamazoo Charter Township and Jim and Anne-Marie Roschek (A.K.A Krum-Ro Inc.), who have operated the Grand Prairie golf course since 1991 in partnership with Kalamazoo Charter Township.

In our work session the board had an opportunity to hear a presentation from Krum-Ro Inc. detailing the history of the golf course. Their intent is to stay with the Township and to help the Township transition to a new management company if that day should ever come. The Krum-Ro team also expressed concern about continuing a new contract for more than a 2 or 3 year term.

Included in this memo are sections of the contract with bullet points from each one of those sections in the contract. The contract before you is eight pages long including the signature pages.

- Section 2 Term
 - The initial term of this agreement shall commence on January 1, 2020 and unless terminated shall expire on December 31, 2024. (5 years)
- Section 3 Termination
 - Either party may terminate this Agreement for any reason upon 180 days written notice.
- Section 6 Equipment owned or leased by contractor
 - Exhibit B and C are being developed by the contractor. Once the contractor has listed all things that they own and things that they lease exhibits B and C will be then attached to this contract. Exhibit A articulates equipment that is owned by the Township.

- Section 7 Use and Maintenance of Township-owned Equipment
 - The Parties agree that the Contractor may use the Township-Owned Equipment to assist with the operation, maintenance and upkeep of the Golf Course.
 - The contractor is responsible for routine operational cost and routine maintenance upkeep on the Township owned equipment.

- Section 8 Maintenance of Contractor-Owned or Contractor-Leased Equipment
 - The Contractor is responsible for the maintenance, upkeep, repairs and replacement of Contractor-Owned Equipment or Contractor-Leased Equipment.

- Section 9 Services Performed by the Township
 - The Township shall pay the Contractor an annual maintenance fee in the amount of fifteen thousand (\$15,000), payable on January 1 each year this Agreement is in effect, for the purpose of maintaining the Golf Course and the Golf Course's equipment.
 - Capital Improvements
 - Has an economic useful life in excess of one (1) year; and, has a cost in excess of Two-Thousand (\$2,000).
 - The Kalamazoo Charter Township Board shall review all written requests for Capital Improvements submitted by the Contractor. The Township Board shall determine Capital Improvements the Township approves. The Contractor shall pay \$7,500 of the \$15,000 per year. All Capital Improvements shall remain property of the Township.

- Section 10 Services Performed by Contractor
 - The Contractor agrees to provide open golf to the general public and to also provide league and tournament play at reasonable rates and times as determined by the Contractor.
 - All personnel employed by the Contractor shall at all times be employees of the Contractor. The Contractor is responsible for the hiring, terminating promoting, supervising and training of all employees.
 - Under no circumstance shall the Township be liable for claims, damages.
 - The Contractor may supply and have the exclusive right to sell to the general public a full line of golf equipment and apparel.
 - The Contractor shall apply for a beer and wine license.

- Section 11 Fees, Charges and Schedules
 - The fees for open golf, leagues and memberships and the course operating schedule must be submitted to the Township for approval prior to each year.

- Section 12 Account
 - The Contractor shall open an Operating Account at a local financial institution approved by the Township in which any cash, checks or other funds are deposited.
 - The Contractor shall timely deposit all (100%) of the Gross Revenues.
 - The Contractor shall maintain the Operating Account on a daily basis. Within 15 days of the end of each calendar month the Contractor shall submit financial statements to the Township of all Gross Revenues and expenditures.
 - Gross Revenue is defined as: All revenues and income of any nature derived directly or indirectly from the Golf Course or from the use or operation.

- Section 13 Insurance
 - The Township shall be responsible for the insurance for the Golf Course's buildings and grounds.
 - The Contractor, as an operating expense, shall maintain general liability insurance and workers compensation (\$1,000,000).
 - The Contractor shall purchase additional liability regarding the beer and wine license in an amount approved by the Township and Contractor shall indemnify Township.

- Section 14 Entry and Inspection
 - The Township shall have the right, at all reasonable times, to inspect the entire premises of the Golf Course.

- Item omitted from the contract
 - Leasing Fee of \$10,000 made payable to the Township.

GRAND PRAIRIE GOLF COURSE MANAGEMENT AGREEMENT

This Agreement is dated and executed on _____, between the Charter Township of Kalamazoo (hereinafter “Township”), a duly incorporated municipal corporation with offices located at 1720 Riverview Drive, Kalamazoo, MI 49004, and Krum-Ro Inc. (hereinafter “Contractor”), a duly formed domestic profit corporation registered with the Michigan Department of Licensing and Regulatory affairs with an office mailing address of PO Box 4010, Kalamazoo, MI 49003, (collectively referred to as “Parties”) for the operation and ongoing maintenance and upkeep of the Grand Prairie Golf Course.

Whereas, the Township owns certain real property commonly known as the Grand Prairie Golf course (“Golf Course”), located on property addressed as 3620 Grand Prairie Road, within the Township (Parcel Identification No. 06-07-205-040);

Whereas, the Township recognizes the benefit of engaging the Contractor to oversee the day-to-day operations, maintenance and manage the affairs of the Golf Course for the benefit of the public;

Whereas, the Contractor is in the business of managing, operating and maintaining golf courses;

Whereas, the Township desires to utilize the services and experience of the Contractor in connection with the management and operation of the Golf Course, and the Contractor desires to render such services, upon the terms and conditions set forth in this Agreement;

NOW THEREFORE, in consideration of the covenants, AS USED IN THIS Agreement, shall have terms and conditions of the parties within this Agreement, it is agreed as follows:

1. Appointment of Contractor as Manager of the Golf Course.

The Contractor represents that it is an experienced manager and operator of golf facilities, has knowledge and prior experience in operating golf courses, and understands that the Township is relying upon the Contractor’s expertise in managing golf facilities in entering this Agreement. For the term of this Agreement, the Township grants to Contractor the right to supervise and direct the management and operating of the Golf Course for the Township and the Contractor accepts such grant and agrees that it shall supervise and direct the operations and management of the Golf Course pursuant to and in accordance with the terms of this Agreement.

2. Term.

The initial term of this agreement shall commence on January 1, 2020 (“Effective Date”), unless terminated as provided for herein, and shall expire on December 31, 2024 The Parties mutually agree that the Contractor may begin work to maintain or

prepare the Golf Course immediately following the execution of this Agreement. Throughout the term of this Agreement, the Township shall provide the Contractor the exclusive use, management and operation of the Golf Course.

3. Termination.

- a. Either party may terminate this Agreement for any reason upon 180 days written notice with a window from April 1- September 1 of each year.

4. Management Services.

- a. The services rendered by the Contractor to the Township shall be as follows: subject to the terms of this Agreement, the Contractor is an independent contractor, shall have the responsibility of providing general operation management services for the golf course;
- b. The Contractor shall prepare an annual operating budget, including a projection of anticipated monthly revenues and expenses and cash flows for the Golf Course for the fiscal years 2020, 2021, 2022, 2023 and 2024 including:
 - i. Reasonable anticipated working capital requirements budget for the next fiscal year;
 - ii. A recommended capital improvements plan; and,
 - iii. A staffing plan for the operation of the golf course;

5. Equipment owned by the Township.

- a. See Attached Exhibit A – List of Township-Owned Equipment.

6. Equipment owned or leased by Contractor.

- a. See attached Exhibit B – List of Contractor-Owned Equipment.
- b. See attached Exhibit C – List of Contractor-Leased Equipment.

7. Use and Maintenance of Township-Owned Equipment.

- a. The Parties agree that the Contractor may use the Township-Owned Equipment to assist with the operation, maintenance and upkeep of the Golf Course.

The Contractor is responsible for routine operation costs, routine maintenance and upkeep of the Township-Owned Equipment.

8. Maintenance of Contractor-Owned or Contractor-Leased Equipment.

- a. The Contractor is responsible for the maintenance, upkeep, repairs and replacement of Contractor-Owned Equipment or Contractor-Leased Equipment.

9. Services Performed by Township.

- a. The Township shall provide the Contractor the Township-Owned Equipment listed in “Exhibit A” for the purposes of operating the Golf Course. Upon termination of this Agreement, the Contractor shall return the Township-Owned Equipment listed in Exhibit A to the Township in reasonably good and working condition.
- b. The Township shall provide to the Contractor a clubhouse.
- c. The Township shall pay the Contractor an annual management fee in the amount of fifteen thousand (\$15,000), payable on January 1 each year this Agreement is in effect, for the purpose of management the Golf Course and the Golf Course’s equipment.
- d. To insure a high level of physical maintenance of the buildings, the grounds, and the maintenance of the equipment and to guard against obsolescence, the Contractor will submit in writing to the Township various requests for Capital Improvements including, but not limited to, equipment replacement or additional equipment. It is the intent of this Agreement that these Capital Improvements and purchases shall be paid by the Township. The Contractor shall from the fifteen thousand management fee set aside seven thousand five-hundred dollars (\$7,500) each year this Agreement is in effect for upkeep, maintenance and repair of the Golf Course.
- e. Capital Improvements.
 - i. Capital Improvements shall include any item purchased in connection with the operation of the Golf Course including, but not limited to alterations, additions, improvements and modifications of the Golf Course and its facilities, which:
 - 1. Has an economic useful life in excess of one (1) year; and,
 - 2. Has a cost in excess of Two-Thousand (\$2,000).

- ii. Capital Improvements do not include the repair, restoration or routine or regular maintenance necessitated by age, use or damage to Township-Owed Equipment. All decisions as to whether or not to undertake the purchase of Capital Improvements and make the expenditures therefore shall be made with the proper specific written approval of the Township in consultation with the Contractor.
- iii. The Kalamazoo Charter Township Board shall review all written requests for Capital Improvements submitted by the Contractor. The Township Board shall determine, at its sole discretion, which, if any, Capital Improvements the Township approves. All Capital Improvements shall remain property of the Township.

10. Services Performed by Contractor.

- a. The Contractor agrees to provide open golf to the general public and to also provide league and tournament play at reasonable rates and times as determined by the Contractor. The Contractor will encourage active participation by the general public. The Contractor is responsible for marketing and coordinating all leagues and tournaments.
- b. Employees.
 - i. All personnel employed by the Contractor shall at all times be employees of the Contractor. The Contractor is responsible for the hiring, terminating promoting, supervising and training of all employees, shall fix their compensation and fringe benefits and generally establish and maintain all policies relating to employment and employment benefits, and comply with all state and federal laws regarding employment and/or employment benefits. All costs of any kind pertaining to the employer/employee relationship, including but not limited to salaries and fringe benefits, shall be expenses of the Contractor. Under no circumstance shall the Township be liable for claims, damages, penalties, sanctions, fines, fees, judgments, costs, or injury, including attorney fees arising out of the obligations of actions or incidents in which Contractor's employees have engaged in criminal acts, tortious acts, violation of civil rights, violations of any labor laws, or violations of any federal or state laws.
- c. The Contractor may supply and have the exclusive right to sell to the general public a full line of golf equipment and apparel. All golf equipment and apparel shall be funded by the Contractor and be property of the Contractor. Any profit or loss from the marketing and sales of any and all golf equipment and/or apparel shall be incurred by the Contractor.

- d. The Contractor shall have a certified PGA professional on staff and have the exclusive right to provide golf instruction for individuals and groups. Any and all profits, expenses and/or losses from providing golf instruction for individuals and groups shall be incurred by the Contractor.
- e. The Contractor shall have the exclusive right to provide the rental of golf clubs, lessons, pull-carts and electric golf carts for the general public. The Contractor shall pay all costs associated with the ongoing maintenance, upkeep and/or replacement of said golf clubs, pull-carts and automotive golf carts. Any and all profits, expenses and/or losses from the rental of said golf clubs, pull-carts and automotive golf carts shall be incurred by the Contractor.
- f. The Contractor shall have the exclusive right to provide food service and beverage arrangements based upon Kalamazoo County Department of Health regulations. The Contractor agrees to apply for and obtain a beer and wine license immediately after the date this Agreement is executed and maintain the license each year this Agreement is in effect.
- g. The Contractor shall pay all costs associated with the upkeep, maintenance and fees associated with obtaining any permits or inspections required to provide food service and beverage to the public. Any and all costs, profits or losses from the Contractor's exclusive right to provide food service to the general public shall be incurred by the Contractor.
- h. Contractor shall maintain the entire area within boundaries of the Golf Course including the clubhouse/pro shop and maintenance buildings, to a standard that is acceptable to the Township, and specifically indicated as follows:
 - i. The tees, greens, fences, roughs and traps are to be maintained to standards generally accepted for Golf Course maintenance;
 - ii. The general grounds, fences, structures and golf clubhouse furnishings shall be kept neat and clean at all times;
 - iii. The clubhouse and restrooms shall be kept neat and clean at all times. The maintenance buildings shall be kept in an orderly fashion;
 - iv. All utilities shall be paid for by the Contractor.

11. Fees, Charges and Schedules.

- a. The fees for open golf, leagues and memberships and the course operating schedule must be submitted to the Township for approval prior to each year;

- b. The fees and charges for concessions, rentals, instruction, etc. will be determined by the Contractor and shall be reasonable;
- c. Net revenue from advertising will be shared equally with the Township; and,
- d. The Contractor is responsible for collecting total greens fees, total league fees and total rental fees.

12. Accounts.

- a. The Contractor shall maintain an Operating Account at a local financial institution approved by the Township in which any cash, checks or other negotiable instruments received by the Contractor on behalf of the Golf Course or the Township on behalf of the Golf Course are deposited.
- b. The Contractor shall timely deposit all (100%) of the Gross Revenues (as defined herein) into the Operating Account to be managed by the Contractor and dedicated solely to golf course activities/operation. The contractor shall pay all operating expenses for the golf course from the Contractor's managed account.
- c. The Contractor shall maintain the Operating Account on a daily basis. Within 15 days of the end of each calendar month, the Contractor shall provide cash based financial statements which detail the Golf Course operations and provide a consolidated summary to the Township of all Gross Revenues and expenditures. Copies of all books and records shall be open to inspection by the Township. The Contractor shall allow the Township access to the Operating Account to review it and its transactions upon reasonable notice to the Contractor while this Agreement is in effect.
- d. Gross Revenue is defined as: All revenues and income of any nature derived directly or indirectly from the Golf Course or from the use or operation thereof, including green fees, league fees, gross sales proceeds from the sale of green fees, memberships or annual passes to the Golf Course, any monthly dues from annual pass holders of the Golf Course (if applicable), rental fees for golf carts and/or pull carts, golf clubs and other rental items, lesson fees, range balls, food and beverage revenues (including mandatory service charges, revenue generated from any space rentals and from meetings, banquets, parties, receptions, tournaments and other group gatherings) merchandise and/or apparel sales, and the proceeds paid for any business interruption, use, occupancy or similar insurance policy claim.

e. Fiscal Responsibility.

- i. The Township shall perform an annual audit of the Golf Course's financial records, including a physical inventory of assets;
- ii. Within 15 days at the end of each calendar month, the Contractor shall provide the Township a detailed detailing all deposits, credits, debits, liabilities, expenditures and expenses.

13. Insurance.

- a. The Township shall be responsible for the insurance for the Golf Course's buildings and grounds;
- b. The Contractor, as an operating expense, shall maintain general liability insurance, automobile insurance, workers compensation, herbicide and pesticide insurance, and employer's liable insurance for all actions, claims, liability or damage caused to others arising out of the performance of this Agreement in the amount of not less than one million dollars (\$1,000,000) for each occurrence. The Contractor shall purchase additional liability regarding the beer and wine license in an amount approved by the Township and Contractor shall indemnify and defend Township against all claims made against Township. The Township, its employees, officials and agents shall be named as additional insured parties on all of the Contractor's insurance policies. The Township shall be notified of any cancellation of any insurance within 30 days. Cancellation, non-renewal or lapse of any insurance required under this Agreement shall be considered a material breach of this Agreement, causing it to become null and void, unless Contractor immediately provides proof of renewal of continuous coverage to the Township. Proof of insurance meeting the requirements set forth in this paragraph shall be provided to the Township within 30 days of the execution of his Agreement. If any of the policies expire during the term of the Agreement, the Contractor shall deliver renewal certificates and/or policies to the Township at least 10 days prior to the expiration date. The Contractor shall provide the Township with a certificate establishing said insurance.

14. Entry and Inspection.

- a. The Township shall have the right, at all reasonable times, to inspect the entire premises of the Golf Course and to cause any unsatisfactory conditions relative to the operation and routine maintenance of the property to be corrected at the Contractor's expense.

15. Independent Contractor.

- a. The Contractor and its employees are independent contractors and shall not be considered employees of the Township. The Contractor shall exercise all supervisory control and general control over all day-to-day operations, including control over all worker's duties, payment of all wages to Contractor's employees, and the right to hire, fire and discipline all his/her employees. As an independent contractor, Contractor's payment under this contract shall not be subject to any withholding tax, social security or other purpose, nor shall the Contractor or his employees be entitled to sick leave, pension benefits, vacations, medical benefits, life insurance, workers or unemployment compensation, or the like from the Township.

16. Non-Assignment.

- a. The Contractor shall not assign, subcontract or otherwise transfer this Agreement without the prior written consent of the Township.

17. Authority.

- a. Each party hereby represents to the other party that it has the right, power, authority, and financial ability to enter into this Agreement and to perform its obligations under this Agreement, and that it is not restricted by contract or otherwise from entering into and performing this Agreement.

IN WITNESS WHEREOF, the Parties executed this Agreement as of the date first above written,

Krum-Ro, Inc.:

Charter Township of Kalamazoo:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A

Grand Prairie Golf Course Equipment 08/21/2019

2004 EZ GO ST480 Utility Vehicle
2003 Granite Monument Tee Signs
2000 Jacobsen Aerifier (needs work)
1999 Gas Backpack blower
1998 Scag Walk behind mower (needs work)
1994 Par car gas cart
2005 2 Toro Greens mowers
2005 Toro Light Duty Vehicle
2001 Used Rough Mower
2007 Toro Fairway Mower
1998 Top Dresser 2300
2012 Stag turf Tiger

Other items

Weed Wacker
Scotts greens fertilizer spreader
Various rakes, Shovels
Various houses, irrigation equipment

To: Kalamazoo Township Board

From: Policy and Administration Committee

Re: Compensation Study Report

The “Kalamazoo Charter Township – Classification and Compensation Study” carried out by Municipal Consulting Services, LLC (Mark Nottley, Principal) was delivered to management on June 5. The Policy and Administration Committee has spent the time since in analyzing the methods and conclusions of the report and collecting further information using the report as a basis. This memo presents our conclusions and recommendations, and presumes that you have read the Nottley report. We will not summarize Mr. Nottley’s methodology here.

Mr. Nottley found that salaries of full-time Kalamazoo Township employees are 1% higher on average than the recommended midpoint of the applicable range, which in turn is based on a study of salaries offered by comparable municipalities in our region. However, he found that part-time salaries were only at 92% of midpoint. He found five positions: Office Assistant Cashier/Receptionist, Property Manager, Firefighter Utility Position, Fire Marshal and Finance Director to be below their respective range minimums. He also found that “...Kalamazoo Charter Township does not appear to be dramatically high or low in its benefits package when compared to the market group.” The PAC has not seen a need to further analyze our benefits package as a direct result of this study.

However, a majority of the PAC members were unwilling to simply accept and recommend to the Board the salary recommendations of the Nottley Report. Department heads reported that during his on-site visit, Mr. Nottley seemed reluctant to accept and utilize information provided as to aspects of Kalamazoo Township’s operations and structure that made us less comparable to some positions and municipalities. Because of this, a majority of the PAC decided to (1) re-classify all positions using the same grade point factor system used by Mr. Nottley, and (2) add some additional (and in some cases, corrected) comparable salaries. These tasks were carried out by a subcommittee of the two Chiefs and the Manager. These are presented as Appendix B-2 (rev) Grade Ranking, Appendix C-2 (rev) Market Comparables, and Appendix C-3 (rev) Supplemental Police and Fire Pay Data. In each case, data shown in red are added or revised. A linear regression of the new on the old Grade Points for each position (Figure 1) shows that although the subcommittee raised the point values for nearly every position, these changes made only small changes to the relative ranking of the positions ($r^2 = 0.9922$). Since the relative differences are fitted to the same set of comparable salaries, these small changes made only minor differences in the grade minimum, midpoint, and maximum salaries.

The Clerk used the new data inputs to carry out Mr. Nottley’s procedure, grouping job positions which were close in grade point totals into clusters, and averaging the averages of comparable salaries to assign a grade minimum (86.67% of the average of market averages maximum of range), grade midpoint (10% higher than minimum) and grade maximum (20% higher than minimum). The results, constituting 12 grades and seven steps, are presented in Appendix D (rev) Pay Grade Structure.

However, there were several changes in procedure. The argument was made that not only should current salaries not be reduced, but also the potential for future wage growth included in the current salary schedule should be preserved in the new grades. Therefore, if the proposed maximum salary of

any grade was found to be lower than the maximum under the current schedule of any position included within that salary grade, that grade maximum was reset upwards to match the current maximum for that included position, and the midpoint and minimum were reset to match the standard 20% grade width. Grades for which this was done are shown in bold under the “maximum of range” column of App. D (rev). These grade salaries will be higher than they would have been had the standard Nottley method been followed.

Also, any positions for which the revised grade point totals were higher, but current salary maximums were lower than a position which was reset as above, were also included within that same range at the higher level.

One exception was the Executive Assistant (Police Department), currently vacant, which has had its maximum reset downwards to match comparable jobs in grade 4.

Lastly, upward adjustments (from the comparables averages) were made to grades 11 and 12 based on increased responsibilities in these positions relative to some of the townships included in those averages.

Following Mr. Nottley’s procedure, the range values shown in App. D (rev) were used to create a seven-step, 12-grade pay scale, presented as Exhibit 5 (rev). Finally, positions were moved to the step within their grade next higher in salary from where they are currently (unless already maxed out on a grade which was moved upward under the procedure in the paragraph above), and “green-circle” (underpaid) employees moved as necessary to bring them to at least the correct grade minimum. This is presented as Exhibit 6 (rev) Cost Analysis. The transition cost for this proposal would be \$26,851, of which \$13,742 is the cost of moving the green-circle employees.

There is another aspect to the pay scale transition that Mr. Nottley really should have drawn our attention to, but did not. The transition costs already mentioned are for the first year only, and may be considered a down payment. In a number of cases, the proposed pay scales “un-cap” employees who were previously maxed out at the highest step of our current system, putting them on a new grade at step one or two. If we consider that Kalamazoo Township non-union employees have historically had long tenures with us, it might not be long before the majority of these will be at step seven of their new grades, and work for a long time thereafter. We certainly want experienced employees, who add greatly to the level of service offered to our residents. However, we need to take into account the cost increase that these proposals incur, not just for one year, but in the long run.

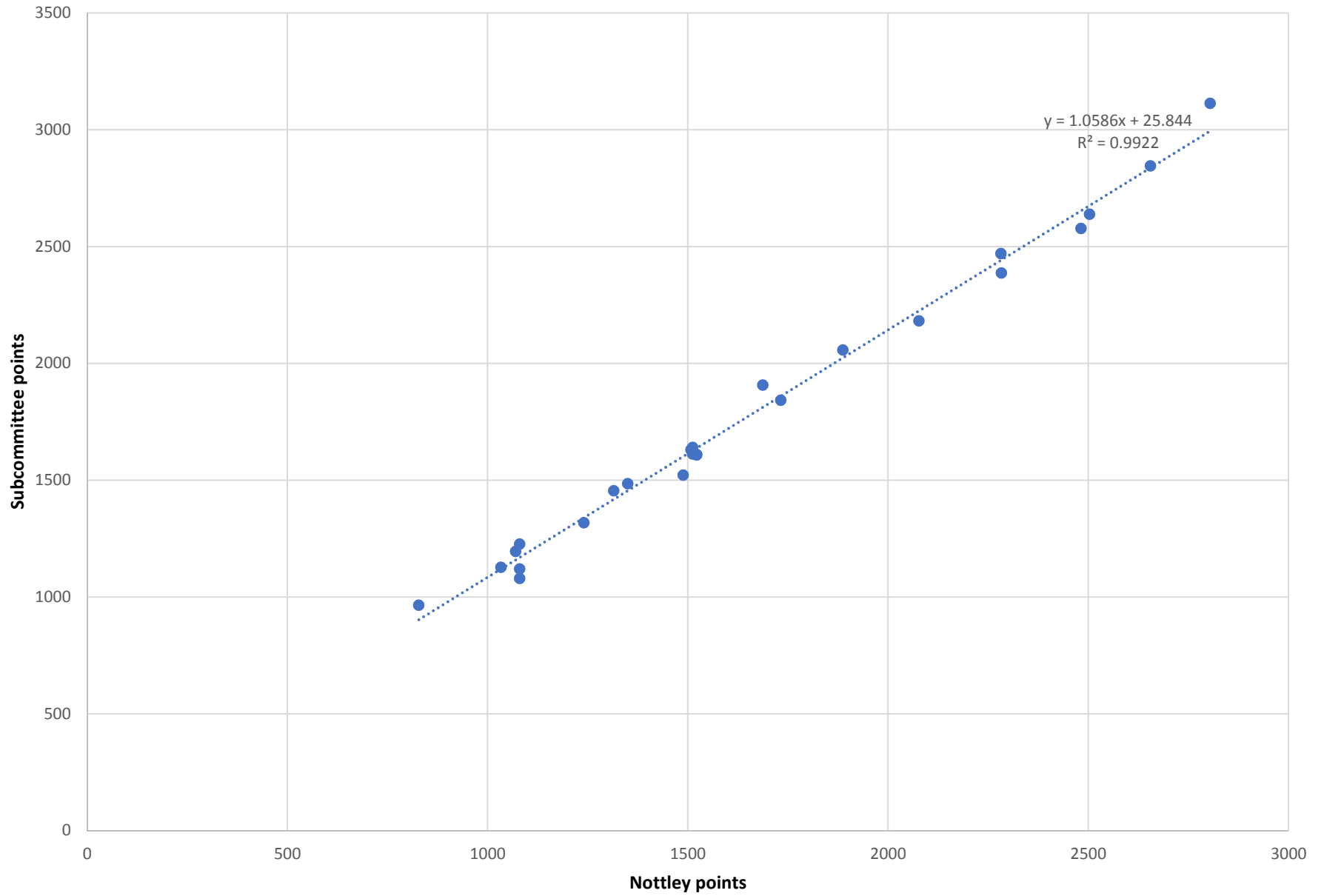
The final table in this report is Exhibit 7: Comparison of Short-term and Long-term Costs of Pay Scale Proposals. This compares two proposals – Mr. Nottley’s original, and our revision – in five sets of columns: the grade, step, and current salary for each position, the proposed salary, the increase over current, the salary if every position were on step 7, and the increase of step 7 salaries over current.

**Appendix B-2 (rev) Kalamazoo Charter Township
Classification and Compensation Study Point Factor Analysis and Grade Ranking, revised**

7/16/2019

Grade Ranking	Job Title	Education and Experience	Ed/Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Operations	Document Concentration	Work Environment	Total Points	Nottley points	% change	Point/Grade Parameters
	Crossing Guards	173	a-1	90	80	0	-	90	60	50	125	20	15	703			600-800
	Police Cadet	173	a-1	120	100	0	-	120	60	70	150	20	10	823			801-1000
	Student Intern	173	a1	120	60	0		90	40	60	125	40	5	713			600-800
1	Custodial Maintenance Worker	220	b1	240	100	0	-	120	60	50	125	20	30	965	828	17%	801-1000
2	Office Assistant - Cashier/ Receptionist	220	b1	240	120	0	-	150	90	70	175	60	2	1127	1033	9%	1001-1200
2	Ordinance Enforcement Officer	220	b1	240	140	0	-	180	90	60	200	40	25	1195	1070	12%	
2	Transcriptionist	220	a1	210	120	0	-	150	70	70	175	60	5	1080	1080	0%	
2	Administrative Assistant (Police Department)	220	b1	210	120	0	-	180	80	70	175	60	5	1120	1080	4%	
3	Property Manager	267	b3	240	140	10	a1	180	100	70	175	40	5	1227	1080	14%	1201-1400
3	Building and Grounds Maintenance Worker	243	b2	240	160	0	-	240	100	50	225	20	40	1318	1240	6%	
4	Assessing Assistant	295	c2	240	200	0	-	240	90	100	225	60	5	1455	1315	11%	
4	Elections Coordinator/ Document Management Specialist	295	c2	270	200	20	a2	210	100	100	225	60	5	1485	1350	10%	1401-1600
4	Senior Transcriptionist/ Grant Technician	267	b3	270	200	10	a1	270	110	80	250	60	5	1522	1488	2%	
5	Executive Assistant to the Manager and Supervisor/ Benefits Coordinator	295	c2	270	220	0	-	300	120	110	250	60	5	1630	1508	8%	1601-1800
5	Executive Assistant (Police Department)	267	b3	270	220	10	a1	300	120	110	250	60	5	1612	1512	7%	
5	Finance Associate - Accounts Payable/Payroll Clerk	295	c2	270	200	0	-	330	120	110	250	60	5	1640	1512	8%	
5	Finance Associate - Accounts Receivable	295	c2	270	200	0	-	300	120	110	250	60	5	1610	1522	6%	
5	Firefighter Utility Position	243	b2	300	220	20	a2	300	130	70	275	20	30	1608	1522	6%	
6	Apparatus Maintenance Officer	267	b3	360	240	20	a2	360	130	100	350	40	40	1907	1687	13%	1801-2000
6	Records Supervisor (Police Department)	267	b3	300	240	30	b1	360	140	90	350	60	5	1842	1732	6%	
7	Fire Marshal	267	b3	360	300	20	a2	390	160	110	375	40	35	2057	1887	9%	2001-2200
7	Battalion Chief	267	b3	390	320	60	c2	420	160	100	400	40	25	2182	2077	5%	
9	Township Assessor	360	d3	420	340	70	d1	450	180	120	450	60	20	2470	2282	8%	
9	Deputy Fire Chief	337	c4	420	340	80	c4	450	170	100	425	40	25	2387	2283	5%	
9	Finance Director	383	d4	420	340	30	b1	540	180	120	500	60	5	2578	2482	4%	
10	Patrol Lieutenant/ Patrol Division Commander	383	d4	450	340	120	d4	510	180	120	475	40	20	2638	2503	5%	2601-2800
11	Fire Chief	360	e5	510	380	130	e5	540	190	150	500	60	25	2845	2655	7%	2801-2000
12	Chief of Police	453	e5	510	400	150	f5	600	190	180	550	60	20	3113	2804	11%	3001-3230

Figure 1: Old (Nottley) vs. New (subcommittee) Grade Points



Senior Transcriptionist	48,173	no comp.	no comp.	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Transcriber</i>	<i>41,870</i>	no comp.	no comp.	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Chief	92,373	90,840	91,519	96,817	75,000	-	98,986	71,997	97,624	87,041	-	75,674	-	93,312	-	-
Deputy Fire Chief	79,851	78,653	80,367	-	-	-	91,374	-	80,679	-	-	66,000	-	77,196	77,400	68,317
Battalion Chief (Station House Commander)	69,139	68,238	68,238	-	61,956	-	70,989	-	-	-	-	-	-	-	66,400	-
Fire Marshal	51,064	62,890	63,081	66,394	61,956	-	75,852	45,000	-	40,997	-	59,654	-	63,918	-	-
Apparatus Maintenance Officer	51,064	53,327	53,327	-	55,982	-	-	40,165	56,659	-	-	44,179	-	-	66,300	42,141
Firefighter	48,173	52,799	52,870	57,179	41,390	-	66,620	38,563	46,821	43,846	-	42,474	-	50,253	60,580	39,603
Firefighter Paid-on-Call (first hour)	18.79	17.58	17.58	17	14.72	-	21.12	17.51	15	18.04	15	15.92	volunteer	9.5	15	18.06

Appendix C-3 (rev)

Kalamazoo Charter Township Classification and Compensation Study Supplemental Police and Fire Pay Data, revised

Position Title	Western MI University	Kalamazoo County	City of Grandville	City of Kentwood	City of Norton Shores	City of Walker	Mt. Morris Township
Police Chief	134,316	145,059 (not incl.)	102,172	112,587	106,080	110,037	82,000
Police Lieutenant (second highest rank)	100,397	115,793	95,450	97,119	81,400	97,214	72,000
Police Executive Assistant	-	-	56,451	57,054	-	-	-
Detective Sergeant	73,882	72,259	79,742	80,362	72,685	79,506	67,000
Road/Shift Sergeant	-	72,259	76,126	80,362	72,685	79,506	67,000
Police Officer	65,562	62,275	67,071	70,491	65,266	70,427	60,000
<i>Property Manager</i>	-	-	-	-	-	46,758	-
Records Supervisor	-	-	-	-	-	58,793	51,000
Police Administrative Assistant	-	-	47,070	47,902	42,971	46,740	-
Senior Transcriptionist	-	-	-	-	-	-	-
<i>Transcriber</i>	-	-	-	-	-	-	-
Fire Chief	-	-	95,450	103,033	106,080	97,214	-
Deputy Fire Chief	-	-	-	91,544	90,454	80,342	-
Battalion Chief (Station House Commander)	-	-	65,201	74,344	69,526	69,253	-
Fire Marshal	-	-	74,695	77,786	64,555	-	-
Apparatus Maintenance Officer	-	-	-	-	67,860	-	-
Firefighter	-	-	56,463	68,837	64,555	62,993	-
Firefighter Paid-on-Call (first hour)	-	-	22.11	25	17	22.72	-

Appendix D (rev)

Kalamazoo Charter Township Classification and Compensation Study Suggested Pay Grade Structure, Revised

Pay Grade	Point Value Parameters	New Total Points	Title	Kalamazoo Charter Township Maximum of Range	Market Average Maximum of Range, Revised	Average of averages	Minimum of Range	Midpoint of Range	Maximum of Range (those copied from KT max are in bold)
1	900 - 1124	965	Custodial Maintenance Worker	\$43,139	\$38,988		\$35,949	\$39,544	\$43,139
		1080	<i>Transcriptionist</i>	\$41,870					
2	1100 - 1299	1120	Administrative Assistant (Police Department)	\$43,139	\$42,648				
		1127	Office Assistant - Cashier/Receptionist	\$45,240	\$43,515		\$37,700	\$41,470	\$45,240
		1195	<i>Ordinance Enforcement Officer</i>	\$41,870	\$43,992				
		1227	<i>Property Manager</i>	\$36,837	\$46,758				
3	1300 - 1599	1318	Building and Grounds Maintenance Worker	\$48,173	\$46,962		\$40,144	\$44,159	\$48,173
		1455	Assessing Assistant	\$45,240	\$48,311				
		1485	Elections Coordinator/Document Management Specialist	\$48,173	\$42,040				
		1522	Senior Transcriptionist/Grant Technician	\$48,173					
4	1600 - 1699	1608	Firefighter Utility Position	\$48,173	\$52,870	\$50,628	\$43,879	\$48,267	\$52,655
		1610	Finance Associate - Accounts Receivable	\$48,173	\$48,547				
		1612	Executive Assistant (Police Department)	\$57,616	\$49,222				
		1630	Executive Assistant to the Manager and Supervisor/ Benefits Coordinator	\$45,240	\$52,971				
		1640	Finance Associate - Accounts Payable/Payroll Clerk	\$51,064	\$49,528				
5	1700 - 1999	1842	Records Supervisor (Police Department)	\$55,619	\$57,337	\$55,332	\$47,956	\$52,752	\$57,547
		1907	Apparatus Maintenance Officer	\$51,064	\$53,327				
6	2000-2099	2057	Fire Marshal	\$51,064	\$63,081		\$54,672	\$60,139	\$65,606
7	2100-2299	2182	Battalion Chief	\$69,139	\$68,238		\$59,142	\$65,056	\$70,971
8	2300-2499	2387	Deputy Fire Chief	\$79,851	\$80,367	\$77,708	\$67,350	\$74,085	\$80,820
		2470	Township Assessor	\$79,851	\$75,050				
9	2500-2599	2578	<i>Finance Director</i>	\$74,360	\$80,366		\$69,653	\$76,619	\$83,584
10	2600-2799	2638	Patrol Lieutenant/Patrol Division Commander	\$92,373	\$90,226		\$78,199	\$86,019	\$93,839
11	2800-2999	2845	Fire Chief	\$92,373	\$91,519		\$89,319	\$98,251	\$107,183
12	3000-3199	3113	Chief of Police	\$106,662	\$101,632		\$92,893	\$102,183	\$111,472

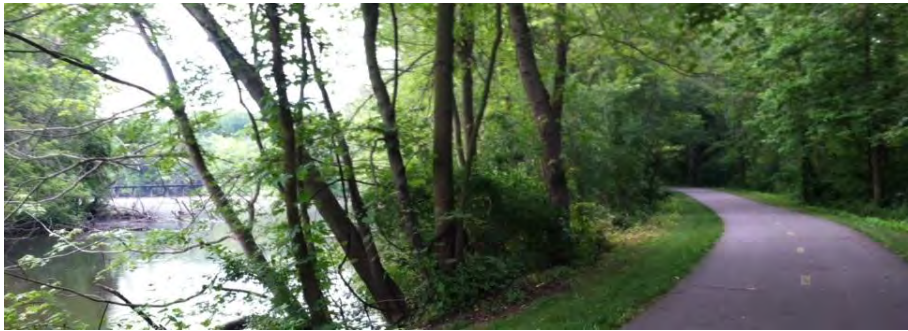
Exhibit 5 (rev) Kalamazoo Charter Township
Classification and Compensation Study Traditional Step System – 7 Step Example
Revised - Nottley Method

Grade	Minimum		Midpoint			Maximum	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	\$35,949	\$37,147	\$38,346	\$39,544	\$40,742	\$41,941	\$43,139
	\$17.28	\$17.86	\$18.44	\$19.01	\$19.59	\$20.16	\$20.74
2	\$37,700	\$38,957	\$40,213	\$41,470	\$42,727	\$43,983	\$45,240
	\$18.13	\$18.73	\$19.33	\$19.94	\$20.54	\$21.15	\$21.75
3	\$40,144	\$41,482	\$42,820	\$44,159	\$45,497	\$46,835	\$48,173
	\$19.30	\$19.94	\$20.59	\$21.23	\$21.87	\$22.52	\$23.16
4	\$43,879	\$45,342	\$46,804	\$48,267	\$49,730	\$51,192	\$52,655
	\$21.10	\$21.80	\$22.50	\$23.21	\$23.91	\$24.61	\$25.31
5	\$47,956	\$49,554	\$51,153	\$52,752	\$54,350	\$55,949	\$57,547
	\$23.06	\$23.82	\$24.59	\$25.36	\$26.13	\$26.90	\$27.67
6	\$54,672	\$56,494	\$58,317	\$60,139	\$61,962	\$63,784	\$65,606
	\$26.28	\$27.16	\$28.04	\$28.91	\$29.79	\$30.67	\$31.54
7	\$59,142	\$61,114	\$63,085	\$65,056	\$67,028	\$68,999	\$70,971
	\$28.43	\$29.38	\$30.33	\$31.28	\$32.22	\$33.17	\$34.12
8	\$67,350	\$69,595	\$71,840	\$74,085	\$76,330	\$78,575	\$80,820
	\$32.38	\$33.46	\$34.54	\$35.62	\$36.70	\$37.78	\$38.86
9	\$69,653	\$71,975	\$74,297	\$76,619	\$78,941	\$81,262	\$83,584
	\$33.49	\$34.60	\$35.72	\$36.84	\$37.95	\$39.07	\$40.18
10	\$78,199	\$80,806	\$83,412	\$86,019	\$88,625	\$91,232	\$93,839
	\$37.60	\$38.85	\$40.10	\$41.36	\$42.61	\$43.86	\$45.11
11	\$89,319	\$92,296	\$95,274	\$98,251	\$101,228	\$104,206	\$107,183
	\$42.94	\$44.37	\$45.80	\$47.24	\$48.67	\$50.10	\$51.53
12	\$92,893	\$95,990	\$99,086	\$102,183	\$105,279	\$108,376	\$111,472
	\$44.66	\$46.15	\$47.64	\$49.13	\$50.61	\$52.10	\$53.59

Exhibit 7: Comparison of Short-term and Long-term Costs of Pay Scale Proposals.

	current	new proposal total pay				costs to move		total pay at step 7		costs to move to step 7	
		Ex 6		Ex 6 (rev)		to 6	to 6 (rev)	max Ex 5	max Ex 5 (rev)	to max 5	to max 5 (rev)
Custodial Maintenance Worker	\$37,752	1 5	\$38,295	1 3	\$38,346	\$543	\$594	\$40,548	\$43,139	\$2,796	\$5,387
Office Assistant - Cashier/Receptionist	\$37,752	2 1	\$38,331	2 2	\$38,957	\$579	\$1,205	\$45,997	\$45,240	\$8,245	\$7,488
<i>Ordinance Enforcement Officer</i>	\$30,092	2 3	\$30,670	2 3	\$30,155	\$577	\$62	\$34,492	\$33,930	\$4,399	\$3,838
Property Manager	\$27,628	2 1	\$28,751	2 2	\$29,219	\$1,123	\$1,591	\$34,492	\$33,930	\$6,864	\$6,302
Transcriptionist	\$10,468	2 4	\$10,852	1 6	\$10,483	\$385	\$16	\$11,497	\$11,310	\$1,030	\$842
Building and Grounds Maintenance Worker (MM)	\$48,173	3 7	\$48,975	3 7	\$48,173	\$802	\$0	\$48,975	\$48,173	\$802	\$0
Building and Grounds Maintenance Worker (JV)	\$48,173	3 7	\$48,975	3 7	\$48,173	\$802	\$0	\$48,975	\$48,173	\$802	\$0
Assessing Assistant Elections	\$45,240	3 5	\$46,254	3 5	\$45,497	\$1,014	\$257	\$48,975	\$48,173	\$3,735	\$2,933
Coordinator/Document Management Specialist	\$48,173	3 7	\$48,975	3 7	\$48,173	\$802	\$0	\$48,975	\$48,173	\$802	\$0
Firefighter Utility Position	\$38,600	4 1	\$43,865	4 1	\$43,879	\$5,265	\$5,279	\$52,638	\$52,655	\$14,038	\$14,055
Senior Transcriptionist/Grant Technician	\$48,173	4 4	\$48,251	3 7	\$48,173	\$78	\$0	\$52,638	\$48,173	\$4,465	\$0
Executive Assistant to the Manager and Supervisor/ Benefits Coordinator	\$45,240	4 2	\$45,327	4 2	\$45,342	\$87	\$102	\$52,638	\$52,655	\$7,398	\$7,415
Finance Associate - Accounts Payable/Payroll Clerk	\$51,064	4 6	\$51,176	4 6	\$51,192	\$112	\$128	\$52,638	\$52,655	\$1,574	\$1,591
Finance Associate - Accounts Receivable	\$48,173	4 4	\$48,251	4 4	\$48,267	\$78	\$94	\$52,638	\$52,655	\$4,465	\$4,482
Apparatus Maintenance Officer	\$51,064	5 3	\$51,151	5 3	\$51,153	\$87	\$89	\$57,545	\$57,547	\$6,481	\$6,483
Fire Marshal	\$51,064	6 1	\$54,505	6 1	\$54,672	\$3,441	\$3,608	\$65,406	\$65,606	\$14,342	\$14,542
Battalion Chief (JB)	\$69,139	7 7	\$70,968	7 7	\$70,971	\$1,829	\$1,832	\$70,968	\$70,971	\$1,829	\$1,832
Battalion Chief (MM)	\$69,139	7 7	\$70,968	7 7	\$70,971	\$1,829	\$1,832	\$70,968	\$70,971	\$1,829	\$1,832
Township Assessor	\$79,851	8 7	\$79,926	8 7	\$80,820	\$75	\$969	\$79,926	\$80,820	\$75	\$969
Deputy Fire Chief	\$79,851	8 7	\$79,926	8 7	\$80,820	\$75	\$969	\$79,926	\$80,820	\$75	\$969
Patrol Lieutenant/Patrol Division Commander	\$81,349	9 6	\$83,318	10 3	\$83,412	\$1,969	\$2,063	\$85,698	\$93,839	\$4,349	\$12,490
Finance Director	\$41,122	9 1	\$42,844	9 2	\$43,181	\$1,722	\$2,059	\$51,419	\$50,145	\$10,297	\$9,023
Fire Chief	\$92,373	10 7	\$94,474	11 3	\$95,274	\$2,101	\$2,901	\$94,474	\$107,183	\$2,101	\$14,810
Chief of Police	\$97,885	11 7	\$99,438	12 3	\$99,086	\$1,553	\$1,201	\$99,438	\$111,472	\$1,553	\$13,587
TOTALS	\$1,277,537		\$1,304,466		\$1,304,389	\$26,928	\$26,851	\$1,381,883	\$1,408,407	\$104,346	\$130,870

KALAMAZOO CHARTER TOWNSHIP



CLASSIFICATION AND COMPENSATION STUDY

MUNICIPAL CONSULTING SERVICES LLC

MUNICIPAL CONSULTING SERVICES LLC

June 14, 2019

Dexter A. Mitchell, MBA, CPM
Township Manager
Kalamazoo Charter Township
1720 Riverview Drive
Kalamazoo, MI 49004

Dear Mr. Mitchell,

We have completed the classification and compensation study for employees of Kalamazoo Charter Township. This final report presents the results of the study as well as the documentation required to implement and maintain a classification and compensation system on an ongoing basis.

The report is organized in a series of sections and appendices as follows:

- Section I: Overview of the classification and compensation study;
- Section II: Results of the study and suggestions for implementation;
- Section III: Classification and compensation system maintenance;
- Section IV: Employee benefits comparison;
- Appendix A: Job analysis questionnaire;
- Appendix B: Job evaluation plan and rankings;
- Appendix C: Market survey results;
- Appendix D: Suggested grade and salary structure with additional information;
- Appendix E: Summary of employee benefits comparison.

In summary, the study has resulted in a comprehensive pay system analysis based on fundamental principles of wage and salary administration. Major tasks in the study process have included:

- Development of a list of comparable employers;
- Interviews with administration and public safety management;
- Establishment of internal ranking;
- Development of a market survey and analysis of the resulting survey data;
- Development of a pay grade structure and corresponding suggestions for implementation of a new compensation system.

Primary components of the completed pay system include:

- The development of a pay grade structure based on an evaluation of internal position requirements;
- Pay ranges that provide a basis for evaluating the current pay levels of employees;

- A sample progression schedule for moving employees through pay ranges;
- Comparative summary analysis of employee benefits;
- The data and information necessary for informed decision-making regarding pay and benefit levels for affected employees;
- A final report developed as a system that can be used for ongoing pay system administration.

We have appreciated the opportunity to assist Kalamazoo Charter Township in this important study. Should you have any questions related to this report please contact me at 734.904.4632.

Very truly yours,

A handwritten signature in black ink that reads "Mark Nottley". The signature is written in a cursive, flowing style.

Mark W. Nottley, Principal
Municipal Consulting Services LLC

SECTION I

OVERVIEW OF THE CLASSIFICATION AND COMPENSATION STUDY

SECTION I

OVERVIEW OF THE CLASSIFICATION AND COMPENSATION STUDY

The classification and compensation analysis contained in this report has been designed specifically for job classifications in Kalamazoo Charter Township. It encompasses fundamental principles related to wage and salary administration and the proper evaluation of internal and external pay factors.

In the following subsections we provide information concerning the project approach, the results of the study and the components of the classification and compensation system that we are suggesting for employees.

JOB ANALYSIS: THE FIRST MAJOR TASK

To accurately evaluate compensation, it is necessary to gain a strong working knowledge of each affected position. To accomplish this, we performed the following tasks:

- A variety of data was requested and reviewed including job descriptions, the current pay schedule, personnel policies pertaining to pay and other information related to compensation and pay practices.
- Employees completed a job analysis questionnaire concerning their respective duties and positional requirements (see Appendix A).
- Following review of the above information, interviews were conducted with administration and public safety management.

JOB EVALUATION: ESTABLISHING INTERNAL RANKING

Following the job analysis process, we proceeded to determine the relative internal value of the studied positions. This process involved:

- Development and weighting of a job evaluation plan (see Appendix B).
- The evaluation of each position as measured against specific job evaluation factors including:
 - Education and relevant experience
 - Judgment and independence of action
 - Internal and external relations
 - Supervisory or managerial responsibility
 - Job complexity

- Responsibility for the welfare and safety of others
 - Technology use
 - Impact on programs, services and operations
 - Document concentration
 - Work environment.
- The ranking of each position based on the resulting point totals (the ranking results are also included in Appendix B).

MARKET SURVEY: DETERMINING PAY COMPARABILITY

As a next step in the process, we proceeded to design and conduct a salary and employee benefits survey. This included the following tasks:

- A list of comparable employers was developed based on discussion with the Township Manager as well as our knowledge of municipalities in Michigan. This list included similarly-sized municipalities or others that are in geographic proximity and/or share attributes held by Kalamazoo Charter Township. (The list of surveyed municipalities is presented in Appendix C with supporting demographic data.)
- A survey instrument was then developed which provided a description of each studied position and elicited information concerning wage levels and employee benefits.
- Completed surveys were received from thirteen municipal governments including:
 - Allendale Charter Township
 - Benton Charter Township
 - Blackman Charter Township (wages only)
 - City of Portage
 - Comstock Charter Township
 - Delhi Charter Township
 - DeWitt Charter Township
 - Genesee Charter Township
 - Muskegon Charter Township
 - Niles Charter Township
 - Oshtemo Charter Township
 - Summit Charter Township
 - Texas Charter Township.
- Additionally, police and fire wage data was collected from seven additional public sector sources as a means of improving the scope of these comparisons. Surveyed entities included:
 - Western Michigan University
 - Kalamazoo County

- City of Grandville
- City of Kentwood
- City of Norton Shores
- City of Walker
- Mt. Morris Township.

It should be mentioned that each organization surveyed in this study is unique in its own regard, with different organizational structures and alternative allocations of duties among employees. Further, not every employer delivers the same mix of services found in Kalamazoo Charter Township. Consequently, we have carefully scrutinized the assembled data and used only the information that is applicable to the Township's positional pool.

Essentially, the focus of our market analysis was to determine the likely job market for each of the Township's positions. Our objective was to identify positions with similar responsibilities, requiring similar knowledge, skill and expertise. (See Appendix C for the wage survey results and all related materials.)

PAY STRUCTURE: DEVELOPING PAY GRADES AND SALARY RANGES

The job evaluation results (contained in Appendix B) and the market survey data (contained in Appendix C) provided the basis for developing a suggested grade structure and corresponding pay ranges (contained in Appendix D and discussed in Section II). Related to this:

- The grade structure organizes the classifications into eleven pay grades, based on the job evaluation rating results. (The job evaluation point range parameters established for each pay grade should remain constant for ongoing program integrity.)
- Proposed salary ranges were then developed from an analysis of the salary survey. The ranges are designed to have maximum values that approximate the reported average market levels for range maximums. The widths of the pay ranges (i.e. 20%) are the same widths that are currently used for Technical, Office and Paraprofessional Classifications. Professional and Managerial Classifications are 16%. Our recommendation is to increase this range width to result in a uniform range progression system for all classifications and employees.

Lastly, the Township currently has a separate part-time wage scale. We are recommending elimination of this separate scale as a means of simplifying the pay grade structure. Part-time employees do not receive employee benefits and in our opinion there is no logical reason for pay rates to be lower than market – particularly in a time of low unemployment rates and increased competition for employees.

POSITIONS NOT INCLUDED IN THE PAY GRADE STRUCTURE

Two of the studied positions are not included in the pay grade structure. Specifically, Police Officers and Police Sergeants are in bargaining units and are currently in contract negotiations with the Township. The Police Officers have their own unique pay range, separate from other Township employees. The pay data that we have collected is intended to assist the negotiating process by providing market data for discussion. The market data collected for this position is summarized in Appendix C-2 and discussed in Section II of the report

POSITIONS THAT RECEIVE, OR COULD BE CONSIDERED FOR PER DIEM PAY

Currently, the Finance Associate - Accounts Payable/Payroll Clerk and the Finance Associate - Accounts Receivable receive an annual per diem of \$1,144 for carrying the titles and responsibilities of Deputy Clerk and Deputy Treasurer respectively. This designation could be moved to any employee in the future, consequently the per diem amount is not included in the new, suggested pay grade structure. Both the amount and designee are matters to be determined by the Township.

Similarly, the Fire Chief has been designated as the Maintenance Director with responsibility for custodial and maintenance staff. Currently there is no per diem for this responsibility. This is also a matter to be decided by the Township.

OVERVIEW OF THE FOLLOWING SECTIONS OF THE REPORT

The suggested pay ranges are discussed in greater detail in the following Section II of the report along with approaches for implementation of the pay/grade structure and related pay system.

Section III of the report focuses on techniques for maintaining the pay system for ongoing use in the event that the Township elects to adopt the pay system.

Lastly, Section IV provides discussion regarding the comparison of employee benefits. The Township may find this information to be useful in evaluating the impact of employee benefits on total compensation or in comparing particular benefit levels. All employee benefit survey results are summarized in a matrix in Appendix E of the report.

SECTION II

RESULTS OF THE STUDY AND SUGGESTIONS FOR IMPLEMENTATION

SECTION II

RESULTS OF THE STUDY AND SUGGESTIONS FOR IMPLEMENTATION

In regard to implementing the compensation study results, it is our policy to provide suggestions and supporting data for consideration, but not attempt to establish compensation policies for our clients. Adoption of the study's findings is a policy matter to be decided by the Township Board and Township Manager who must consider financial and other policy constraints. Within this context we offer the following.

SUGGESTED PAY GRADES AND RANGES

As discussed in Section I, job analysis and market survey provide the basis for the suggested pay grades and ranges contained in Exhibit 1 below. Midpoints are structured to reflect market averages, as determined by the market survey. The suggested grade and salary structure is also illustrated in Appendix D with information pertaining to point parameters and market averages.

Exhibit 1
Kalamazoo Charter Township
Classification and Compensation Study
Suggested Pay Grades and Ranges

Pay Grade	Title	Minimum of Range	Midpoint of Range	Maximum of Range
1	Custodial Maintenance Worker	\$33,790 \$16.25	\$37,169 \$17.87	\$40,548 \$19.49
2	Office Assistant - Cashier/Receptionist	\$38,331	\$42,164	\$45,997
	<i>Ordinance Enforcement Officer</i>	\$18.43	\$20.27	\$22.11
	<i>Property Manager</i>			
	<i>Transcriptionist</i>			
	Administrative Assistant (Police Department)			
3	Building and Grounds Maintenance Worker	\$40,812	\$44,894	\$48,975
	Assessing Assistant	\$19.62	\$21.58	\$23.55
	Elections Coordinator/Document Management Specialist			
4	Firefighter Utility Position	\$43,865	\$48,251	\$52,638
	Senior Transcriptionist/Grant Technician	\$21.09	\$23.20	\$25.31
	Executive Assistant to the Manager and Supervisor/ Benefits Coordinator			
	Executive Assistant (Police Department)			
	Finance Associate - Accounts Payable/Payroll Clerk			
	Finance Associate - Accounts Receivable			

Exhibit 1
Kalamazoo Charter Township
Classification and Compensation Study
Suggested Pay Grades and Ranges (cont'd)

Pay Grade	Title	Minimum of Range	Midpoint of Range	Maximum of Range
5	Apparatus Maintenance Officer	\$47,954	\$52,750	\$57,545
	Records Supervisor (Police Department)	\$23.06	\$25.36	\$27.67
6	Fire Marshal	\$54,505	\$59,955	\$65,406
		\$26.20	\$28.82	\$31.45
7	Battalion Chief	\$59,140	\$65,054	\$70,968
		\$28.43	\$31.28	\$34.12
8	Township Assessor	\$66,605	\$73,265	\$79,926
	Deputy Fire Chief	\$32.02	\$35.22	\$38.43
9	Patrol Lieutenant/Patrol Division Commander	\$71,415	\$78,557	\$85,698
	<i>Finance Director</i>	\$34.33	\$37.77	\$41.20
10	Fire Chief	\$78,728	\$86,601	\$94,474
		\$37.85	\$41.64	\$45.42
11	Chief of Police	\$82,865	\$91,152	\$99,438
		\$39.84	\$43.82	\$47.81

In regard to the above, incumbent employees have salaries that are above or within the suggested salary ranges. These situations are discussed separately below.

Employees with wage level below the range minimum

An employee with a current wage level below the minimum of the suggested range is referred to as a “green circle.” in human resources’ terminology. There are five positions with five employees affected. The following Exhibit 2 specifies incumbents with current wage levels below the minimum of the suggested ranges as well as the hourly cost impact required to move each employee to the range minimum.

Exhibit 2
Kalamazoo Charter Township
Classification and Compensation Study
Cost to Move Green-Circled Positions to Range Minimum

Position	Current Salary	Range Minimum	Cost to Achieve Range Minimum
Office Assistant - Cashier/Receptionist	\$18.15	\$18.43	\$0.28
<i>Property Manager</i>	\$17.71	\$18.43	\$0.72
Firefighter Utility Position	\$18.56	\$21.09	\$2.53
Fire Marshal	\$24.55	\$26.20	\$1.65
<i>Finance Director</i>	\$32.95	\$34.33	\$1.38
TOTAL COST TO IMPLEMENT			\$6.57

It is suggested that the green-circled positions be moved to the minimum of the range, thereby assuring consistent application of the developed pay system. This could be a one-time adjustment or realized over a period of time. Summarily, the timing of these pay adjustments (if at all) will be a Board decision considered within the context of the Board’s compensation philosophy and the Township’s ability-to-pay.

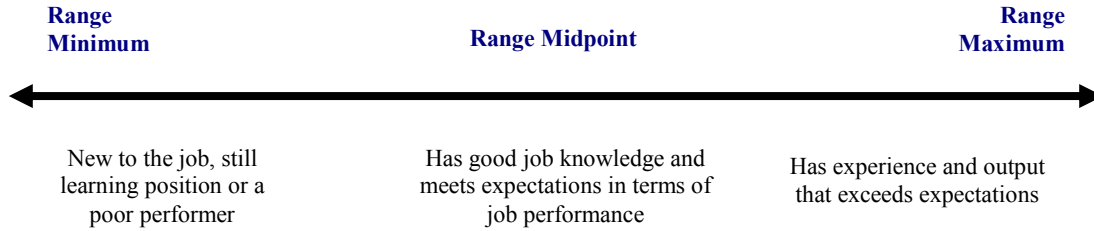
Employees with salaries falling within the range

The salaries of the other employees fall within the suggested salary ranges. Whether the wages of these employees should, or should not be adjusted, is an issue that the Township must consider within the larger context of compensation philosophy. In our experience, organizations have widely differing philosophies concerning pay levels. As examples:

- Some organizations choose to maintain employee wages low in relation to the market; this approach typically encourages turnover.
- Other organizations seek to maintain the midpoint level of the market, thus providing compensation at an average level.
- Some organizations prefer to move employees through an established pay range over the course of employment, sometimes exceeding the market average as a means of rewarding longer-term job commitment and job knowledge.

In regard to the above, the continuum provided in Chart 1 illustrates how compensation levels within the suggested range may be considered with regard to job knowledge and expertise and how this is philosophically linked to the salary range. Understanding this concept may assist the Township Board in considering the rationale for a step system as later discussed.

Chart 1: Continuum of Job Competency



As seen in Chart 1, newer employees who are not functioning on an independent level may be appropriately placed at or near the range minimum. Over time, training and experience on the job will typically lead to increased competency for most individuals. Employees will progressively move to the middle of the range, near the midpoint as job experience is acquired. As employees continue to acquire competency and value with passing years, it is conceivable that they would receive salaries toward the top of the range. The issue of range placement is discussed below.

CURRENT RANGE PLACEMENT: A COMPA-RATIO ANALYSIS

With the adoption of a new pay structure the range position of each incumbent can be illustrated. Related to this, we have prepared a schedule illustrating the current range position of each employee. Exhibits 3 and 4 depict the numerical relationship between employees' current salaries and suggested range midpoints.

***Exhibit 3
Kalamazoo Charter Township
Classification and Compensation Study
Compa-Ratio Analysis – Full-Time***

Position	Current Wage	Recommended Mid-Point	Compa-Ratio
Custodial Maintenance Worker	\$37,752	\$37,169	1.02
Office Assistant - Cashier/Receptionist	\$37,752	\$42,164	0.90
Building and Grounds Maintenance Worker (MM)	\$48,173	\$44,894	1.07
Building and Grounds Maintenance Worker (JV)	\$48,173	\$44,894	1.07
Assessing Assistant	\$45,240	\$44,894	1.01
Elections Coordinator/Document Management Specialist	\$48,173	\$44,894	1.07
Firefighter Utility Position	\$38,600	\$48,251	0.80
Senior Transcriptionist/Grant Technician	\$48,173	\$48,251	1.00
Executive Assistant to the Manager and Supervisor/ Benefits Coordinator	\$45,240	\$48,251	0.94

Exhibit 3
Kalamazoo Charter Township
Classification and Compensation Study
Compa-Ratio Analysis – Full-Time (cont'd)

Position	Current Wage	Recommended Mid-Point	Compa-Ratio
Finance Associate - Accounts Payable/Payroll Clerk	\$51,064	\$48,251	1.06
Finance Associate - Accounts Receivable	\$48,173	\$48,251	1.00
Apparatus Maintenance Officer	\$51,064	\$52,750	0.97
Fire Marshal	\$51,064	\$59,955	0.85
Battalion Chief (JB)	\$69,139	\$65,054	1.06
Battalion Chief (MM)	\$69,139	\$65,054	1.06
Township Assessor	\$79,851	\$73,265	1.09
Deputy Fire Chief	\$79,851	\$73,265	1.09
Patrol Lieutenant/Patrol Division Commander	\$81,349	\$78,557	1.04
Fire Chief	\$92,373	\$86,601	1.07
Chief of Police	\$97,885	\$91,152	1.07
OVERALL COMPA-RATIO AVERAGE			1.01

Exhibit 4
Kalamazoo Charter Township
Classification and Compensation Study
Compa-Ratio Analysis – Part-Time

Position	Current Wage	Recommended Mid-Point	Compa-Ratio
<i>Ordinance Enforcement Officer</i>	\$19.29	\$20.27	0.95
<i>Property Manager</i>	\$17.71	\$20.27	0.87
<i>Transcriptionist</i>	\$20.13	\$20.27	0.99
<i>Finance Director</i>	\$32.95	\$37.77	0.87
OVERALL COMPA-RATIO AVERAGE			0.92

A compa-ratio of less than one is below the range midpoint, or market average, and a number greater than one indicates a salary exceeding the midpoint. Exhibit 3 shows that the Township's full-time employees are paid (based on our assumed midpoint), on average, 1.01 of what their counterparts in comparable communities earn, or roughly 1% above the market average. Exhibit 4 shows that the Township's part-time employees are paid (based on our assumed midpoint), on

average, 0.92 of what their counterparts in comparable communities earn, or roughly 8% below the market average.

MOVING EMPLOYEES THROUGH THE RANGE OVER TIME

As previously discussed, with market competitive pay ranges in place, the Township will need to establish a plan for moving employees through the pay ranges over time. Kalamazoo Charter Township currently uses a traditional step system. This type of system provides a rational basis for determining salary adjustments and moving employees through the ranges, thereby acknowledging time on the job and increased proficiency (as previously illustrated in Chart 1).

To facilitate implementation of the new pay system, the following Exhibit 5 illustrates a step-system option for Kalamazoo Charter Township.

The example step system shown in Exhibit 5 contains seven steps. As discussed earlier in the report, the pay ranges are 20% in width. We have selected seven steps for the example – five or six steps are currently used. In our opinion, seven steps will provide the Township with greater latitude and more consistency among the non-union employee group.

***Exhibit 5
Kalamazoo Charter Township
Classification and Compensation Study
Traditional Step System – 7 Step Example***

Grade	Minimum		Midpoint			Maximum	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	\$33,790 \$16.25	\$34,916 \$16.79	\$36,042 \$17.33	\$37,169 \$17.87	\$38,295 \$18.41	\$39,421 \$18.95	\$40,548 \$19.49
2	\$38,331 \$18.43	\$39,609 \$19.04	\$40,887 \$19.66	\$42,164 \$20.27	\$43,442 \$20.89	\$44,720 \$21.50	\$45,997 \$22.11
3	\$40,812 \$19.62	\$42,173 \$20.28	\$43,533 \$20.93	\$44,894 \$21.58	\$46,254 \$22.24	\$47,615 \$22.89	\$48,975 \$23.55
4	\$43,865 \$21.09	\$45,327 \$21.79	\$46,789 \$22.49	\$48,251 \$23.20	\$49,714 \$23.90	\$51,176 \$24.60	\$52,638 \$25.31
5	\$47,954 \$23.06	\$49,553 \$23.82	\$51,151 \$24.59	\$52,750 \$25.36	\$54,348 \$26.13	\$55,947 \$26.90	\$57,545 \$27.67
6	\$54,505 \$26.20	\$56,321 \$27.08	\$58,138 \$27.95	\$59,955 \$28.82	\$61,772 \$29.70	\$63,589 \$30.57	\$65,406 \$31.45

Exhibit 5
Kalamazoo Charter Township
Classification and Compensation Study
Traditional Step System – 7 Step Example (cont'd)

Grade	Minimum		Midpoint				Maximum
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
7	\$59,140	\$61,111	\$63,082	\$65,054	\$67,025	\$68,996	\$70,968
	\$28.43	\$29.38	\$30.33	\$31.28	\$32.22	\$33.17	\$34.12
8	\$66,605	\$68,825	\$71,045	\$73,265	\$75,485	\$77,705	\$79,926
	\$32.02	\$33.09	\$34.16	\$35.22	\$36.29	\$37.36	\$38.43
9	\$71,415	\$73,796	\$76,176	\$78,557	\$80,937	\$83,318	\$85,698
	\$34.33	\$35.48	\$36.62	\$37.77	\$38.91	\$40.06	\$41.20
10	\$78,728	\$81,352	\$83,977	\$86,601	\$89,225	\$91,849	\$94,474
	\$37.85	\$39.11	\$40.37	\$41.64	\$42.90	\$44.16	\$45.42
11	\$82,865	\$85,627	\$88,389	\$91,152	\$93,914	\$96,676	\$99,438
	\$39.84	\$41.17	\$42.49	\$43.82	\$45.15	\$46.48	\$47.81

As noted above, the example step system shown in Exhibit 5 contains seven steps within a 20% wide range (note: any number of steps could be used). This seven step example allows for the reflection of range midpoints at Step 4 and provides a logical pattern of increases based on the suggested range width. This step structure can be used with longevity or merit-based systems, or some combination of the two. Further, increases can be applied based on half- or quarter-step progression; full step increases are an option but certainly not required.

When considering a step system, it may be helpful to think of it as a way to join job performance and competency in a position with the appropriate pay levels or step placement (as depicted previously in the continuum shown in Chart 1). For example, a new employee could be hired at the range minimum (Step 1), assuming labor market conditions permit. New hires will typically need time to become familiar with the organization and learn the nuances of the position. During this period a salary at or near the range minimum may be appropriate (Steps 1 or 2).

Ideally, employees would then move one step higher each year (presuming adequate performance and budgetary wherewithal) until midpoint is achieved. As illustrated in the previous Chart 1, at this point in the employment cycle, the employee will presumably have gained full competence in the job and related duties. In this situation, a salary at midpoint (market average) may be considered appropriate and range movement could cease. Many public employers (including a large number of Michigan municipalities) allow employees to move further upward, often as high as maximum – in some cases dependent on employee performance evaluation results. This is certainly an option for Kalamazoo Township.

PLACEMENT OF EXISTING EMPLOYEES WITHIN A NEW PAY GRADE STRUCTURE IF USING A STEP SYSTEM

Implementation of the new pay grade structure will be subject to Township Board acceptance. Should the Board also decide to implement a step system, it will be necessary to place employees on a step within the new pay structure. For employees, some salary adjustment will need to be done to align them on a step within the new system.

One common method would be to move each employee to the next highest step in his/her respective salary range. This will result in an initial pay increase that will vary from employee to employee depending on their current distance from the next highest step. However, the primary purpose of this approach is to establish the pay system and the relative positioning of each employee within a suggested step level within the new pay ranges.

While recognizing that conditions will change before actual implementation, it is our intention to provide some preliminary cost estimate for the above adjustment. A later update will be needed; our objective is to provide only a starting point.

Related to this, the following Exhibit 6 contains cost estimation for system implementation consistent with the Exhibit 5 step system illustrated above. Key features include the following:

- Green-circled employees are placed at range minimum.
- All other employees are moved to the next highest step above current wage.

As seen below, moving employees to the next highest step would result in a cost of \$26,929.24. This is the total estimated initial cost for implementation of the step system as presented.

Exhibit 6
Kalamazoo Charter Township
Classification and Compensation Study
Costing Analysis – Move All Employees to Next Highest Step

Position	Current Wage	Grade	Next Step	Amount	Cost to Move to Next Step	Estimated # of Hours per Year	Cost to Move to Next Step Annualized
Custodial Maintenance Worker	\$37,752	1	5	\$38,295	\$543.00	2,080	\$543.00
Office Assistant - Cashier/Receptionist	\$37,752	2	1	\$38,331	\$579.00	2,080	\$579.00
<i>Ordinance Enforcement Officer</i>	\$19.29	2	3	\$19.66	\$0.37	1,560	\$577.20
<i>Property Manager</i>	\$17.71	2	1	\$18.43	\$0.72	1,560	\$1,123.20
<i>Transcriptionist</i>	\$20.13	2	4	\$20.87	\$0.74	520	\$384.80
Building and Grounds Maintenance Worker (MM)	\$48,173	3	7	\$48,975	\$802.20	2,080	\$802.20

Exhibit 6
Kalamazoo Charter Township
Classification and Compensation Study
Costing Analysis – Move All Employees to Next Highest Step (cont'd)

Position	Current Wage	Grade	Next Step	Amount	Cost to Move to Next Step	Estimated # of Hours per Year	Cost to Move to Next Step Annualized
Building and Grounds Maintenance Worker (JV)	\$48,173	3	7	\$48,975	\$802.20	2,080	\$802.20
Assessing Assistant	\$45,240	3	5	\$46,254	\$1,014.00	2,080	\$1,014.00
Elections Coordinator/Document Management Specialist	\$48,173	3	7	\$48,975	\$802.20	2,080	\$802.20
Firefighter Utility Position	\$38,600	4	1	\$43,865	\$5,265.00	2,080	\$5,265.00
Senior Transcriptionist/Grant Technician	\$48,173	4	4	\$48,251	\$78.20	2,080	\$78.20
Executive Assistant to the Manager and Supervisor/ Benefits Coordinator	\$45,240	4	2	\$45,327	\$87.00	2,080	\$87.00
Finance Associate - Accounts Payable/Payroll Clerk	\$51,064	4	6	\$51,176	\$112.00	2,080	\$112.00
Finance Associate - Accounts Receivable	\$48,173	4	4	\$48,251	\$78.20	2,080	\$78.20
Apparatus Maintenance Officer	\$51,064	5	3	\$51,151	\$87.00	2,080	\$87.00
Fire Marshal	\$51,064	6	1	\$54,505	\$3,441.00	2,080	\$3,441.00
Battalion Chief (JB)	\$69,139	7	7	\$70,968	\$1,828.80	2,080	\$1,828.80
Battalion Chief (MM)	\$69,139	7	7	\$70,968	\$1,828.80	2,080	\$1,828.80
Township Assessor	\$79,851	8	7	\$79,926	\$74.80	2,080	\$74.80
Deputy Fire Chief	\$79,851	8	7	\$79,926	\$74.80	2,080	\$74.80
Patrol Lieutenant/Patrol Division Commander	\$81,349	9	6	\$83,318	\$1,969.20	2,080	\$1,969.20
<i>Finance Director</i>	\$32.95	9	1	\$34.33	\$1.38	1,248	\$1,722.24
Fire Chief	\$92,373	10	7	\$94,474	\$2,101.20	2,080	\$2,101.20
Chief of Police	\$97,885	11	7	\$99,438	\$1,553.20	2,080	\$1,553.20
TOTAL FULL-TIME COST OF IMPLEMENTATION							\$26,929.24

As noted above, the total cost to move all employees to the next highest step would be \$26,929.24. This would be done as a means of correlating the wages of employees to the steps included in the new pay system. The above is only an example.

PLACING NEW EMPLOYEES IN THE STEP SYSTEM

Original appointment to any position will ideally be made at the minimum rate of the suggested pay range. Advancement can then proceed through successive increases. However, each new hire will inevitably be unique, and may in fact represent a situation in which greater experience and expertise are objectives in recruitment. Moreover, a shortage may exist in the labor pool for some positions, thus dictating the need to offer a higher salary. Therefore, each new hire should be assessed individually and placed at a range level consistent with the Township's needs and market demands. In light of the competitive environment for some professional positions, we would suggest that the Township retain a high level of latitude in assessing individual situations and new hires.

COMPENSATION FOR POLICE OFFICERS AND SERGEANTS

As part of the survey process we have also collected wage data for Police Officers and Sergeants. (Note: To improve the market data we have also collected wage data for the position of Detective Sergeant, though this data is not included in the summary below).

The survey results are included in Appendix C-2 and are based on a comparison of salary range maximums. Key findings include the following:

- Range maximum for Police Officers in Kalamazoo Charter Township (contract expired on 12-31-18) is \$66,227. Comparative pay data was collected from 13 jurisdictions (see Appendix C-2). The average of the surveyed market is \$65,003, or roughly 1.8% below Kalamazoo Charter Township's range maximum.
- Range maximum for Police Sergeants in Kalamazoo Charter Township (contract expired on 12-31-18) is \$73,299. Comparative pay data was collected from 12 jurisdictions (see Appendix C-2). The average of the surveyed market is \$72,599, or roughly 1% below Kalamazoo Charter Township's range maximum.
- Data was also collected for the Detective Sergeant classification. Range maximum for Detective Sergeants in Kalamazoo Charter Township (contract expired on 12-31-18) is \$73,299. Comparative pay data was collected from nine jurisdictions (see Appendix C-2). The average of the surveyed market is \$74,731, or roughly 2% above Kalamazoo Charter Township's range maximum.

All pay data is summarized in Appendix C-2. It is presented as informational only and is not intended to influence the selection of market comparables for compulsory arbitration either now, or in the future.

SECTION III

CLASSIFICATION AND COMPENSATION SYSTEM MAINTENANCE

SECTION III

CLASSIFICATION AND COMPENSATION SYSTEM MAINTENANCE

A classification and compensation program, once designed and implemented, is not self-sustaining. It needs proper maintenance to continue to serve its purpose. Maintaining the program requires reviewing, adjusting and controlling salary structures so they continue to be effective. Key points are discussed below.

MAINTAINING THE PAY GRADE STRUCTURE

As a result of reorganization, new programs or changes in management procedures, new jobs may be established and the complexity of existing jobs may change.

For new positions, the Township should define the particular duties of the position and create an accurate job description. For altered positions, differences like increased requirements for education and/or experience, an increase in the technical nature of the job, new requirements for a specialized skill, additional supervisory responsibilities or other significant changes could warrant a reevaluation of the grade assignment. The job evaluation plan contained in Appendix B can be used to evaluate both new and altered positions for reclassification.

UPDATING THE COMPENSATION PLAN

Economic conditions, the availability of people, and the prevailing labor market rates will all impact salary structures. To accurately reflect the labor market, the compensation plan must be reviewed and adjusted annually.

In this sense, pay adjustments will be a two-step process:

1. A general “across the ” adjustment to each pay range should be made to reflect inflationary or cost of living increases;
2. Individual-level adjustments based on steps (and satisfactory performance) should then be considered.

To adjust the pay plan, the Township could consider utilizing the Consumer Price Index (CPI). Related, there are a number of CPI indices that are reported. If this approach is taken, the Township should consider the CPI-U for the Midwest Region for the annual update.

However, by all indications, the wage market is tightening and wages are increasing at a faster rate than CPI or other inflation indicators. Until such time that balance is restored to these economic indicators, the Township may be better served to use another metric. As one option, the Township could consult the Bureau of Labor Statistics’ Employment Cost Index or another reliable labor costs’ metric.

Whichever approach is used, the first adjustment to the salary ranges should be made at the beginning of Fiscal Year (FY) 2020-21. It should be noted that range increases do not necessarily equate to pay increases; this latter point is a matter to be decided by the Township Board.

As the system ages and operations and duties continue to evolve, the pay system will eventually need major update and revision. When this becomes apparent, a full study should be conducted to check the adequacy of pay rates and the appropriateness of job descriptions. The typical life cycle of a pay plan is ten years if properly maintained.

SECTION IV

EMPLOYEE BENEFITS COMPARISON

SECTION IV

EMPLOYEE BENEFITS COMPARISON

In addition to pay data, employee benefit information was also solicited from twelve of the thirteen the municipalities included in our survey grouping. The collected information (summarized in Appendix E) has not been utilized in developing the pay structure. Essentially, it is provided as supplementary information, which may assist Kalamazoo Charter Township in determining relative comparability. Benefits can generally be viewed as a compliment to the base salary. If benefit levels are generous, an organization may choose to maintain employees at a lower level of the pay range. In contrast, lower benefit levels may be offset by higher salaries.

For the benefits comparison, we have requested the surveyed municipalities' administrative non-union offerings. In reviewing the benefits data (contained in Appendix E), we have noted the following:

PAID TIME OFF

"Paid time off" typically includes holidays, vacation leave, personal days and sick time. Findings include the following:

- A ten-year employee at Kalamazoo Charter Township receives 43 combined (potential) off-days per annum while the average ten-year employee in the twelve municipalities receives approximately 40 days.
- Kalamazoo Charter Township allows a maximum sick-time bank of 32.5 days with a modest buy-back provision at retirement of \$150 per unused day, or \$25 per day if more than one-half of sick-time has been used. Of the surveyed municipalities, conditions vary widely. Several key points:
 - Two have converted to all purpose time off (PTO) and no longer have sick-time.
 - Five others have sick-time but no buy-back provisions.
 - Five have a retirement payout at varying percentages and conditions with three at 100% of value and two at 50% of value.

As noted above, in two municipalities, sick-time has been converted to all purpose time off (PTO). This is a growing practice intended to simplify off-time and minimize or eliminate banked payouts and related future liabilities.

INSURANCE BENEFITS

Health, life and disability insurance offerings are addressed below. The specifics of health care coverage differ widely among employers making comparison of health plans a difficult task.

However, there are cost and program features that can be readily summarized or quantified and may be of interest to Kalamazoo Charter Township. These are summarized below:

- In the past, municipalities commonly provided full-family health coverage to employees at little or nominal cost. Rising costs have since made health care cost containment a priority. With the passage of PA 152, public sector employees that have not opted out are now required to share costs either through an 80/20 cost split or the institution of premium caps. Seven of the twelve surveyed municipalities have adopted PA 152. Kalamazoo Charter Township has also done so.
- In regard to the total cost for single/family coverage for the core plan (most prevalent), Kalamazoo Charter Township expends \$457 per annum for a single plan and \$1,445 for a family plan. The survey data contained in Appendix E illustrates the per policy costs (single/family) for eight of the respondents. The average of these eight is \$466 for single coverage and \$1,444 for family. Related, in regard to gross cost, Kalamazoo Charter Township is almost identical to the average of our sample for both single and family plans. This information may be useful to Kalamazoo Charter Township by providing a “snapshot” of costs among comparable employers. It should be noted that this cost comparison represents cost to the municipalities before any employee premium cost sharing.
- Kalamazoo Charter Township requires employee cost sharing for health care premiums at 20% of total premium cost. Five of the twelve surveyed municipalities also require premium cost sharing for 2019. Among these five, three are also at 20%, one is at 12% and one requires a fixed dollar amount as opposed to a percentage of cost. The remaining seven municipalities have no cost sharing requirement.
- Kalamazoo Charter Township provides dental coverage for employees at 80% of cost borne by the employer. Ten of the surveyed municipalities also provide this benefit to employees with most providing 100% of premium cost paid by the employer,
- Kalamazoo Charter Township also provides optical coverage. Eight of the twelve municipalities also provide some level of optical coverage.
- Kalamazoo Charter Township provides a payment of \$190 monthly for single coverage and \$451 for family for any employee opting out of the Township’s coverage. Like Kalamazoo Charter Township, eleven of the responding communities also provide this benefit at levels lower than the typical premium cost. In this situation, the payment in lieu of provision can provide a cost advantage to all of the municipalities (including Kalamazoo Charter Township) in an area of rising costs – should any employee be eligible for, and choose this option.
- Kalamazoo Charter Township offers an IRS Section 125 Flex Benefit Plan – seven of the twelve surveyed municipalities also extend this benefit. It is an innovative device for securing an employee benefit at minimal (i.e. administrative) cost to the employer.

Benefits include pre-tax treatment for dependent care and medical expenses within specified limitations.

- Kalamazoo Charter Township provides both employer-paid short-term disability insurance (STD) and employer-paid long-term disability coverage (LTD). Among the surveyed municipalities, seven of the twelve provide STD, and eleven provide LTD. In some public institutions, STD is used progressively as an option to sick-time accruals and banks. Typically, this would involve conversion to a system of (all purpose) personal time off and the elimination of sick-time and related banks (as discussed earlier). The disability coverage would then serve as the compensatory method for extended sick-time occurrence. This is becoming an increasingly popular option in the public sector.
- In regard to life insurance, public sector employers often cover employees at dollar amounts lower than their private sector counterparts. This is not readily explainable since term life insurance is a relatively modest cost portion of any benefit package. Kalamazoo Charter Township provides term life insurance up to \$40,000 for non-exempt employees and \$80,000 for exempt. Some of the municipalities used in the comparison link life insurance amount to annual salary while others offer a flat dollar amount. Due to the variances in how the benefit is computed it is not possible to calculate an accurate average.

RETIREMENT BENEFITS

Retirement plans are classified as either defined contribution (investment-based, variable) or defined benefit (traditional pension, fixed). Key findings pertaining to retirement benefits include the following:

- Ten of the twelve municipalities have defined contribution retirement plans either traditionally or for newer employees. The DC plan is a “pay as you go” approach in which accrued liability and future pension obligations are avoided. As such, it represents a transparent and portable retirement option. Kalamazoo Charter Township provides a maximum of 10% for newer hires in the DC plan and 12% for those that are in the older tier. As noted, ten of the twelve surveyed municipalities also provide a DC plan. The average employer contribution is 10.25%.
- Two of the surveyed municipalities report a defined benefit (DB) retirement program for employees that are still open. These traditional plans pay a fixed pension to eligible retirees. Consistent with this survey sample, the larger trend is away from DB plans as municipalities attempt to reduce future liabilities and increase financial transparency.
- Retiree health care coverage is a significant benefit offering due to the uncertainty surrounding future health care costs. With these costs increasing at double-digit rates, many communities have eliminated this benefit. Kalamazoo Charter Township provides retiree health care at 80% of cost including supplemental coverage after age 65. Five of

the municipalities also provide this benefit but three of the five have eliminated it for new hires.

- An emerging trend involves replacing retiree health care with a Health Savings Plan (HSP). Four of the municipalities provide HSP with annual employer contributions.

LONGEVITY AND OTHER BENEFIT ISSUES

Longevity payments are found primarily in the public, as opposed to the private sector. The rationale for this compensation component is simply that tenure in the job increases job knowledge and capability and should be compensated. In this sense, longevity is closely linked to organized labor's philosophical position that pay should be based on seniority as opposed to the more discretionary notion of merit. As municipalities have become more budget conscious over the prior two decades, elimination of longevity payments has been a frequent management objective.

Kalamazoo Charter Township does not provide this benefit. Only two of the twelve surveyed municipalities provide the benefit, but at modest levels (\$750 average maximum at 20 years).

Appendix E also summarizes other items that may be of interest to the Township including specific questions pertaining to benefit detail not discussed above. Many benefit offerings are relatively uniform between the municipalities. However, there are differences. In considering total compensation or possible areas for change, the Township may wish to consider focusing on those areas of greatest interest.

CLOSING AND SUMMARY

Considered in total, Kalamazoo Charter Township does not appear to be dramatically high or low in its benefit package when compared to the market group. Moreover, some changes have been made to lower benefit costs for newer employees – which is a positive trend for cost containment. In regard to the specific benefit areas discussed above, some key points from the benefits comparison include the following:

- Off-time is at a slightly higher level in Kalamazoo Charter Township but sick-time payout is lower in comparison to those surveyed municipalities providing this benefit. Assuming off-time usage is not a deterrent to productivity, the current level could be a positive recruitment benefit. As noted earlier, PTO is a growing concept in the public sector, particularly as a means of reducing the liability associated with booked sick-time. As such, it also might warrant future consideration for Kalamazoo Charter Township.
- Kalamazoo Charter Township offers retiree health care coverage for employees; a huge liability to carry. One change that could be considered in the future (for new hires) is the elimination of retiree health care to be replaced by a Health Savings Plan (HSP). This is a growing benefit offering in the public sector that may warrant future investigation.

- Like Kalamazoo Charter Township, many employers offer defined contribution retirement plans. The current contribution level of 10% is consistent with the market average.
- Health care coverage specifics vary between the surveyed governments but the gross cost data presented in Appendix E does provide some feedback on relative comparability. Kalamazoo Charter Township is very close to the health care policy cost average, prior to any employee cost sharing. The 20% premium cost sharing requirement for employees places Kalamazoo Charter Township at a cost advantage to most of the surveyed municipalities and is a prudent approach to a growing cost liability.

Summarily, over time, Township management and the Township Board, appear to have incrementally modified benefits to ensure a competitive benefit package that is also cost-sustainable. The Township is to be commended for its efforts in this area.

As noted, benefits can generally be viewed as a compliment to the base salary. If benefit levels are generous, an organization may choose to maintain employees at a lower level of the pay range. In contrast, lower benefit levels may be offset by higher salaries. For Kalamazoo Charter Township, in comparison to the survey group, there does not appear (on average) a level of difference that should significantly influence management decisions on base wage levels either negatively or positively. However, there are always continuing opportunities to tailor a benefit package to achieve cost savings. The Township has taken advantage of some and will undoubtedly continue on this path. Related to this, the comparative data may be useful in revealing some trends that are of interest to the Township.

APPENDIX A

JOB ANALYSIS QUESTIONNAIRE

KALAMAZOO CHARTER TOWNSHIP

JOB ANALYSIS QUESTIONNAIRE

The purpose of this questionnaire is to obtain accurate information concerning the duties and responsibilities associated with your job. The information will be used to assist us in understanding your position for purposes of compensation analysis.

Computer Form Instructions:

1. This program will allow you to type in the gray fields only when they are selected or chosen. (When a field is chosen, it will turn dark gray.)
2. The {Tab} key allows you to move from one gray field to the next. Pressing {Shift} and {Tab} together will take you to the previous field. You may also select a field by clicking on it with your mouse.
3. If you are asked to comment on a particular topic, the gray field provided for your response will allow unlimited comment. When you reach the end of a line, text will automatically wrap onto the next line. If you wish to make a paragraph break within these comment fields, simply press {Return} or {Enter} as you normally would. {Backspace}, {Delete} and other commands also work in the gray fields the same as they would in any other situation.
4. To place an X in one of the check boxes, simply click on the appropriate box with your mouse or press the space bar while the box is selected. To remove an X, click on the marked box, or press the space bar while a marked box is selected.

Name: _____

Date: _____

Job Title: _____

Department: _____

Supervisor's Name/Title: _____

With this employer: _____

INSTRUCTIONS

This questionnaire covers many aspects of your job. Each of the following sections contains instructions specific to the questions being asked in that section. Some questions require a written response, others only a checkmark next to a printed answer. If no answer is exactly accurate, please check the answer that you feel is closest to being correct for your position.

Your responses are important in helping us to better understand your position. Please answer all questions to the best of your ability. **When completed, return the questionnaire to your department head, or if no department head, the Township Manager. This should be done by January 28, 2019.** Thank you!

Section 1: Position Summary

Briefly describe the major purpose and primary function of your position in several sentences.

Section 2: Position Duties and Responsibilities

List the essential duties and responsibilities of your job in the spaces provided. **PLEASE LIST ONLY THOSE THAT ARE NOT INCLUDED ON YOUR JOB DESCRIPTION.** An essential duty or responsibility is fundamental to the job. The individual who holds the job must be able to perform the required task(s) unaided if so specified, or with reasonable accommodation that does not place a disproportionate or undue burden on the employer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Section 3: Knowledge and Education

Consider the extent to which your job requires knowledge normally gained through formal education. In the box below, choose the minimum education level required for your job. **Once the field is selected, an arrow will appear at the right of the box.** Clicking on this arrow will allow you to view a list of options. Simply click on the appropriate choice.

- Select from List -

*Provide the curriculum or program of study (e.g., accounting, construction management, law, business education, communications, etc.).

Section 4: Work Experience

Consider the extent to which your job requires related experience and training in addition to any formal education that might be required for the job. In the box below, choose the minimum experience required for your position.

- Select from List -

Is previous supervisory or management experience required of this position? Yes No

If yes, please describe:

Describe the nature and specific type of work experience required for your job. (e.g. law, accounting, general labor, secretarial, etc.)

Section 5: Special Employment Requirements

Please list any licensure or certifications that are required before you can be employed in this position? (i.e. state certifications or licenses required by either the governing agency or your employer.)

Section 6: Supervisory or Management Responsibility

List below the titles and number of positions you manage, supervise, or serve as a working supervise for. Please indicate if you supervise these individuals directly or through subordinate supervisors. Specify how many positions are full-time and how many are part-time.

<u>Position Title</u>	<u>Number Supervised</u>		<u>Number in position who are:</u>	
	<u>Directly</u>	<u>Indirectly</u>	<u>Full-Time</u>	<u>Part-Time</u>

Section 7: Equipment Use and Knowledge

Please indicate which of the following types of automated equipment you are required to use in performing the essential functions of your job:

- Basic office equipment such as telephones, calculators, photocopiers, fax and similar equipment
- Computer programs:
 - word processing
 - spreadsheet
 - database (basic data entry and report generation)
 - database (data manipulation, research, report creation)
 - financial applications (general data entry at department level)
 - financial applications (sophisticated usage as in accounting)
 - computer aided design
 - GIS/mapping
 - audio/visual/technical equipment (advanced)
 - other specialized computer programs or specialized electronics

If the last box is checked, please specify the type of program or specialized equipment.

- Automobile or motorized equipment.

If yes, please specify the type of motorized equipment and special licenses required (such as CDL).

Does your position involve training others on a regular basis in the use of any of the above software?

Does your job require troubleshooting particular software applications or computer hardware, beyond the level expected of an average user? If yes, please explain.

Section 8: Additional Employee Comments

Please provide any additional comments you feel would be useful in helping us better understand your job. Feel free to expand on any of the areas covered in the preceding sections.

Section 9: Department Head or Township Manager Comments

Please read the employee's responses to this questionnaire before completing this section. Do not alter the employee's comments or answers. Use this section for making additional comments. Please return all questionnaires, including your own, to Dexter Mitchell by **February 5, 2019.**

Are there any responses that you consider inaccurate? If so, please discuss them below.

List any job duties/responsibilities required of this position which were omitted by the employee.

Additional comments: _____

Name of person completing this form: _____

Date completed: _____

APPENDIX B

JOB EVALUATION PLAN AND RANKINGS

**Appendix B-1
Kalamazoo Charter Township
Classification and Compensation Study
Job Evaluation Plan**

FACTOR 1: EDUCATION AND RELEVANT EXPERIENCE

In using this factor, two separate yet related judgments must be made. First, identify the minimum level of education required to be adequately prepared for the duties and responsibilities of the position. Second, determine the minimum years of relevant experience necessary to adequately perform the job. (Typically found on the position's job description.) **NOTE:** Rate the MINIMUM requirements of the *position*, not the attainment of the position incumbent; these may differ.

Special Circumstances:

- In some cases experience may substitute for formal education and vice versa. Rate the minimum qualifications of the position, or a combination thereof.
- Positions requiring professional certifications or licensure may be rated at "somewhat more than" the minimum educational and experience level required or this training can be reflected in the minimum requirements by increasing educational attainment to a commensurate amount.

MINIMUM EDUCATION REQUIRED	MINIMUM RELATED WORK EXPERIENCE REQUIRED				
	1	2	3	4	5
	<u>Less than 2 years</u>	2 yrs.	3 to 4 yrs.	5 to 6 yrs.	Over 6 years
A. High school diploma or equivalent.	173	197	220	243	267
B. Vocational or trade school, or some college, business school or other specialized training less than an Associate's Degree.	220	243	267	295	313
C. Associate's degree or equivalent.	267	295	313	337	360
D. Bachelor's degree or equivalent.	313	337	360	383	404
E. Master's degree	360	383	404	435	453
F. Juris Doctorate	404	435	453	471	500

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Kalamazoo Charter Township
Classification and Compensation Study
Job Evaluation Plan (cont'd)

FACTOR 2: JUDGMENT AND INDEPENDENCE OF ACTION

This factor describes the level of judgment and independence of action exercised in determining proper courses of action. In evaluating a position against this factor, think about the extent to which policies, procedures, rules and so forth either guide or restrict judgment and independence of the position. Consider also whether peers and/or supervisors are available for collaboration in decision making, and the degree to which the employee is empowered to use discretion.

LEVEL OF JUDGMENT AND INDEPENDENCE REQUIRED	DEGREE	POINT VALUE
A. Duties and responsibilities of the position are carried out according to straightforward and standardized policies, procedures, rules, etc. There is a need for the employee to exercise judgment, but others are available to assist and discretion is thereby limited. Work is closely monitored and regularly reviewed, often as part of a hierarchal process.	Almost exactly like = Somewhat more than = Highest of category =	90 120 150
B. Duties and responsibilities of the position require that the employee to exercise greater discretion in performing position-related tasks and determining appropriate courses of action. The position does require some technical or professional training to effectively interpret standards and guidelines. Basic decisions are made independently while more complex or unique issues are solved by supervisory personnel. Discretion has limitations, with work monitored on a "spot check" basis.	Almost exactly like = Somewhat more than = Highest of category =	180 210 240
C. Duties and responsibilities of the position require the employee to interpret a wider assortment of policies, procedures and rules to determine appropriate courses of action. Technical or professional training is required to effectively interpret standards and guidelines. Basic operating decisions are made independently while more complex or unique issues are solved collaboratively with supervisory personnel. Discretion is higher and work is monitored as one important step of a larger procedural and operating system.	Almost exactly like = Somewhat more than = Highest of category =	270 300 330
D. Duties and responsibilities of the position require that the employee regularly interpret policies, procedures and rules to determine appropriate courses of action. The employee has information available to guide him/her in effective interpretation of standards and guidelines, but significant discretion is exercised. Most decisions are made independently, and technical or professional training is required. Higher level managers are available to assist with especially unique situations but independent judgment is expected in routine matters. Work is monitored on a longer-term, periodic basis with the expectation that closer scrutiny is not required.	Almost exactly like = Somewhat more than = Highest of category =	360 390 420
E. Duties and responsibilities of the position are governed by broad and complex technical, administrative, or professional standards and guidelines. The employee must regularly exercise independent judgment in decision-making, and exercise considerable discretion. The employee performs with a high degree of latitude, and work is monitored only on a periodic or exception basis. The employee regularly participates in the development of professional standards and guidelines.	Almost exactly like = Somewhat more than = Highest of category =	450 480 510

**Appendix B-1
Kalamazoo Charter Township
Classification and Compensation Study
Job Evaluation Plan (cont'd)**

FACTOR 3: INTERNAL AND EXTERNAL RELATIONS

This factor examines the types and frequency of internal and external contacts a position encounters, and the communication skills needed to successfully handle these contacts.

First, examine the hierarchy of communication skills listed and select the category which reflects the *highest requirement* of the position. Although a job may entail a variety of levels of contacts, use the highest requirement to determine the point award.

Second, after selecting the highest requirement, determine the frequency with which that activity occurs.

COMMUNICATION SKILLS REQUIRED	FREQUENCY		
	1. Normal Frequency	2. High Intensity	3. Maximum Intensity
A. Internal or external contacts are experienced in the position. Skill in exchanging meaningful service or statistical information through prescribed procedural systems is required.	60	80	100
B. Greater levels of internal and external contacts are experienced in the position. Skill in responding to more varied and substantive questions, providing explanation of more substantive procedures, and engaging in more complex information exchange is required.	120	140	160
C. Increasingly more complex internal and external contacts are experienced in the position. Skill in interpreting and translating facts and information, defining situations and issues, advising others of more complex alternatives and options, and interviewing and developing information from others is required. Unusual or difficult situations are addressed to the extent possible.	180	200	220
D. Complex internal and external contacts are experienced in the position. Skill in giving instructions, resolving disagreements, and/or leading meetings and consultations is required. This position is responsible for the resolution of unusual or difficult situations with a relatively high level of discretion.	240	260	280
E. Extremely complex internal and external contacts are experienced in this position. Skill in leading and organizing others, negotiating agreements and mediating and resolving disputes is required at an extremely high level in the organization.	300	320	340
F. Internal and external contacts and interactions are at the highest management /professional level and involve the latitude to make significant management distinctions and decisions as well unilaterally formulate alternative approaches to policies and procedures pertaining to both internal and external interactions.	360	380	400

**Appendix B-1
Kalamazoo Charter Township
Classification and Compensation Study
Job Evaluation Plan (cont'd)**

FACTOR 4: SUPERVISORY OR MANAGERIAL RESPONSIBILITY

This factor reflects the supervision exercised and management or leadership role assigned to a position. Select first the level of authority exercised, then the span of control as determined by the size of the supervisor's staff.

Special Circumstances:

- Count part-time or seasonal staff proportional to full-time equivalent. .
- Assure that supervision involves more than informal leadership.

LEVEL OF SUPERVISORY AND MANAGEMENT AUTHORITY EXERCISED (ONE FTE MINIMUM)	STAFF SIZE (Both direct and indirect reporting relationships)				
	1. 1-5	2. 6-15	3. 16-20	4. 21-35	5. Over 35
A. No formal supervisory responsibility or oversees less than one full-time equivalent (FTE) employee but does have some responsibility for coordinating the work of others	10	20	30	40	50
B. <u>Crew Leader/Office Manager</u> : Formally recognized as a crew or office manager in performing tasks of a more complex nature while coordinating the workload of others to achieve the desired outcome. Though not an FLSA supervisory position, does have responsibility for planning and coordinating work assignments and overseeing the work of others. Points may also be awarded at this level for higher level professional positions that operate at a high level but have limited supervisory responsibility due to the technical or professional nature of their jobs.	30	40	50	60	70
C. <u>Working Supervisor</u> : Functions as a line supervisor with a high level of autonomy in assigning, evaluating and determining work assignments. Generally, but not always, performs similar tasks. Is responsible for work scheduling, formal oversight and recommendations for hire, termination or discipline.	50	60	70	80	90
D. <u>FLSA Manager</u> : Has the authority to formally participate in personnel decisions such as hiring, disciplining, terminating, and promoting subordinates while functioning as the leader of a major service area or smaller department.	70	80	90	110	120
E. <u>Major Department Manager</u> : Responsible for planning, directing, staffing and controlling employees of a major department or service area; possibly works through one or more subordinate supervisors, including working supervisors.	90	100	110	120	130
F. <u>2nd Level Manager</u> : Executive level, similar to a 1 st Level Manager, with a greater depth of responsibility due to the use of multiple subordinate 1 st Level Managers.	110	120	130	140	150

Appendix B-1
Kalamazoo Charter Township
Classification and Compensation Study
Job Evaluation Plan (cont'd)

FACTOR 5: JOB COMPLEXITY

This factor measures the degree of complexity which is characteristic of a position's duties and responsibilities. Complexity is defined as the level of "thinking process" or analytic ability required of a position. In determining the appropriate point assignment, consider *overall* complexity, not unique projects or activities which are rare and impermanent to the position.

LEVEL OF COMPLEXITY ENCOUNTERED	DEGREE	POINT VALUE
A. Position primarily involves the use of factual information and data that does not present significant variables or ambiguities. Redundant steps, methods and processes are typically well defined, choices involve a manageable set of options and information is readily available to ascertain correct approach. More complex situations can arise that require more complex thinking processes but these are limited by the scope of responsibilities.	Almost exactly like = Somewhat more than = Highest of category =	90 120 150
B. Position primarily involves the use of factual information and data, but also encounters a higher level of variables or ambiguities which require analytic or basic problem solving ability to select correct actions from a set of options. Redundant steps, methods and processes are typically well defined, but the employee must sometimes modify or adapt them to address a situation.	Almost exactly like = Somewhat more than = Highest of category =	180 210 240
C. Position involves both the use of factual information and data, and the modification and continuous improvement of processes. At this level, the position regularly addresses variables or ambiguities and requires analytic and problem solving ability to select correct action from an more expansive set of options. Steps, methods and processes are a mix of redundant and original tasks, and processes must be occasionally reassessed, modified or adapted to address unique situations.	Almost exactly like = Somewhat more than = Highest of category =	270 300 330
D. Position involves the extensive use of analytic and problem solving ability to select correct actions from a wide range of options. Steps, methods and processes are sometimes original and must be continuously reassessed, modified or adapted to address unique situations or realize improvements in process. Among others, this level is appropriate for multi-faceted positions with program or service planning responsibilities.	Almost exactly like = Somewhat more than = Highest of category =	360 390 420
E. Position is focused on projects involving the dedication of substantial time and effort to researching, organizing and assessing information which contains substantial variables and ambiguities. As a result, steps, methods and processes are often original, and the incumbent may be required to develop new and original procedures and processes. An advanced analytic and problem solving ability is required for the position.	Almost exactly like = Somewhat more than = Highest of category =	450 480 510
F. Position is focused on organization-wide analysis and problem solving that requires the evaluation of multiple factors with profound implications for programs, budgetary processes, service offerings and organizational planning. Steps, methods and processes are constantly changing and evolving and appropriate response is critical to the organization. Both originality and pre-emptive problem solving is required of the position.	Almost exactly like = Somewhat more than = Highest of category =	540 570 600

**Appendix B-1
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Classification and Compensation Study
Job Evaluation Plan (cont'd)**

FACTOR 6: RESPONSIBILITY FOR THE RIGHTS OF OTHERS

This factor is concerned with the impact the position's duties have on the rights of others. In considering the potential impact of a position, consider probable and typical errors which may occur in the regular course of performing a job, not the most extreme consequences.

Second, after selecting the highest, but still probable consequences, determine the frequency with which opportunity for error presents itself.

PROBABLE CONSEQUENCES OF ERRORS	FREQUENCY		
	1. Accurate as Stated	2. Higher Impact	3. Significantly Higher than Stated
A. Errors in the position could cause manageable inconvenience but would not directly correlate to significantly infringing on rights. Effect of errors would impact a single or limited set of individuals or customers.	30	40	50
B. Errors in the position could cause inconveniences or legalities that are more difficult to resolve at the basic service level, but would not have a long-term impact on rights. Effect of errors would impact a limited set of individuals or customers.	60	70	80
C. Errors in the position in performing duties present the potential for legal or service issues that could be difficult to resolve and/or have financial or welfare impacts. Effect of errors would be more widespread across multiple individuals or customers.	90	100	110
D. Errors in the position are further up the chain of command or decision-making chain and by definition would impact multiple work processes, customer areas or legal or service issues. Resolution would require input from superiors at a more complex and sustained level in resolving legal and/or financial impacts.	120	130	140
E. Errors in the position could cause significant inconvenience or legal issues that are extremely difficult to resolve, or may temporarily pose a significant problem for the general public.	150	160	170
F. Errors in the position could cause a major, long-term inconvenience to the public that would have the realistic potential to cause long-term service issues or impacts on the rights of the public.	180	190	200

**Appendix B-1
Kalamazoo Charter Township
Classification and Compensation Study
Job Evaluation Plan (cont'd)**

FACTOR 7: TECHNOLOGY USE

This factor measures the level of knowledge and expertise required in a position with respect to utilizing, developing, and implementing various technologies. Determine first the level of knowledge and skill required of the position (not the level of the position incumbent) and then determine the degree most appropriate for the position.

LEVEL OF TECHNOLOGICAL KNOWLEDGE AND SKILL REQUIRED	DEGREE	POINT VALUE
A. Job duties require the ability to use of computer software including Microsoft Suite applications such as word processing, spreadsheet, PowerPoint and data bases as well as department-specific software or financial applications requiring a moderate level of training.	Somewhat less than =	50
	Almost exactly like =	60
	Somewhat more than =	70
	Highest of category =	80
B. Job duties require utilization of, and a greater knowledge of specialized software such as complex use of financial applications, CAD, GIS, database manipulation and other complex and specialized programs. The lower level of this grading is also appropriate for the individual that <u>regularly</u> provides computer assistance or training for a particular unit or office setting.	Almost exactly like =	90
	Somewhat more than =	100
	Highest of category =	110
C. Job duties require more advanced use of computer software, including specialized applications, which constitute a primary portion of the job (such as GIS). Employees at this level may also serve as information technology and network specialists with responsibility for computer system installation, maintenance, troubleshooting, security and employee training.	Almost exactly like =	120
	Somewhat more than =	130
	Highest of category =	140
D. Job duties require the development, programming, maintenance, repair and oversight of contracted services for computer systems, databases, networks, telecommunications, security or other complex systems and possibly an intermediary level of supervision.	Almost exactly like =	150
	Somewhat more than =	160
	Highest of category =	170
E. Job duties require leadership and administrative activities associated with the research, development, purchase and implementation of computer systems, system coordination and related technological advances up to and including executive and administrative leadership.	Almost exactly like =	180
	Somewhat more than =	190
	Highest of category =	200

**Appendix B-1
Kalamazoo Charter Township
Classification and Compensation Study
Job Evaluation Plan (cont'd)**

FACTOR 8: IMPACT ON PROGRAMS, SERVICES AND OPERATIONS

This factor measures direct or indirect impact on the programs, services or operations carried out or provided by units of the organization. The nature of such impact is defined as the extent to which effective or ineffective performance of a classification's duties or responsibilities contribute to assure, interfere with, or prevent the achievement of goals, objectives, plans, or other established performance criteria. Rate the classification in terms of its probable consequences, as opposed to potential consequences which rarely, if ever, occur.

NATURE OF IMPACT	DEGREE	POINT VALUE
A. The work product, though important to the organization, is directly tied to other work processes. Errors are detected or apparent in succeeding steps and thus can be detected and corrected at an early stage.	Almost exactly like = Somewhat more than = Highest of category =	125 150 175
B. The work products and purpose of the job directly affect the accuracy, reliability, or acceptability of other work processes. Completed work has a direct relationship to other important activities or related work within one or more organization units. Errors are normally detected in succeeding operations but involve expenditure of time to trace and correct. Consequences affect the work of others or cause inconvenience to the public. There also may be measurable monetary consequences related to the handling of financial transactions, equipment, supplies or other materials.	Almost exactly like = Somewhat more than = Highest of category =	200 225 250
C. The work products and purpose of the job contribute to the attainment of both immediate and on-going goals and objectives. The job may materially influence or impact long-range direction, planning or control. The job affects the design or operation of systems, programs or equipment. Errors are difficult to detect and would result in inaccurate reports, incomplete or misleading information, invalid test results, unsound recommendations, or incorrect decisions.	Almost exactly like = Somewhat more than = Highest of category =	275 300 325
D. The work products and purpose of the job have a significant impact on major aspects of programs, services and operations. Responsibilities may be shared among individuals or may be a direct responsibility. Influence extends to both short- and long-term matters affecting an organizational component. Errors would not be detected through normal means, but would become apparent later through subsequent activities or events.	Almost exactly like = Somewhat more than = Highest of category =	350 375 400
E. The work products and purpose of the job have a major impact on all aspects and phases of program, service or operations management. Decisions and overall influence contribute directly to the image of success and future of programs, services or operations and have a major long-term impact.	Almost exactly like = Somewhat more than = Highest of category =	425 450 475
F. The purpose of the job is focused on the coordination on all of programs, services and operations and the establishment and ongoing review and modification of organizational goals, objectives and action plans. The level of organizational impact exhibited is of a direct controlling nature as is usually associated with the highest levels of management.	Almost exactly like = Somewhat more than = Highest of category =	500 525 550

**Appendix B-1
Kalamazoo Charter Township
Classification and Compensation Study
Job Evaluation Plan (cont'd)**

FACTOR 9: DOCUMENT CONCENTRATION

This factor measures the extent to which the position requires mental concentration and focus on the job of the type that is frequently associated with ongoing work involving numbers, figures and automated document review and development. Determine the frequency that this occurs, while excluding time devoted to customer service, meetings, phone work and other duties.

APPLICABLE FACTORS	FREQUENCY		
	1. Normal (25%-50%)	2. Higher Portion of Job (51%-75%)	3. Primary Job Function (Over 75%)
<u>Mental Concentration</u> : The task detail regularly required of the position (i.e. working with figures, paperwork, fine motor skills)	20	40	60

Appendix B-1
Kalamazoo Charter Township
Classification and Compensation Study
Job Evaluation Plan (cont'd)

FACTOR 10: WORK ENVIRONMENT

This factor measures the degree to which a position is subjected to unpleasant or adverse working conditions as a function of the job. Office “climate control” issues are not considered an unpleasant or adverse condition.

Determine first the highest condition or demand encountered *as a function of the position* (A, B, C or D) then the approximate frequency with which that condition is experienced.

WORKING CONDITIONS	FREQUENCY		
	1. Occasionally (25%-50%)	2. Periodically (51%-75%)	3. Frequently (Over 75%)
A. Work is carried on in a normal office setting or with limited exposure to truly disagreeable working conditions. Some less than ideal situations might exist, including rude or disagreeable customers but the work environment is not unhealthy by generally accepted health standards. Any health-related or disagreeable conditions are manageable and can be tolerated without special accommodation. This level is also appropriate for the individual that must travel to other sites for administrative or clerical work. Points may be awarded based on a higher frequency of disagreeable factors in the work and the service environment more generally.	5	10	15
B. Work requires office and field work which may expose the employee to dust and dirt, unsanitary or unhealthy conditions and other negative conditions present in the work environment. This level is appropriate for the employee with frequent field work requiring nominal levels of physical exertion (without accommodation) such as code inspectors, nurses, social workers and others exposed to unhealthy home or environmental conditions would also be rated in this category as would some animal control personnel.	20	25	30
C. Work environment is disagreeable due to discomfort from heavy manual activities (repeated lifting, pushing, digging etc.) extreme weather conditions, situations that require high levels of caution and safety awareness, or other factors which require adjusting to or procedurally accommodating these uncomfortable situations as a primary condition of the job. Jobs rated at this level are typically those focused on heavy manual labor.	35	40	45
D. Work environment is very disagreeable due to extreme manual labor and adverse environmental conditions, with exposure to hazardous materials or dangerous chemicals, confined or precarious work sites and other conditions which require the use of special safety equipment and substantial physical or mental accommodation to perform the job. This factor level is appropriate for the most extreme circumstances in which compensation is directly correlated to working conditions.	50	55	60

Appendix B-2
Kalamazoo Charter Township
Classification and Compensation Study
Point Factor Analysis and Grade Ranking

Grade Ranking	Job Title	Education and Experience	Ed/Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Operations	Document Concentration	Work Environment	Total Points	Point/Grade Parameters
1	Custodial Maintenance Worker	173	a1	180	80	0	-	120	50	50	125	20	30	828	801-1000
2	Office Assistant - Cashier/ Receptionist	173	a1	210	120	0	-	150	70	70	175	60	5	1033	1001-1200
2	<i>Ordinance Enforcement Officer</i>	220	b1	210	120	0	-	150	90	60	175	20	25	1070	
2	<i>Property Manager</i>	220	b1	210	120	10	a1	150	80	70	175	40	5	1080	
2	<i>Transcriptionist</i>	220	a1	210	120	0	-	150	70	70	175	60	5	1080	
2	Administrative Assistant (Police Department)	220	b1	210	120	0	-	150	70	70	175	60	5	1080	
3	Building and Grounds Maintenance Worker	220	b1	240	160	0	-	210	90	60	200	20	40	1240	1201-1400
3	Assessing Assistant	295	c2	210	160	0	-	210	90	80	200	60	10	1315	
3	Elections Coordinator/ Document Management Specialist	295	c2	210	160	20	a2	210	100	90	200	60	5	1350	
4	Firefighter Utility Position	243	b2	270	200	20	a2	270	120	70	250	20	25	1488	1401-1600
4	Senior Transcriptionist/ Grant Technician	243	b2	270	200	20	a2	270	110	80	250	60	5	1508	
4	Executive Assistant to the Manager and Supervisor/ Benefits Coordinator	267	c1	270	200	0	-	270	110	80	250	60	5	1512	

Appendix B-2
Kalamazoo Charter Township
Classification and Compensation Study
Point Factor Analysis and Grade Ranking (cont'd)

Grade Ranking	Job Title	Education and Experience	Ed/Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Operations	Document Concentration	Work Environment	Total Points	Point/Grade Parameters
4	Executive Assistant (Police Department)	267	b3	270	200	0	-	270	110	80	250	60	5	1512	1401-1600
4	Finance Associate - Accounts Payable/Payroll Clerk	295	c2	270	200	0	-	270	110	90	250	60	5	1522	
4	Finance Associate - Accounts Receivable	295	c2	270	200	0	-	270	110	90	250	60	5	1522	
5	Apparatus Maintenance Officer	267	b3	300	240	20	a2	300	130	70	300	20	40	1687	1601-1800
5	Records Supervisor (Police Department)	267	b3	300	240	30	b1	300	140	90	300	60	5	1732	
6	Fire Marshal	267	b3	330	280	20	a2	360	150	70	350	40	20	1887	1801-2000
7	Battalion Chief	267	b3	360	300	60	c2	420	160	70	375	40	25	2077	2001-2200
8	Township Assessor	337	c4	390	320	70	d1	450	160	80	425	40	10	2282	2201-2400
8	Deputy Fire Chief	313	c3	390	320	80	c4	450	170	70	425	40	25	2283	
9	Patrol Lieutenant/ Patrol Division Commander	337	c4	420	340	110	d4	480	180	80	475	40	20	2482	2401-2600
9	<i>Finance Director</i>	383	d4	420	340	30	b1	510	180	100	475	60	5	2503	
10	Fire Chief	360	c5	450	360	120	e4	540	190	70	500	40	25	2655	2601-2800
11	Chief of Police	404	d5	480	380	130	e5	570	190	70	525	40	15	2804	2801-3000

Italics indicate a part-time position.

APPENDIX C

MARKET SURVEY RESULTS

Appendix C-1
Kalamazoo Charter Township
Classification and Compensation Study
Labor Market Sources Used in the Study

Municipality	County	2010 Census Population	2018 Taxable Value
Kalamazoo Charter Township	Kalamazoo	20,918	\$434,361,426
Allendale Charter Township	Ottawa	20,708	\$566,208,920
Benton Charter Township	Berrien	14,749	\$407,095,757
Blackman Charter Township	Jackson	24,051	\$505,461,113
City of Portage	Kalamazoo	46,292	\$2,080,695,337
Comstock Charter Township	Kent	14,854	\$559,832,152
Delhi Charter Township	Ingham	25,877	\$764,836,279
DeWitt Charter Township	Clinton	14,321	\$488,265,636
Genesee Charter Township	Genesee	21,501	\$299,538,266
Muskegon Township	Muskegon	17,840	\$357,297,130
Niles Charter Township	Berrien	14,164	\$392,231,131
Oshtemo Charter Township	Kalamazoo	21,075	\$826,354,876
Summit Charter Township	Jackson	22,508	\$629,805,631
Texas Charter Township	Kalamazoo	14,697	\$877,537,212
Average of Others	-	20,972	\$673,473,803

Note: City of Portage wage data has been carefully screened and assigned in consideration of the differential in population and taxable value. Inclusion is due to geographic proximity (local labor market).

Sources: US Census Bureau and Michigan Department of Treasury

Secondary Labor Market Sources for Police and/or Fire

Municipality	County
City of Grandville	Kent
City of Kentwood	Kent
City of Norton Shores	Muskegon
City of Walker	Kent
Kalamazoo County	Kalamazoo
Mt. Morris Charter Township	Genesee
Western Michigan University	Kalamazoo

Appendix C-2
Kalamazoo Charter Township
Classification and Compensation Study
Comparison to Range Maximum or Highest Wage for Primary Market Comparables

Position Title	Kalamazoo Charter Twp.	Average of Others	Allendale Charter Twp.	Benton Charter Twp.	Blackman Charter Twp.	City of Portage	Comstock Charter Twp.	Delhi Charter Twp.	DeWitt Charter Twp.	Genesee Charter Twp.	Muskegon Charter Twp.	Niles Charter Twp.	Oshtemo Charter Twp.	Summit Charter Twp.	Texas Charter Twp.
Executive Assistant to the Manager	45,240	52,971	66,394	-	-	43,554	44,137	63,752	59,051	-	-	-	49,920	-	43,992
Office Assistant	45,240	43,515	34,840	52,221	-	43,554	-	46,821	39,666	45,614	39,998	-	45,365	49,069	38,002
<i>Finance Director</i>	<i>74,360</i>	80,366	96,817	-	61,797	98,686	-	88,749	-	-	61,655	-	70,360	84,500	-
Finance Associate - Deputy Treasurer	48,173	48,547	50,918	-	48,963	54,865	43,201	51,501	-	-	57,044	45,000	37,440	-	47,994
Finance Associate - Deputy Clerk	51,064	49,528	-	-	42,515	62,217	44,500	56,659	52,562	-	57,044	45,000	39,440	46,348	48,992
Elections Coordinator	48,173	42,040	-	-	-	40,327	-	46,821	-	45,614	39,998	-	37,440	-	-
Township Assessor	79,851	75,050	76,544	73,213	66,706	78,340	64,274	88,749	82,115	-	-	-	69,705	75,800	-
Assessing Assistant	45,240	48,311	57,179	-	44,262	43,554	46,800	56,659	55,182	45,614	42,557	-	41,600	49,700	-
Building and Grounds Maintenance Worker	48,173	46,962	50,939	-	-	40,327	49,138	51,501	-	-	46,550	-	43,316	-	-
<i>Code Enforcement Officer</i>	<i>41,870</i>	43,992	-	46,800	-	54,865	47,800	-	-	41,600	38,480	<i>36,421</i>	48,692	43,410	37,856
Custodian	43,139	38,988	-	-	-	-	-	-	43,864	-	-	-	-	-	34,112
Police Chief	106,662	94,703	-	91,000	106,273	-	-	-	87,041	75,164	74,671	-	-	-	-
Police Lieutenant (second highest rank)	92,373	84,438	-	72,213	95,549	-	-	-	76,003	72,995	-	-	-	-	-
Police Executive Assistant	57,616	49,222	-	53,262	48,963	43,554	-	-	46,322	45,614	42,556	-	-	-	-

Appendix C-2
Kalamazoo Charter Township
Classification and Compensation Study
Comparison to Range Maximum or Highest Wage for Primary Market Comparables (cont'd)

Position Title	Kalamazoo Charter Twp.	Average of Others	Allendale Charter Twp.	Benton Charter Twp.	Blackman Charter Twp.	City of Portage	Comstock Charter Twp.	Delhi Charter Twp.	DeWitt Charter Twp.	Genesee Charter Twp.	Muskegon Charter Twp.	Niles Charter Twp.	Oshtemo Charter Twp.	Summit Charter Twp.	Texas Charter Twp.
Detective Sergeant	73,299	74,731	-	69,130	78,015		-	-	-	-	-	-	-	-	-
Road/Shift Sergeant	73,299	72,599	-	65,838	78,015	76,621	-	-	69,472	67,330	65,978	-	-	-	-
Police Officer	66,227	65,003	-	58,175	69,299	68,421	-	-	63,586	60,424	64,043	-	-	-	-
<i>Property Manager</i>	<i>36,837</i>	46,758	-	-	-		-	-	-	-	-	-	-	-	-
Records Supervisor	55,619	57,337	-	-	-	62,217	-	-	-	-	-	-	-	-	-
Police Administrative Assistant	43,139	42,648	-	-	33,862	37,340	-	-	-	-	-	-	-	-	-
Senior Transcriptionist	48,173	no comp.	-	-	-		-	-	-	-	-	-	-	-	-
<i>Transcriber</i>	<i>41,870</i>	no comp.	-	-	-		-	-	-	-	-	-	-	-	-
Fire Chief	92,373	90,840	96,817	75,000	-	-	71,997	97,624	87,041	-	75,674	-	93,312	-	-
Deputy Fire Chief	79,851	78,653	-	-	-	76,642	-	80,679	-	-	66,000	-	76,500	77,400	68,317
Battalion Chief (Station House Commander)	69,139	68,238	-	61,956	-	70,989	-	-	-	-	-	-		66,400	-
Fire Marshal	51,064	62,890	66,394	61,956	-	74,731	45,000	-	40,997	-	59,654	-	63,128	-	-
Apparatus Maintenance Officer	51,064	53,327		55,982	-		40,165	56,659	-	-	44,179	-		66,300	42,141
Firefighter	48,173	52,799	57,179	41,390	-	65,636	38,563	46,821	43,846	-	42,474	-	50,253	60,580	39,603
Firefighter Paid-on-Call (first hour)	18.79	17.58	17.00	14.72	-	21.12	17.51	15.00	18.04	15.00	15.92	volunteer	9.50	15.00	18.06

Methodology:

Hourly data has been converted to annual salary based on 2080 annual hours.

Dash indicates no comparable position reported for that particular job.

In a number of cases surveyed title listed above differs from actual Kalamazoo Township title. This has been done to make the title more recognizable to survey respondents.

Appendix C-2
Kalamazoo Charter Township
Classification and Compensation Study
Comparison to Range Maximum or Highest Wage for Primary Market Comparables (cont'd)

Some data have been eliminated due to differences in job complexity and scope of responsibilities.

Italics indicate a part-time position annualized to full-time.

Each Finance Associate receives an additional \$1,144 per annum for Deputy Clerk or Deputy Treasure designation. This is not included in the above comparisons.

Part-time positions are presented in italics. Wage is annualized for comparative purposes.

Part-time positions receive .50 less than full-time positions in a similar grade in the current system. Continuation of this practice is not recommended.

Notes on Positions and Comparisons:

Executive Assistant: In some cases, pay data for HR Coordinators has been used, for others this is part of the position.

Office Assistant has been compared to a skilled clerical employee.

Finance Director for Kalamazoo Township is part-time. All market positions are full-time. Some lower paid and presumed less complex market comparables have been eliminated.

Finance Associate - Deputy Treasurer surveyed as number two position in treasury except for the City of Portage where Accounting Specialist II is used for the comparison.

Finance Associate - Deputy Clerk also surveyed as Payroll Clerk. Highest salary of either job included for comparison. Lower salary not used.

Elections Coordinator is compared to positions with similar responsibilities.

Assessor is compared only to other MAAO certified lead assessors except for comparison to the City of Portage's MAAO Deputy Assessor. Assessor in Portage is higher certified MMAO.

Assistant Assessor is compared to MCAT certified, primarily office-utilized assessing assistants.

Buildings and Grounds Maintenance Worker is compared to a competent maintenance repair person with trades' knowledge.

Code Enforcement Officer market comparison includes many full-time positions.

Custodian is compared to custodians and janitors.

For police wage comparisons we have extended the survey beyond the primary market comparables. This data is included in Appendix C-3 and is calculated into the survey average presented in Appendix C-2 above.

Police Chief is compared to other Police Chiefs. Blackman Township Police Chief also serves Leoni Township.

Police Lieutenant is compared to Deputy Chief or highest ranking officer under the Police Chief.

Police Department Executive Assistant is compared to similar positions serving the police command in other departments.

We have surveyed both Detective Sergeant and Road Sergeant positions to gain additional perspective. Road Sergeant feedback was more extensive and this market data is used for the report.

Police Officer comparison is to range maximum for all entities. Kalamazoo County and Delhi Township contracts are expired 12-31-18 for both Police Officers and Sergeants.

Property Manager is part-time. Limited market data was available for this position (one city) and is a full-time position. This has been considered in evaluating and recommending a pay scale.

Records Supervisor is compared to similar positions with working supervisor responsibility.

Administrative Assistant (Police) is compared to similar positions with records management responsibility.

There are no comparisons for Senior Transcriptionist and Transcriptionist in the labor market. Many Police Departments now require Police Officers to type their reports. Lacking comparative data, these positions are point factored to determine appropriate grade.

For fire wage comparisons we have extended the survey beyond the primary market comparables. This data is included in Appendix C-3 and is calculated into the survey average presented in Appendix C-2 above.

The Fire Chief is compared to other fire chiefs in departments utilizing a mix of full- and paid-on-call personnel.

No other fire department used in the comparison reports the Kalamazoo Township perquisite of live-in facilities extended to Kalamazoo Township's Deputy Fire Chief and Battalion Chiefs.

For Deputy Fire Chief: Texas Township Fire Chief has fewer station houses and is compared to Deputy Fire Chief for Kalamazoo Township.

For the City of Portage (a larger department), Kalamazoo Township's Deputy Chief is compared to Battalion Chief and Battalion Chief is compared to Captain.

All fire departments used in the survey have a mix of full-time and paid-on-call positions except Niles Township which uses volunteers and full-time.

In some departments, Deputy Fire Chief is also the fire marshal. In this case, comparison is to Deputy Fire Chief in Kalamazoo Charter Township.

Battalion Chiefs in Kalamazoo County have duties extending into training, safety training etc. For listed data we have compared to high ranking command officers with station house command responsibility.

Fire Marshal comparison is to other fire marshals with this primary duty.

Apparatus Maintenance Officer is compared to a fire professional with primary responsibility for vehicle and equipment maintenance.

Firefighter is compared to certified, full-time firefighter.

Appendix C-2
Kalamazoo Charter Township
Classification and Compensation Study
Comparison to Range Maximum or Highest Wage for Primary Market Comparables (cont'd)

Oshtemo Township comparison for firefighter is actually a fire inspector. Hourly wage for firefighter that was reported appears to be too low, likely based on FLSA/fire schedule hours. Paid-on-call/paid-on-duty firefighters were not technically included in this study. However, we have collected data on response pay. While this does provide a "window" into comparative compensation it is not a complete picture. Specifically, there are other pay elements (training, on-duty pay etc.) that must also be considered but were not part of this study.

Source: Survey of referenced municipalities, effective date of April 1, 2019

Appendix C-3
Kalamazoo Charter Township
Classification and Compensation Study
Supplemental Police and Fire Pay Data

Position Title	Western MI University	Kalamazoo County	City of Grandville	City of Kentwood	City of Norton Shores	City of Walker	Mt. Morris Township
Police Chief	-	-	102,172	112,587	106,080	110,037	82,000
Police Lieutenant (second highest rank)	-	-	95,450	97,119	81,400	97,214	72,000
Police Executive Assistant	-	-	56,451	57,054	-	-	-
Detective Sergeant	73,882	72,259	79,742	80,362	72,685	79,506	67,000
Road/Shift Sergeant	-	72,259	76,126	80,362	72,685	79,506	67,000
Police Officer	65,562	62,275	67,071	70,491	65,266	70,427	60,000
<i>Property Manager</i>	-	-	-	-	-	46,758	-
Records Supervisor	-	-	-	-	-	58,793	51,000
Police Administrative Assistant	-	-	47,070	47,902	42,971	46,740	-
Senior Transcriptionist	-	-	-	-	-	-	-
<i>Transcriber</i>	-	-	-	-	-	-	-
Fire Chief	-	-	95,450	103,033	106,080	97,214	-
Deputy Fire Chief	-	-	-	91,544	90,454	80,342	-
Battalion Chief (Station House Commander)	-	-	65,201	74,344	69,526	69,253	-
Fire Marshal	-	-	74,695	77,786	64,555	-	-
Apparatus Maintenance Officer	-	-	-	-	67,860	-	-
Firefighter	-	-	56,463	68,837	64,555	62,993	-
Firefighter Paid-on-Call (first hour)	-	-	22.11	25.00	17.00	22.72	-

Source: Survey of referenced municipalities, effective date of April 1, 2019

APPENDIX D

SUGGESTED GRADE AND SALARY STRUCTURE

Appendix D
Kalamazoo Charter Township
Classification and Compensation Study
Suggested Pay Grade Structure

Pay Grade	Point Value Parameters	Title	Kalamazoo Charter Township Maximum of Range	Market Average Maximum of Range	Minimum of Range	Midpoint of Range	Maximum of Range
1	801-1000	Custodial Maintenance Worker	\$43,139	\$38,988	\$33,790 \$16.25	\$37,169 \$17.87	\$40,548 \$19.49
2	1001-1200	Office Assistant - Cashier/Receptionist	\$45,240	\$43,515	\$38,331 \$18.43	\$42,164 \$20.27	\$45,997 \$22.11
		<i>Ordinance Enforcement Officer</i>	\$41,870	\$43,992			
		<i>Property Manager</i>	\$36,837	\$46,758			
		<i>Transcriptionist</i>	\$41,870	-			
		Administrative Assistant (Police Department)	\$43,139	\$42,648			
3	1201-1400	Building and Grounds Maintenance Worker	\$48,173	\$46,962	\$40,812 \$19.62	\$44,894 \$21.58	\$48,975 \$23.55
		Assessing Assistant	\$45,240	\$48,311			
		Elections Coordinator/Document Management Specialist	\$48,173	\$42,040			
4	1401-1600	Firefighter Utility Position	\$48,173	\$52,799	\$43,865 \$21.09	\$48,251 \$23.20	\$52,638 \$25.31
		Senior Transcriptionist/Grant Technician	\$48,173	-			
		Executive Assistant to the Manager and Supervisor/ Benefits Coordinator	\$45,240	\$52,971			
		Executive Assistant (Police Department)	\$57,616	\$49,222			
		Finance Associate - Accounts Payable/Payroll Clerk	\$51,064	\$49,528			
		Finance Associate - Accounts Receivable	\$48,173	\$48,547			
5	1601-1800	Apparatus Maintenance Officer	\$51,064	\$53,327	\$47,954 \$23.06	\$52,750 \$25.36	\$57,545 \$27.67
		Records Supervisor (Police Department)	\$55,619	\$57,337			
6	1801-2000	Fire Marshal	\$51,064	\$62,890	\$54,505 \$26.20	\$59,955 \$28.82	\$65,406 \$31.45
7	2001-2200	Battalion Chief	\$69,139	\$68,238	\$59,140 \$28.43	\$65,054 \$31.28	\$70,968 \$34.12
8	2201-2400	Township Assessor	\$79,851	\$75,050	\$66,605 \$32.02	\$73,265 \$35.22	\$79,926 \$38.43
		Deputy Fire Chief	\$79,851	\$78,653			
9	2401-2600	Patrol Lieutenant/Patrol Division Commander	\$92,373	\$84,438	\$71,415 \$34.33	\$78,557 \$37.77	\$85,698 \$41.20
		<i>Finance Director</i>	\$74,360	\$80,366			
10	2601-2800	Fire Chief	\$92,373	\$90,840	\$78,728 \$37.85	\$86,601 \$41.64	\$94,474 \$45.42
11	2801-3000	Chief of Police	\$106,662	\$94,703	\$82,865 \$39.84	\$91,152 \$43.82	\$99,438 \$47.81

Methodology:

The market data are primarily salary range maximums. There are some actual salaries but the majority are range maximums.

Kalamazoo Township salaries are also shown as range maximums.

The dollar value of the range is developed based on the market data. The maximum of the new pay ranges for Kalamazoo Charter Township

Appendix D
Kalamazoo Charter Township
Classification and Compensation Study
Suggested Pay Grade Structure (cont'd)

averages 4% above the average of the collected market data for all ranges in total. This is generally consistent with range and dollar parameters for other municipal government studies we have completed and is intended to provide some upward wage mobility beyond the average of the market as well as sufficient spacing between grades. It also recognizes the presence of some actual pay levels in the collected market data. The pay ranges are 20% wide for all grades consistent with Kalamazoo Charter Township's current range widths for the Technical, Office and Professional Classifications. This range width is also recommended for Professional and Managerial classifications, resulting in a more uniform pay system.

The salary ranges should be implemented consistent with the discussion in Section II of the report. Typically, employees will move through the ranges over time as expertise and experience are acquired. Range movement may be attainable through seniority, performance or some combination depending on the particulars of Kalamazoo Charter Township's system at any point-in-time.

Part-time positions are indicated in italics. For purposes of pay system development, all part-time wages are shown as annualized full-time.

Note:

Please consult Appendix C-2 notes for comparative explanations and qualifiers for the market data and application to particular jobs.

APPENDIX E

SUMMARY OF EMPLOYEE BENEFITS COMPARISON

Appendix E
Kalamazoo Charter Township
Classification and Compensation Study
Comparison of Employee Benefits

Category of Benefits	Kalamazoo Charter Twp.	Allendale Charter Twp.	Benton Charter Twp.	City of Portage	Comstock Charter Twp.	Delhi Charter Twp.	DeWitt Charter Twp.	Genesee Charter Twp.	Muskegon Twp.	Niles Charter Twp.	Oshtemo Charter Township	Summit Charter Township	Texas Charter Township
Paid Time Off and Longevity													
Number of annual holidays	11 most years, 1 holiday rotates	9	13	10	12	12	12	14	12	12	11	11	10
Annual personal days	0	0	2	3-5	2	0	3		3	1	0	0	0
Annual sick time (days)	12	PTO	6	12	10	12	12	12	12	5	PTO	10	5
Maximum sick-time accrual (days)	32.5	-	30	125		No max	Max 32 hours/yr.	7.5	180	0	-	75	30
Is there a sick-time buyback option annually or at retirement?	Yes	PTO	Yes	No	No	Yes	Yes	No	No	No	PTO	Yes	Yes
If yes, max time that can be sold back and value awarded to each day:													
annually?	-	-	100% for time over 30 days	-	-	-	over 32 hours @ 50%	-	-	-	-	Days over 75 ay 100%	No
at retirement?	If less than 1/2 of time is used: \$150 for each year of seniority. If more than 1/2, reduced to \$25.	-	30 days @ 100%	-	-	480 hours @ 50%	500 hours @ 50%	-	-	-	-	Up to 75days at 100%	Up to 30 days at 100%

Appendix E
Kalamazoo Charter Township
Classification and Compensation Study
Comparison of Employee Benefits (cont'd)

Category of Benefits	Kalamazoo Charter Twp.	Allendale Charter Twp.	Benton Charter Twp.	City of Portage	Comstock Charter Twp.	Delhi Charter Twp.	DeWitt Charter Twp.	Genesee Charter Twp.	Muskegon Twp.	Niles Charter Twp.	Oshtemo Charter Township	Summit Charter Township	Texas Charter Township
Do you use PTO days rather than sick time?	No	Yes	No	No	No	No	No	No	No	No	Yes	No	No
Total vacation days earned (including PTO if applicable and not listed above):													
at 1 year	10	11	10	10	5	10	10	5	5.2	10	14	10	10
at 5 years	15	22	15	15	15	15	12	10	16.45	10	21	12	15
at 10 years	20	26	20	15	20	18	17	20	16.45	15	26	15	20
at 20 years	25	31	20	20	20	22	22	25	25	25	31	20	20
Longevity payment?	No	No	Yes	No	No	No	No	No	Yes	No	No	No	No
at 5 years	-	-	\$0	-	-	-	-	-	\$100	-	-	-	-
at 10 years	-	-	\$550	-	-	-	-	-	\$200	-	-	-	-
at 20 years	-	-	\$1,100	-	-	-	-	-	\$400	-	-	-	-
If have longevity, has it been eliminated for new employees?	-	-	No	-	-	-	-	-	No	-	-	-	-
Insurance													
Adopted PA 152 caps or 80/20?	Yes	Yes	Yes	Yes	No	Yes	No	Yes	No	No	Yes	No	Yes
Total monthly cost for the core/base health care plan, or most prevalent plan (Single/Family) for administrative employees	Single: \$457 Family: \$1,445	Single: \$259 Family: \$707	Single: \$472 Family: \$2,187	Single: \$400 Family: \$1,200	All employees individually rated	Single: \$490 Family: \$1,471	All employees individually rated	Single: \$292 Family: \$1,808	Single: \$427 Family: \$1,280	Single: \$769 Family: \$1,173	All employees individually rated	All employees individually rated	Single: \$617 Family: \$1,728

Appendix E
Kalamazoo Charter Township
Classification and Compensation Study
Comparison of Employee Benefits (cont'd)

Category of Benefits	Kalamazoo Charter Twp.	Allendale Charter Twp.	Benton Charter Twp.	City of Portage	Comstock Charter Twp.	Delhi Charter Twp.	DeWitt Charter Twp.	Genesee Charter Twp.	Muskegon Twp.	Niles Charter Twp.	Oshtemo Charter Township	Summit Charter Township	Texas Charter Township
Do employees contribute to health care premium on the core/base plan?	Yes	Yes	Yes	No	No	No	No	No	No	No	Yes	Yes	Yes
If yes, per pay amount or % (single and family)	20%	20%	20%	-	-	-	-	-	-	-	20%	12%	\$0 for single, \$266 for family coverage
Monthly payment in lieu of health care coverage ?	Single: \$190 Family: \$451	\$200	No option	Single: \$225 Family: \$608	35% of premium	\$350	Single: \$125 Family: \$417	Family: \$315.00	Single: \$255 Family: \$417	\$500	\$90	\$250	60% of premium
Base plan prescription card co-pay amount	\$6/\$25/\$50/ \$80 /20%	\$20/\$60/ \$80	\$10	No co-pay required	No co-pay required: H.S.A. funded	\$10/\$60	\$30/\$65/ \$200/\$250	No response	\$4/\$15/ \$40/\$80/ 20%	\$15/\$50	\$5/\$10/\$80/ \$110	\$4/\$15/\$40/ \$80/20%	\$10/\$20/ \$40
Employer-paid dental coverage (premium percentage)?	80%	100%	80%	100%	100%	100%	100%	100%	100%	50%	80%	No	No
Employer-paid optical coverage?	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	No
Is there a Health Savings Account provided?	No	No	No	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes	Yes
If yes, annual amount (highest paid) that is employer-paid:	-	-	-	Single: \$1,913 Family: \$3,914	Single: \$2,500 Family: \$5,000	Single: \$500 Family: \$1,000	-	-	Single: \$2,000 Family: \$4,000	Single: \$1,350 Family: \$2,700	-	\$500	\$1,350

Appendix E
Kalamazoo Charter Township
Classification and Compensation Study
Comparison of Employee Benefits (cont'd)

Category of Benefits	Kalamazoo Charter Twp.	Allendale Charter Twp.	Benton Charter Twp.	City of Portage	Comstock Charter Twp.	Delhi Charter Twp.	DeWitt Charter Twp.	Genesee Charter Twp.	Muskegon Twp.	Niles Charter Twp.	Oshtemo Charter Township	Summit Charter Township	Texas Charter Township
Is a Flex Benefit Plan available for pre-tax reimbursement?	Yes	No	No	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No
Short-term disability insurance provided?	Yes	Yes	No	No	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes
Long term-disability insurance provided?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Employee life insurance amount	Non-exempt 1 x salary: \$40,000 maximum, Exempt: \$80,000 maximum	\$20,000	\$20,000	1 x salary with a minimum of \$50,000	\$30,000	1 x salary	\$50,000	\$40,000	\$30,000	1 x salary (max 50K)	\$50,000	\$30,000	No benefit
Employer-paid retiree health insurance?	Yes	No	No	Yes, hired prior to 7-1-06	No	Yes	No	Yes	Yes	No	No	Yes	No
If yes, % or amount premium paid by employer	80%	-	-	100% (to cap amount)	-	100%	-	100%	75% or 3% per year of seniority for later hires	-	-	100%	-
Is spouse also covered at employer cost?	80%	-	-	Yes	-	Yes	-	Yes	Yes	-	-	Yes	-

Appendix E
Kalamazoo Charter Township
Classification and Compensation Study
Comparison of Employee Benefits (cont'd)

Category of Benefits	Kalamazoo Charter Twp.	Allendale Charter Twp.	Benton Charter Twp.	City of Portage	Comstock Charter Twp.	Delhi Charter Twp.	DeWitt Charter Twp.	Genesee Charter Twp.	Muskegon Twp.	Niles Charter Twp.	Oshtemo Charter Township	Summit Charter Township	Texas Charter Township
Supplement after 65 paid by employer?	80%	-	-	No	-	Yes	-	Yes	No	-	-	No	-
Prescriptions after 65 paid by employer?	80%	-	-	No	-	Yes	-	Yes	No	-	-	No	-
Has the public entity eliminated retiree health care for new employees?	No	-	-	Yes	-	Yes	-	Yes	No	-	-	No	-
Is there a Retiree Health Savings Plan provided (or similar health care funding mechanism)?	No	No	No	Yes	No	Yes	No	Yes	No	No	Yes	No	No
If yes, what is annual employer contribution?	-	-	-	3%	-	\$1,250	-	1%	-	-	\$3,600	-	-
Is the Retiree Health Savings Plan just for new hires?	-	-	-	Yes	-	Yes	-	Yes	-	-	No	-	-
Primary Pension Retirement Plan													
Defined Contribution Plan?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes
Maximum employer contribution	10.0% (new hires) or 12.0%	6.0%	10.0%	10.0%	13.0%	12.5%	10.0%	-	8.0%	15.0%	8.0%	-	10.0%
Is plan for new hires only?	No	No	No	Yes	No	13%	No	-	Yes	No	No	-	No

Appendix E
Kalamazoo Charter Township
Classification and Compensation Study
Comparison of Employee Benefits (cont'd)

Category of Benefits	Kalamazoo Charter Twp.	Allendale Charter Twp.	Benton Charter Twp.	City of Portage	Comstock Charter Twp.	Delhi Charter Twp.	DeWitt Charter Twp.	Genesee Charter Twp.	Muskegon Twp.	Niles Charter Twp.	Oshtemo Charter Township	Summit Charter Township	Texas Charter Township
Defined Benefit Plan?	No	No	No	One employee	No	No	No	Yes	Yes	No	No	Yes	No
Current employee required contribution	-	-	-	-	-	No	-	4%	10%	-	-	7%	-
Multiplier	-	-	-	-	-	-	-	2.5%	2.50%	-	-	2.5%	-
Hybrid Plan?	No	No	No	No	No	No	No	Yes	No	No	No	Yes	No
Employee required match/contribution	-	-	-	-	-	-	-	5.0%	-	-	-	5% to 10%	-
Multiplier used in pension calculation	-	-	-	-	-	-	-	1.5%	-	-	-	1.5%	-
Maximum employer match/contribution	-	-	-	-	-	-	-	10.0%	-	-	-	10.0%	-
Is plan for new hires only?	-	-	-	-	-	-	-	Yes	-	-	-	Yes	-
Additional employer contribution to 457 or 401a?	No	No	No	No	No	No	No	No	No	No	No	No	No
If yes, amount that is employer paid	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous													
Base hours worked per week for non-exempt?	40	40	37.5	40	40	40	40	40	40	35	40	40	40

Appendix E
Kalamazoo Charter Township
Classification and Compensation Study
Comparison of Employee Benefits (cont'd)

Category of Benefits	Kalamazoo Charter Twp.	Allendale Charter Twp.	Benton Charter Twp.	City of Portage	Comstock Charter Twp.	Delhi Charter Twp.	DeWitt Charter Twp.	Genesee Charter Twp.	Muskegon Twp.	Niles Charter Twp.	Oshtemo Charter Township	Summit Charter Township	Texas Charter Township
Do part-time employees under 30 hours receive benefits?	No	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
If yes, is health care provided?	-	No	-	-	-	No	No	No	No	No	No	-	No
If yes, is retirement provided?	-	No	-	-	-	No	Yes	No	No	No	Yes	-	Yes
For part-time benefits received, specify type of benefit and formula used determine amount	Only as mandated by law	PTO and holidays pro-rated	Only as mandated by law	Only as mandated by law	Only as mandated by law	Pro-rated holiday pay	Retirement, optical and pro-rated off-time	Pro-rated off-time	Pro-rated off-time	Pro-rated off-time	Retirement and pro-rated off-time	Only as mandated by law	Retirement and pro-rated off-time

Source: Survey of referenced municipalities, effective date of April 1, 2019

Note: Blackman Township did not provide benefits data.



1720 Riverview Drive
Kalamazoo, Michigan 49004
Tele: (269) 381-8080
Fax: (269) 381-3550
www.ktwp.org

Board of Trustees Regular Meeting Agenda August 26, 2019

The "Regular Meeting" of the Board of Trustees of the *Charter Township of Kalamazoo* will be held at 7:30 p.m., on Monday, August 24, 2019, in the *Charter Township of Kalamazoo* Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1056 for the purpose of discussing and acting on the below listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

1 – Call to Order

2 – Pledge of Allegiance

3 – Roll Call of Board Members

4 – Addition/Deletions to Agenda (Any member of the public, board, or staff may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.)

5 – Public Comment on Agenda and Non-agenda Items (Each person may use three (3) minutes for remarks. If your remarks extend beyond the 3 minute time period, please provide your comments in writing and they will be distributed to the board. The public comment period is for the Board to listen to your comments. Please begin your comments with your name and address.)

6 – Consent Agenda (The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with in one Board Motion without discussion.)

Approval of:

- A. Minutes of August 12, 2019 Work Session Meeting
- B. Minutes of August 12, 2019 Board of Trustees Regular Meeting
- C. Pinehurst Blvd. Annual Block Party September 2, 2019.
- D. Payment of Bills in the amount of \$96,950.46

Receipt of:

- A. Treasurer's Report for July 2019
- B. Budget Report for July 2019

7 – Public Hearings

None at this meeting

8 - Unfinished Business

None at this Meeting

9 – New Business

- A. Request to adopt Ordinance No. 610, an ordinance to repeal obsolete ordinances and amend several ordinances
- B. Request to approve contract for operation of Grand Prairie Golf Course
- C. Request to approve purchase of replacement Utility Vehicle
- D. Request to accept Classification and Compensation Study as recommended by the Policy Administration Committee

10 – Items removed from Consent Agenda

11 – Board Member Reports

Trustee Strebs
Trustee Hathcock
Trustee Leigh
Clerk Miller
Treasurer Miller
Trustee Leuty
Supervisor Martin


12 – Attorney Report

13 – Manager Report

14 – Public Comments

15 – Adjournment

Posted August 22, 2019



Dexter Mitchell, Manager
Charter Township of Kalamazoo

CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES – WORK SESSION
Monday, August 12, 2019

The Board of Trustees of the ***Charter Township of Kalamazoo*** held a Work Session on **Monday, August 12, 2019** at **5:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099, for the purpose of discussing Work Session Agenda items, and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County.

PRESENT: Supervisor Donald Martin, Clerk Mark Miller, Treasurer Sherine Miller, Trustees Jeremy Hathcock, Nicolette Leigh, Steven Leuty, Jennifer Strebs.

ABSENT: None

ALSO PRESENT: Township Manager Dexter Mitchell, Finance Director Nancy Desai, Steve Bryer of Siegfried Crandall PC and Attorneys Roxanne Seeber and Catherine Kauffman.

Supervisor Martin called the meeting to order at 5:30 p.m.

Item 1 – PRESENTATION OF AUDIT REPORT BY SIEGFRIED CRANDALL

Mr. Bryer presented the audit report, beginning with the Independent Auditor's Report. He highlighted the unrestricted net position, which is in a deficit, mostly due to pension and OPEB liability. Our fund balance is 56% of expenditures, which is higher than the minimum recommended. He discussed the way in which the golf course financials were handled by the Township. He also covered two material weaknesses, statements being prepared by the auditor, and wages paid in advance.

Trustee Strebs questioned the fact that much of our deposits are uninsured. Mr. Bryer replied that there are ways to invest in CDs across the state.

Treasurer Miller asked for his opinion on Townships which use a financial management company. He was unaware of any, pointed out that many use CLASS. She asked about the question of separate cash drawers; he believed that this issue had been addressed.

Item 2 – DISCUSSION REGARDING RECREATIONAL MARIJUANA BUSINESSES

Catherine Kauffman reported the state will begin accepting applications for adult recreational marijuana licenses on Nov. 1. State administrative rules clearly state that microbusinesses are under the same rules as far as zoning. They also create a designated consumption establishment, excess marijuana grower license, marijuana event organizer license, and temporary marijuana event license. Patrick Hudson and Attorney Koches are working on a zoning ordinance.

The social equity program helps people disadvantaged by previous enforcement of marijuana laws, Kalamazoo is included. Does this apply to the city only? There will be a hearing at Kalamazoo City Hall on August 26th on this issue.

There was further discussion of what changes can or should be accomplished to our zoning ordinance in the transition from medical to adult recreational marijuana.

Item 3 – DISCUSSION REGARDING ADDITION OF STURGIS BANK AND TRUST TO LIST OF DEPOSITORIES

Treasurer Miller spoke to this request. Trustee Leigh asked whether they had a local branch and whether a large part of their assets are mortgage loans. Treasurer Miller will find out and get back to us.

Item 4 – DISCUSSION REGARDING ORDINANCE 610, REPEALS AND AMENDMENTS TO GENERAL ORDINANCES

Clerk Miller reviewed the remainder of the sections (section 10 was the last one reviewed at our last work session) of this ordinance, and answered questions.

Item 5 – DISCUSSION REGARDING RENTAL APPLICATION AND ANNUAL/BIENNIAL INSPECTIONS

Treasurer Miller discussed the application and invoice for rental properties. KABA performs an inspection if there is a complaint. If we wish to inspect all rental properties, the cost would need to go up. Treasurer Miller would like to see us reconsider our ordinance. Attorney Seeber pointed out that there are two issues, registration vs. inspection.

Item 6 – DISCUSSION REGARDING ITEMS ON THE REGULAR AGENDA

None.

Item 7 – MANAGER’S UPDATE

None.

Item 8 – PUBLIC COMMENT

None.

Adjourned 7:24 p.m.

Respectfully submitted,

Mark E. Miller, Clerk, Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES MEETING
August 12, 2019**

The regular meeting of the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County, was held at 7:30 p.m., Monday, August 12, 2019 at the Charter Township of Kalamazoo Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099.

Item 1 CALL TO ORDER

Supervisor Martin called the meeting to order at 7:30 p.m.

Item 2 PLEDGE OF ALLEGIANCE

Trustee Leuty led the Pledge of Allegiance. A moment of silence was observed in memory of Clerk Donald Z. Thall.

Item 3 ROLL CALL OF BOARD MEMBERS.

All present.

Item 4 ADDITIONS AND DELETIONS TO AGENDA

Trustee Leigh asked to remove the minutes of the July 22 regular meeting.

Item 5 PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

Hardy Fuchs, 315 Sabin Street, spoke about speeding on Solon St. and West Main and a lack of police enforcement.

Mike Schwartz, 3509 Croyden, offered his condolences on the passing of Don Thall, and thanked Westwood Fire for the ice cream social. The Kalamazoo Central band is conducting a can drive. On Friday, August 23, 2019 they will have a performance.

Item 6 CONSENT AGENDA

Clerk Miller moved, seconded by Trustee Leigh, to approve the consent agenda which included action on the following items:

Approval of:

- A. Minutes of July 22, 2019 Board of Trustees Special Work Session Meeting
- B. Minutes of July 22, 2019 Board of Trustees Regular Meeting (**removed**)
- C. Payment of Bills in the amount of \$104,208.51

Receipt of:

- A. Check Disbursement Report for July 2019
- B. Planning and Zoning Report for July 2019
- C. Kalamazoo Area Building Authority Report for July 2019

Motion carried.

Item 7 PUBLIC HEARINGS

None at this meeting.

Item 8 UNFINISHED BUSINESS

None at this meeting.

Item 9 **NEW BUSINESS**

Item 9A **REQUEST TO APPROVE RENEWAL OF MEDICARE PLUS BLUE GROUP PPO POLICY**

Manager Mitchell explained that our rate came down from the previous year.

Trustee Strebs moved, seconded by Trustee Leuty, to approve renewal of the policy. Motion carried.

Item 9B **REQUEST TO ACCEPT THE 2018 AUDITED FINANCIAL STATEMENTS AS PREPARED BY SIEGFRIED CRANDALL PC**

Trustee Leigh moved, seconded by Treasurer Miller, to accept the financial statements prepared by Siegfried Crandall.

Trustee Leuty mentioned that the report is available to the public on our website.

Motion carried.

Item 9C **REQUEST TO APPROVE WAIVER OF ROOM RENTAL FEE FOR KALAMAZOO CENTRAL MAROON FOUNDATION**

Manager Mitchell suggested that due to some adverse history, we would ask for a deposit.

Trustee Leigh moved, seconded by Trustee Leuty, that a \$100 deposit be required and to be returned if the room is in good condition afterwards. Motion carried.

Item 9D **REQUEST TO APPROVE AWARDING OF CERTIFICATES TO ERNEST LARSEN AND ROLENE LEATHERS FOR THEIR MANY YEARS OF SERVICE AND DEDICATION TO THE EASTWOOD COMMUNITY**

Manager Mitchell spoke to the request honoring two residents who have served the neighborhood. These will be presented at the Eastwood neighborhood party on August 24, 2019.

Supervisor Martin moved, seconded by Treasurer Miller, to award the certificates. Motion carried.

Item 9E **REQUEST TO APPROVE RESOLUTION ADDING STURGIS BANK AND TRUST TO THE LIST OF DEPOSITORIES FOR KALAMAZOO TOWNSHIP**

Trustee Leigh moved to postpone to a future meeting. There was no second.

Treasurer Miller moved, seconded by Trustee Leuty, to approve the resolution to add Sturgis Bank and Trust to the list of depositories for Kalamazoo Township.

Trustee Leigh wants to know if there is a local branch and also what is their percentage of assets in mortgage loans.

Treasurer Miller will get the answers to these questions and get them back to the Board.

Motion carried.

Item 10 **ITEMS REMOVED FROM CONSENT AGENDA**

In the July 22, 2019 minutes, Trustee Leigh's comments state that she read an article.

Trustee Leigh moved that the minutes read that she referred to an article. After some discussion, Clerk Miller seconded the motion. Motion carried.

Treasurer Miller moved to reword the statement of Ron Huster. There was no second.

Clerk Miller moved, seconded by Trustee Leigh, to approve the minutes of the July 22 Regular Meeting minutes as amended. Motion carried.

Item 11 **BOARD MEMBER REPORTS**

All of the members gave remembrances of former Township Clerk Don Thall and offered condolences to his family.

Trustee Strebs congratulated the Westwood firefighters on another successful ice cream social.

Trustee Hathcock looks forward to seeing the recreational marijuana amendments come from the Planning Commission.

Trustee Leigh clarified that Kalamazoo County Transit Authority operates the vans (Metro Connect), and Central County Transit Authority operates the large busses. She gets comments that the busses are empty, but they are not for much of the time. She mentioned the mass killings in the country. On August 21 at 6:30 at the KIA there will be a presentation and opportunity for public comment on changes to downtown streets. On September 20 Kalamazoo will be participating in a global strike for the climate.

Clerk Miller gave an update on an idea to create a climate action plan in the form of a database of proposed actions rather than a finished report.

Treasurer Miller thanked the police for quick and effective response to a physical altercation. She mentioned the Eastwood Neighborhood Block Party, August 24, 12 to 4.

Trustee Leuty said that an Eastwood resident reported the respectful response to a mental health issue by our police. He replied that our officers receive training in dealing with persons with mental health issues. He thanked Jim Cripps, who has just resigned, for his service to the Planning Commission.

Supervisor Martin reported on the 78th ice cream social. We just set a record 106 calls in Eastwood Fire in the month of July.

Item 12 **ATTORNEY'S REPORT**

Their office will be sending out notices on special assessments.

Item 13 **MANAGER REPORT**

The Manager thanked the Thall family. We will be losing Jim Cripps from the Planning Commission, who came with a wealth of knowledge. KABA is looking for contractors. K KIND has sent invitations for their Grand Opening on Mosel. Planning Commission will be taking a

tour of Cannamazoo. We are working on HVAC in the Township Hall. There will be several changes to the rates of the special assessments.

He passed out an announcement of “Project Bronco”, a proposed \$600 million investment by Graphic Packaging, to be located either in Kalamazoo City / Kalamazoo Township or in Ohio.

Item 14 **PUBLIC COMMENTS**

Toni Kennedy, 1114 Arthur Avenue, spoke about the Eastwood Neighborhood party. There will be 50 agencies and many legislators at the event. She is doing an interview to showcase the event and the neighborhood.

Item 15 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:27 p.m.

BOARD MEMBERS PRESENT:

Supervisor Donald D. Martin
Clerk Mark E. Miller
Treasurer Sherine M. Miller
Trustee Jeremy L. Hathcock
Trustee Nicolette Leigh
Trustee Steven C. Leuty
Trustee Jennifer A. Strebs

Respectfully submitted,

Mark E. Miller, Clerk

ABSENT:

None.

Attested to by,

ALSO PRESENT:

Attorney Roxanne Seeber
Manager Dexter Mitchell

Donald D. Martin, Supervisor



APPLICATION AND PERMIT

TO CONSTRUCT, OPERATE, MAINTAIN, USE AND/OR REMOVE IMPROVEMENTS WITHIN A COUNTY ROAD RIGHT-OF-WAY

Board of County Road Commissioners of Kalamazoo County, Michigan
3801 East Kilgore Road, Kalamazoo, Michigan 49001
Telephone: (269) 381-3171 Fax: (269) 381-1760
<http://www.kcrc-roads.com>

Permit Fee	Permit Number
Other	Date Issued
	Receipt Number

If owner hires a contractor to perform work, BOTH shall assume responsibility for the provisions of this Application and Permit.

APPLICATION					
OWNER/APPLICANT — Please Print			CONTRACTOR — Please Print		
Name Kal Charter Township			Name Dawn Barnhase		
Street 1720 Riverview Dr			Street 2303 WAVERLY ST		
City Kal	State MI	Zip 49004	City Kal	State MI	Zip 49006
Day Phone 381-9080	Evening Phone	Fax Number 381-6930	Day Phone 343-1274	Evening Phone	Fax Number
APPLICANT SIGNATURE 			TITLE Neighborhood Volunteer	DATE (ORIGINAL FILED 7.2.2019) 8.12.2019	

I/We do hereby make application for a permit for the purpose indicated below and/or as provided in the attached plans and specifications at the following location:

Charter Township of Kalamazoo **830A-NORM** Begin: 9.2.2019 Completion: 9.2.2019

Road Name and Address (EXACT) Pinehurst Blvd	Location (cross streets between which property is located or nearest main intersection) Betwn Lacross St & Kenwood St
Purpose Neighborhood potluck bfast Labor Day - Mon - Sept 2	Plans and Specifications Yes No Proof of Insurance Yes No Other

I/We certify the accuracy of facts set forth in this application, and agree to the following:

1. Commencement of work set forth in the permit application constitutes acceptance of the permit as issued.
2. Failure to object within ten (10) days to the permit as issued constitutes acceptance of the permit as issued.
3. If this permit is accepted by either of the above methods, I will comply with the provisions of the permit.
4. Permittee has read, acknowledges, and agrees to terms and conditions on page 2 of this form.

If Authorized Agent, I certify that I am acting as Authorized Agent on behalf of the Charter Township of Kalamazoo

AUTHORIZED AGENT SIGNATURE x	TITLE	DATE
-------------------------------------	-------	------

REMINDER: IF APPLYING FOR DRIVEWAY PERMIT, DRIVEWAY LOCATION MUST BE STAKED AND IDENTIFIED BY PROPERTY ADDRESS AND OWNER'S NAME

PERMIT - FOR KCRC USE ONLY BELOW THIS LINE

Additional KCRC requirements:

Permit is granted in accordance with the foregoing application for the period stated above, subject to and incorporating the Terms and Conditions set forth on page 2 of this form.

When Owner hires a Contractor, the Permittee is both the owner and the Contractor.

Approved & Issued By:
KCRC AUTHORIZED SIGNATURE

TITLE

DATE

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
73119 26043	4 SEASONS TREE SERVICES TREE REMOVAL 584-698-814.00	08/21/2019 MONICAK	08/21/2019	1,600.00	1,600.00	Open	N 08/21/2019
		PURCHASED MAINT. SERVICE		1,600.00			
43671800 26037	CARROT-TOP INDUSTRIES, INC. FLAG 206-336-740.00	08/21/2019 MONICAK	08/21/2019	522.82	522.82	Open	N 08/21/2019
		OPERATING SUPPLIES		522.82			
201806788581 26025	CONSUMERS ENERGY ACCT #1000 0038 0319 101-200-921.00	08/21/2019 MONICAK	08/21/2019	3,643.89	3,643.89	Open	N 08/21/2019
		UTILITIES - ELECTRIC		3,643.89			
19-985 26016	TM ASPHALT SEALING LLC WALKING PATH - WILSON PARK 101-751-970.00	08/21/2019 MONICAK	08/21/2019	4,469.00	4,469.00	Open	N 08/21/2019
		CAPITAL OUTLAY		4,469.00			
129201 26027	FADER EQUIPMENT, INC. EXCAVATOR 101-276-945.00	08/21/2019 MONICAK	08/21/2019	187.50	187.50	Open	N 08/21/2019
		RENTALS - EQUIPMENT		187.50			
080219 26011	FIRST BANKCARD ACCT #9162 101-215-747.00	08/21/2019 MONICAK	08/21/2019	749.00	749.00	Open	N 08/21/2019
		SMALL TOOLS & EQUIPMENT		749.00			
080219A 26012	FIRST BANKCARD ACCT #3199 101-175-862.00 101-101-862.00	08/21/2019 MONICAK	08/21/2019	189.00	189.00	Open	N 08/21/2019
		TRAVEL - CONFERENCES		50.00			
		TRAVEL - CONFERENCES		139.00			
080219B 26013	FIRST BANKCARD ACCT #8706 207-301-747.00 207-301-862.00 207-301-810.00 810-440-983.00 810-440-983.00 207-301-748.00 207-301-748.00 266-320-960.00 207-301-747.00 207-301-732.00 207-301-727.00 207-301-748.00	08/21/2019 MONICAK	08/21/2019	3,090.42	3,090.42	Open	N 08/21/2019
		AMAZON MKTPLC		57.62			
		MERS OF MICHIGAN		175.00			
		AMAZON MKTPLC		39.96			
		MICROSOFT STORE		1,393.96			
		AMAZON.COM		973.82			
		HAMBURGER WOOLEN CO		68.20			
		FIRSTSPEAR LLC		41.06			
		HOLIDAY INN EXPRESS		101.84			
		AMAZON MKTPLC		25.99			
		MACP		100.00			
		AMAZON.COM		20.16			
		HAMBURGER WOOLEN CO		16.40			

08/21/2019 11:32 AM
 User: MONICAK
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 08/27/2019 - 08/27/2019
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN
 BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	207-301-862.00	TROUT TOWN TAVERN		22.97			
	207-301-810.00	AMAZON MKTPLC		53.44			
080219C 26014	FIRST BANKCARD ACCT #4270	08/21/2019 MONICAK	08/21/2019	3,351.41	3,351.41	Open	N 08/21/2019
	206-336-740.00	GFS STORE		142.40			
	206-336-740.00	NEWPUPPYPAD		19.99			
	206-336-740.00	OFFICE MAX/OFFICE DEPOT		34.99			
	206-336-740.00	GFS STORE		55.64			
	206-336-747.00	DELL BUS ONLINE		2,022.44			
	206-336-811.00	ACTIVE 911		875.00			
	206-336-732.00	NFPA		125.95			
	206-336-811.00	J & J PAINT AND GLASS		75.00			
1805370 26046	GORDON WATER WATER	08/21/2019 MONICAK	08/21/2019	90.76	90.76	Open	N 08/21/2019
	101-200-740.00	OPERATING SUPPLIES		90.76			
1948311-0 26049	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES	08/21/2019 MONICAK	08/21/2019	334.79	334.79	Open	N 08/21/2019
	101-200-727.00	OFFICE SUPPLIES		334.79			
073119G 26020	KALAMAZOO CITY TREASURER WATER/SEWER	08/21/2019 MONICAK	08/21/2019	68.75	68.75	Open	N 08/21/2019
	206-336-927.02	UTILITIES - WATER		68.75			
080819 26021	KALAMAZOO CITY TREASURER WATER/SEWER	08/21/2019 MONICAK	08/21/2019	169.75	169.75	Open	N 08/21/2019
	206-336-927.01	UTILITIES - WATER		169.75			
073119H 26022	KALAMAZOO CITY TREASURER WATER/SEWER	08/21/2019 MONICAK	08/21/2019	85.51	85.51	Open	N 08/21/2019
	206-336-927.02	UTILITIES - WATER		85.51			
M011617 26019	MALL CITY MECHANICAL, INC. JENKS PARK	08/21/2019 MONICAK	08/21/2019	492.53	492.53	Open	N 08/21/2019
	101-751-932.00	REPAIRS - MAINT. GROUNDS		492.53			
10945 26026	MENARDS - KALAMAZOO EAST MISC SUPPLIES	08/21/2019 MONICAK	08/21/2019	112.07	112.07	Open	N 08/21/2019
	206-336-740.00	OPERATING SUPPLIES		112.07			
10870 26029	MENARDS - KALAMAZOO EAST MISC SUPPLIES	08/21/2019 MONICAK	08/21/2019	48.46	48.46	Open	N 08/21/2019

08/21/2019 11:32 AM
 User: MONICAK
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 08/27/2019 - 08/27/2019
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN
 BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	206-336-740.00	OPERATING SUPPLIES		48.46			
10476 26030	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	08/21/2019 MONICAK	08/21/2019	29.83	29.83	Open	N 08/21/2019
		MAINT. - BUILDING		29.83			
269342197108G 26018	AT&T ACCT #26934219718337 206-336-853.00	08/21/2019 MONICAK	08/21/2019	568.58	568.58	Open	N 08/21/2019
		TELEPHONE		568.58			
3285 26035	MICHIGAN STATE FIREMEN'S ASSOC TRAINING MATERIALS 206-336-960.00	08/21/2019 MONICAK	08/21/2019	180.81	180.81	Open	N 08/21/2019
		TUITION/TRAINING		180.81			
2798 26052	ROBERT LAMSON, LLC SCREENING - LILEK 207-301-812.00	08/21/2019 MONICAK	08/21/2019	415.00	415.00	Open	N 08/21/2019
		EMPLOYMENT TESTING		415.00			
2485 26048	DECKER AGENCY NOTARY BOND - KALUPA 101-200-912.00	08/21/2019 MONICAK	08/21/2019	55.00	55.00	Open	N 08/21/2019
		INSURANCE/BOND-GENERAL		55.00			
144369 26034	RIDGE COMPANY WIPER BLADES 207-301-939.00	08/21/2019 MONICAK	08/21/2019	32.56	32.56	Open	N 08/21/2019
		MAINT. - VEHICLE		32.56			
144329 26040	RIDGE COMPANY GAUGES 206-336-939.00	08/21/2019 MONICAK	08/21/2019	36.06	36.06	Open	N 08/21/2019
		MAINT. - VEHICLE		36.06			
143930 26041	RIDGE COMPANY BATTERY 206-336-939.00	08/21/2019 MONICAK	08/21/2019	132.79	132.79	Open	N 08/21/2019
		MAINT. - VEHICLE		132.79			
137168 26023	JONS TO GO WILSON PARK 101-751-740.00	08/21/2019 MONICAK	08/21/2019	98.00	98.00	Open	N 08/21/2019
		OPERATING SUPPLIES		98.00			
137167 26024	JONS TO GO STROUD PARK 101-751-740.00	08/21/2019 MONICAK	08/21/2019	98.00	98.00	Open	N 08/21/2019
		OPERATING SUPPLIES		98.00			

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 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 08/27/2019 - 08/27/2019
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN
 BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
551-543701 26051	STATE OF MICHIGAN SOR REGISTRATION 217-301-956.01	08/21/2019 MONICAK	08/21/2019	30.00	30.00	Open	N 08/21/2019
	SOR EXPENSE			30.00			
92430452-0001 26036	SUNBELT RENTALS, INC. UTILITY VEHICLE 206-336-811.00	08/21/2019 MONICAK	08/21/2019	371.00	371.00	Open	N 08/21/2019
	PURCHASED & MAINT. SERVICE			371.00			
80519 26042	SIGNCRAFTERS GOLD PLATES 206-336-740.00	08/21/2019 MONICAK	08/21/2019	80.00	80.00	Open	N 08/21/2019
	OPERATING SUPPLIES			80.00			
080519 26050	ADVANCED RADIOLOGY SERVICES #ARS.B8414435 207-301-914.00	08/21/2019 MONICAK	08/21/2019	41.00	41.00	Open	N 08/21/2019
	VISION & PHYSICALS			41.00			
50902 26015	PREIN & NEWHOF, INC. SAW GRANT 884-520-820.00	08/21/2019 MONICAK	08/21/2019	96,950.46	96,950.46	Open	N 08/21/2019
	SAW ENGINEERING FEES			96,950.46			
10069 26039	ASPHALT RESTORATION, INC. CRACKFILLING 101-265-811.00	08/21/2019 MONICAK	08/21/2019	1,000.00	1,000.00	Open	N 08/21/2019
	PURCHASED SERVICE			1,000.00			
125455 26045	BS & A SOFTWARE REGISTRATION - MILLER 101-253-862.00	08/21/2019 MONICAK	08/21/2019	205.00	205.00	Open	N 08/21/2019
	TRAVEL - CONFERENCES			205.00			
14275 26044	BYCE & ASSOCIATES, INC. CONSTRUCTION ADMIN 402-265-975.00	08/21/2019 MONICAK	08/21/2019	1,200.00	1,200.00	Open	N 08/21/2019
	BUILDING IMPROVEMENTS			1,200.00			
26038491 26028	GALESBURG FORD OIL CHANGE 207-301-939.00	08/21/2019 MONICAK	08/21/2019	44.09	44.09	Open	N 08/21/2019
	MAINT. - VEHICLE			44.09			
120482431 26017	ROSE PEST SOLUTIONS CLIENT #120005241 206-336-811.00	08/21/2019 MONICAK	08/21/2019	127.00	127.00	Open	N 08/21/2019
	PURCHASED & MAINT. SERVICE			127.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
25537 26031	LOWE'S COMPANIES, INC. MISC SUPPLIES 101-265-747.00	08/21/2019 MONICAK	08/21/2019	39.83	39.83	Open	N 08/21/2019
	SMALL TOOLS & EQUIPMENT			39.83			
27134 26032	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-740.00	08/21/2019 MONICAK	08/21/2019	28.47	28.47	Open	N 08/21/2019
	OPERATING SUPPLIES			28.47			
25737 26033	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-931.00	08/21/2019 MONICAK	08/21/2019	45.15	45.15	Open	N 08/21/2019
	MAINT. - BUILDING			45.15			
1015 26047	MMTA FALL CONFERENCE - BROWN 101-253-862.01	08/21/2019 MONICAK	08/21/2019	339.00	339.00	Open	N 08/21/2019
	TRAVEL - CONFERENCES - STAFF			339.00			
19309 26038	MOSES FIRE EQUIPMENT, INC. HELMETS 206-336-748.00	08/21/2019 MONICAK	08/21/2019	2,065.52	2,065.52	Open	N 08/21/2019
	PERSONAL EQUIPMENT ALLOWANCE			2,065.52			
# of Invoices:	42	# Due:	42	Totals:	123,418.81	123,418.81	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					123,418.81	123,418.81	

User: MONICAK

EXP CHECK RUN DATES 08/27/2019 - 08/27/2019

DB: Kalamazoo Twp

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL			11,991.30	11,991.30		
	206 - FIRE			8,023.98	8,023.98		
	207 - POLICE			1,153.45	1,153.45		
	217 - LIVESCAN/SOR			30.00	30.00		
	266 - LAW ENFORCEMENT TRAINING			101.84	101.84		
	402 - TWP BUILDING & GROUNDS IMPRC			1,200.00	1,200.00		
	584 - GOLF COURSE			1,600.00	1,600.00		
	810 - POLICE CAPITAL IMPROVEMENT			2,367.78	2,367.78		
	884 - SAW GRANT			96,950.46	96,950.46		
--- TOTALS BY DEPT/ACTIVITY ---							
	101 - LEGISLATIVE			139.00	139.00		
	175 - MANAGER			50.00	50.00		
	200 - GENERAL SERVICES_ADMIN			4,124.44	4,124.44		
	215 - CLERK			749.00	749.00		
	253 - TREASURER			544.00	544.00		
	265 - MAINTENANCE			2,239.83	2,239.83		
	276 - CEMETERY			187.50	187.50		
	301 - POLICE			1,183.45	1,183.45		
	320 - STATE TRAINING MONEY			101.84	101.84		
	336 - FIRE			8,023.98	8,023.98		
	440 - CAPTIAL IMPROVEMENT			2,367.78	2,367.78		
	520 - SEWER IMPROVEMENT			96,950.46	96,950.46		
	698 - GOLF COURSE			1,600.00	1,600.00		
	751 - RECREATION			5,157.53	5,157.53		



**KALAMAZOO TOWNSHIP
TREASURER'S REPORT
JULY 2019**

CASH SUMMARY BY CLASSIFICATION:

<u>FINANCIAL INSTITUTION</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>
MERCANTILE BANK	POOL	756,409.15
TOTAL POOLED INVESTMENTS**	POOL	13,361,252.20
MERCANTILE BANK	ROAD BOND	20,888.23
MERCANTILE BANK	ERAD	1,001.65
CHEMICAL BANK	CURRENT TAX	426,036.72
CHEMICAL BANK	MRA	8,706.83
TOTAL CASH SUMMARY BY CLASSIFICATION		<u>\$ 14,574,294.78</u>

****POOLED INVESTMENT DETAIL****

<u>FINANCIAL INSTITUTION</u>	<u>ACCOUNT TYPE</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>MARKET VALUE</u>
ADVIA CREDIT UNION	CD	1.10%	2/23/2021	257,798.12
ADVIA CREDIT UNION	Savings	1.45%	NA	677,310.84
CHEMICAL BANK	MM	2.22%	NA	527,793.71
COMERICA	MM	1.45%	NA	6,421.59
COMERICA	CD	3.10%	11/13/2020	253,565.00
COMERICA	CD	2.15%	12/22/2020	143,255.97
COMERICA	Govt Sec.	2.50%	12/25/2042	229,240.05
COMERICA	Comm Paper	NA	11/22/2019	255,209.57
COMERICA	Comm Paper	NA	10/29/2019	514,156.50
COMERICA	Comm Paper	NA	12/23/2019	535,236.76
CONSUMERS CU	CD	2.10%	9/30/2019	331,639.51
CONSUMERS CU	MM	NA	NA	25.01
CONSUMERS CU	MM	0.03%	NA	1,158,960.31
FIRST NATIONAL BANK	CD	2.43%	10/16/2019	500,000.00
FIRST NATIONAL BANK	CD	2.62%	2/23/2020	505,385.10
FIRST NATIONAL BANK	CD	1.50%	5/6/2019	105,376.73
FIRST NATIONAL BANK	CD	2.50%	6/2/2020	312,280.49
FIRST NATIONAL BANK	MM	0.10%	NA	25.68
FIRST SOURCE BANK	CD	2.51%	6/26/2020	500,000.00
FLAGSTAR BANK	CD	2.40%	8/26/2019	250,550.00
HUNTINGTON BANK	MM	1.71%	NA	5.02
LAKE MICHIGAN CREDIT UNION	Savings	2.00%	NA	518,151.70
LAKE MICHIGAN CREDIT UNION	Savings	0.25%	NA	29.53
MACATAWA BANK	CD	1.77%	6/4/2020	107,138.20
MBIA CLASS	INV POOL	2.50%	NA	4,040,251.46
MBIA CLASS - TAX	INV POOL	2.50%	NA	5,040.95
MERCANTILE BANK OF MI	ICS	0.10%	NA	38,281.18
MERCANTILE BANK OF MI	CD	2.50%	8/21/2019	763,229.17
MERCANTILE BANK OF MI	CD	2.15%	7/9/2020	615,107.13
PRIVATE BANK/CIBC	CD	2.25%	9/30/2019	105,679.87
PRIVATE BANK/CIBC	CD	2.25%	9/30/2019	104,107.05
TOTAL FOR POOL INVESTMENT DETAIL				<u>\$ 13,361,252.20</u>

CASH ALLOCATION BY FUND:

<u>FUND DESCRIPTION</u>	<u>FUND NO.</u>	<u>AMOUNT</u>
GENERAL FUND	101/206/207	5,924,306.07
LIVE SCAN	217	82,165.74
STREET LIGHTING	219	321,851.12
RECYCLING	226	204,868.50
DRUG LAW ENFORCEMENT	265	100,753.65
LAW ENFORCEMENT TRAINING	266	15,328.40
SWET	267	(7,196.83)
ROAD DEBT SERVICE (VOTED BOND)	301	254,339.20
BUILDING IMPROVEMENTS	402	410,965.95
RADIO SITE PROJECT	407	1,843.83
REVOLVING LOAN	550	1,850.00
GOLF COURSE	584	14,561.09
TRUST & AGENCY	701	220,329.29
MEDICAL REIMBURSEMENT	702	8,706.83
CURRENT TAX	704	426,036.72
S.W.E.T. AGENCY	727	351,021.44
SWET ERAD FUND	728	1,001.65
POLICE CAPITAL IMPROVEMENT	810	665,083.68
FIRE CAPITAL IMPROVEMENT	811	1,757,890.14
STREET	812	36,943.26
ROAD IMPROVEMENT	850	20,888.23
WATER	871	256,321.22
SEWER FUND	883	3,504,435.60
SAW GRANT	884	-
TOTAL CASH ALLOCATION BY FUND		<u>\$ 14,574,294.78</u>

REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP
PERIOD ENDING 07/31/2019
58% OF THE FISCAL YEAR COMPLETED

FUND DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 07/31/2018	PREV YEAR % BDGT USED	2019 AMENDED BUDGET	YTD BALANCE 07/31/2019	CURR YEAR % BDGT USED
Fund 101 - GENERAL						
Net - Dept 000 - REVENUES	6,589,905.00	4,980,501.23	75.58%	7,166,195.00	5,309,676.39	74.09%
Net - Dept 101 - LEGISLATIVE	(82,580.00)	(26,510.87)	32.10%	(61,300.00)	(23,374.83)	38.13%
Net - Dept 171 - SUPERVISOR	(38,400.00)	(19,931.47)	51.90%	(37,450.00)	(20,190.83)	53.91%
Net - Dept 175 - MANAGER	(188,405.00)	(113,098.20)	60.03%	(203,275.00)	(115,065.95)	56.61%
Net - Dept 191 - ELECTION	(60,425.00)	(13,892.60)	22.99%	(33,450.00)	(11,024.27)	32.96%
Net - Dept 200 - GENERAL SERVICES_ADMIN	(358,300.00)	(210,742.10)	58.82%	(360,365.00)	(208,298.87)	57.80%
Net - Dept 209 - ASSESSOR	(204,935.00)	(110,484.02)	53.91%	(194,900.00)	(114,823.45)	58.91%
Net - Dept 215 - CLERK	(86,875.00)	(54,550.86)	62.79%	(92,950.00)	(51,142.75)	55.02%
Net - Dept 223 - FINANCE	(231,225.00)	(117,861.11)	50.97%	(234,200.00)	(120,750.47)	51.56%
Net - Dept 253 - TREASURER	(36,490.00)	(20,404.05)	55.92%	(35,375.00)	(20,218.19)	57.15%
Net - Dept 265 - MAINTENANCE	(265,720.00)	(139,614.26)	52.54%	(274,340.00)	(147,414.75)	53.73%
Net - Dept 276 - CEMETERY	(26,335.00)	(14,817.72)	56.27%	(31,575.00)	(12,235.49)	38.75%
Net - Dept 310 - ENFORCEMENT (ORD, UNSAFE BDG, RENTAL)	(90,450.00)	(39,724.13)	43.92%	(83,750.00)	(47,079.20)	56.21%
Net - Dept 400 - PLANNING/ZONING	(87,500.00)	(45,113.28)	51.56%	(82,285.00)	(41,874.65)	50.89%
Net - Dept 425 - EMERGENCY PREPAREDNESS	(9,500.00)	(9,265.00)	97.53%	(10,000.00)	0.00	0.00%
Net - Dept 446 - STREETS	(300,000.00)	(3,016.94)	1.01%	(300,000.00)	(825.00)	0.28%
Net - Dept 751 - RECREATION	(13,150.00)	(4,799.83)	36.50%	(23,000.00)	(7,959.70)	34.61%
Net - Dept 890 - CONTINGENCY	(135,400.00)	0.00	0.00%	(450,000.00)	(20,000.00)	4.44%
Net - Dept 901 - CAPITAL OUTLAY_GENERAL	(61,800.00)	(123,685.94)	200.14%	(10,000.00)	0.00	0.00%
Net - Dept 999 - OPERATING TRANSFERS	(5,781,246.00)	(5,122,896.00)	88.61%	(5,110,646.00)	(5,110,646.00)	100.00%
NET OF REVENUES & EXPENDITURES	(1,468,831.00)	(1,209,907.15)		(462,666.00)	(763,248.01)	
Fund 206 - FIRE						
Net - Dept 000 - REVENUES	1,642,260.00	1,649,297.67	100.43%	1,704,060.00	1,730,498.83	101.55%
Net - Dept 336 - FIRE	(1,642,260.00)	(854,717.82)	52.05%	(1,721,050.00)	(921,297.85)	53.53%
NET OF REVENUES & EXPENDITURES	0.00	794,579.85		(16,990.00)	809,200.98	
Fund 207 - POLICE						
Net - Dept 000 - REVENUES	4,741,945.00	4,466,095.03	94.18%	4,823,196.00	4,538,272.41	94.09%
Net - Dept 301 - POLICE	(4,741,945.00)	(2,594,702.68)	54.72%	(4,879,600.00)	(2,704,720.04)	55.43%
NET OF REVENUES & EXPENDITURES	0.00	1,871,392.35		(56,404.00)	1,833,552.37	

REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP
PERIOD ENDING 07/31/2019
58% OF THE FISCAL YEAR COMPLETED

FUND DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 07/31/2018	PREV YEAR % BDGT USED	2019 AMENDED BUDGET	YTD BALANCE 07/31/2019	CURR YEAR % BDGT USED
Fund 211 - RECREATION						
TOTAL REVENUES	0.00	0.00		0.00	0.00	
Net - Dept 751 - RECREATION	0.00	0.00		(9,702.00)	(9,701.62)	100.00%
NET OF REVENUES & EXPENDITURES	0.00	0.00		(9,702.00)	(9,701.62)	
Fund 217 - LIVESCAN/SOR						
Net - Dept 000 - REVENUES	29,000.00	20,528.78	70.79%	31,200.00	17,807.48	57.08%
Net - Dept 301 - POLICE	(27,500.00)	(11,237.15)	40.86%	(23,000.00)	(8,327.00)	36.20%
NET OF REVENUES & EXPENDITURES	1,500.00	9,291.63		8,200.00	9,480.48	
Fund 219 - STREET LIGHTS						
Net - Dept 000 - REVENUES	216,260.00	242,401.60	112.09%	250,775.00	254,941.31	101.66%
Net - Dept 448 - STREET LIGHTS	(251,000.00)	(123,327.07)	49.13%	(251,000.00)	(127,068.19)	50.62%
NET OF REVENUES & EXPENDITURES	(34,740.00)	119,074.53		(225.00)	127,873.12	
Fund 226 - RECYCLING						
Net - Dept 000 - REVENUES	410,365.00	446,307.03	108.76%	473,245.00	475,920.30	100.57%
Net - Dept 527 - RECYCLING	(422,925.00)	(232,320.87)	54.93%	(469,240.00)	(254,728.74)	54.29%
NET OF REVENUES & EXPENDITURES	(12,560.00)	213,986.16		4,005.00	221,191.56	
Fund 265 - DRUG LAW ENFORCEMENT						
Net - Dept 000 - REVENUES	5,500.00	1,036.72	18.85%	6,700.00	6,209.24	92.68%
Net - Dept 333 - DRUG LAW ENFORCEMENT	(1,000.00)	0.00	0.00%	(1,000.00)	0.00	0.00%
NET OF REVENUES & EXPENDITURES	4,500.00	1,036.72		5,700.00	6,209.24	
Fund 266 - LAW ENFORCEMENT TRAINING						
Net - Dept 000 - REVENUES	19,000.00	15,664.64	82.45%	19,000.00	15,453.65	81.34%
Net - Dept 320 - STATE TRAINING MONEY	(24,000.00)	(10,467.66)	43.62%	(21,000.00)	(14,466.90)	68.89%
NET OF REVENUES & EXPENDITURES	(5,000.00)	5,196.98		(2,000.00)	986.75	
Fund 267 - SWET						
Net - Dept 000 - REVENUES	55,310.00	25,809.00	46.66%	55,120.00	34,627.78	62.82%
Net - Dept 301 - POLICE	(55,310.00)	(30,963.19)	55.98%	(55,120.00)	(41,824.50)	75.88%
NET OF REVENUES & EXPENDITURES	0.00	(5,154.19)		0.00	(7,196.72)	

REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP
PERIOD ENDING 07/31/2019
58% OF THE FISCAL YEAR COMPLETED

FUND DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 07/31/2018	PREV YEAR % BDGT USED	2019 AMENDED BUDGET	YTD BALANCE 07/31/2019	CURR YEAR % BDGT USED
Fund 270 - 911 WIRELESS						
Net - Dept 000 - REVENUES	46,000.00	13,201.56	28.70%	500.00	0.00	0.00%
Net - Dept 301 - POLICE	(15,000.00)	(10,000.00)	66.67%	(112,235.00)	(127,240.62)	113.37%
NET OF REVENUES & EXPENDITURES	31,000.00	3,201.56		(111,735.00)	(127,240.62)	
Fund 301 - ROAD DEBT SERVICE (VOTED BOND)						
Net - Dept 000 - REVENUES	1,065,375.00	1,083,004.57	101.65%	1,149,941.00	1,188,252.48	103.33%
Net - Dept 906 - ROAD IMPROVEMENT	(1,062,375.00)	(959,651.61)	90.33%	(1,099,300.00)	(1,003,250.00)	91.26%
NET OF REVENUES & EXPENDITURES	3,000.00	123,352.96		50,641.00	185,002.48	
Fund 402 - TWP BUILDING & GROUNDS IMPROVEMENTS						
Net - Dept 000 - REVENUES	658,350.00	0.00		0.00	11,565.94	
Net - Dept 265 - MAINTENANCE	0.00	0.00		(400,000.00)	(140,264.31)	35.07%
NET OF REVENUES & EXPENDITURES	658,350.00	0.00		(400,000.00)	(128,698.37)	
Fund 407 - RADIO SITE PROJECT						
Net - Dept 000 - REVENUES	10,000.00	10,000.00	100.00%	0.00	0.00	
Net - Dept 301 - POLICE	(7,200.00)	0.00	0.00%	(7,200.00)	0.00	0.00%
NET OF REVENUES & EXPENDITURES	2,800.00	10,000.00		(7,200.00)	0.00	
Fund 584 - GOLF COURSE						
Net - Dept 000 - REVENUES	9,500.00	10,067.39	105.97%	10,400.00	20,287.77	195.07%
Net - Dept 698 - GOLF COURSE	(6,000.00)	(4,697.76)	78.30%	(37,000.00)	(18,101.45)	48.92%
NET OF REVENUES & EXPENDITURES	3,500.00	5,369.63		(26,600.00)	2,186.32	
Fund 810 - POLICE CAPITAL IMPROVEMENT						
Net - Dept 000 - REVENUES	242,555.00	271,501.96	111.93%	280,100.00	327,295.81	116.85%
Net - Dept 440 - CAPTIAL IMPROVEMENT	(340,800.00)	(240,052.42)	70.44%	(309,800.00)	(195,093.55)	62.97%
NET OF REVENUES & EXPENDITURES	(98,245.00)	31,449.54		(29,700.00)	132,202.26	

REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP
PERIOD ENDING 07/31/2019
58% OF THE FISCAL YEAR COMPLETED

FUND DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 07/31/2018	PREV YEAR % BDGT USED	2019 AMENDED BUDGET	YTD BALANCE 07/31/2019	CURR YEAR % BDGT USED
Fund 811 - FIRE CAPITAL IMPROVEMENT						
Net - Dept 000 - REVENUES	416,760.00	462,898.85	111.07%	568,955.00	594,096.20	104.42%
Net - Dept 440 - CAPTIAL IMPROVEMENT	(448,000.00)	(119,230.38)	26.61%	(390,500.00)	(137,995.22)	35.34%
NET OF REVENUES & EXPENDITURES	(31,240.00)	343,668.47		178,455.00	456,100.98	
Fund 812 - STREET IMPROVEMENT						
Net - Dept 000 - REVENUES	11,600.00	15,365.28	132.46%	2,500.00	5,147.46	205.90%
Net - Dept 446 - STREETS	0.00	0.00		0.00	(162,450.02)	
NET OF REVENUES & EXPENDITURES	11,600.00	15,365.28		2,500.00	(157,302.56)	
Fund 850 - ROAD IMPROVEMENT						
Net - Dept 000 - REVENUES	0.00	477.04		0.00	136.05	
Net - Dept 906 - ROAD IMPROVEMENT	(289,900.00)	(33,645.93)	11.61%	(265,875.00)	(78,419.42)	29.49%
NET OF REVENUES & EXPENDITURES	(289,900.00)	(33,168.89)		(265,875.00)	(78,283.37)	
Fund 871 - WATER IMPROVEMENT						
Net - Dept 000 - REVENUES	38,000.00	12,841.55	33.79%	16,700.00	8,566.24	51.29%
Net - Dept 441 - WATER IMPROVEMENT	(27,000.00)	(19,795.25)	73.32%	(27,000.00)	(16,411.50)	60.78%
NET OF REVENUES & EXPENDITURES	11,000.00	(6,953.70)		(10,300.00)	(7,845.26)	
Fund 883 - SEWER IMPROVEMENT						
Net - Dept 000 - REVENUES	73,000.00	32,578.02	44.63%	45,500.00	91,179.54	200.39%
Net - Dept 520 - SEWER IMPROVEMENT	(28,000.00)	(28,081.62)	100.29%	(31,000.00)	(16,778.22)	54.12%
NET OF REVENUES & EXPENDITURES	45,000.00	4,496.40		14,500.00	74,401.32	
Fund 884 - SAW GRANT						
Net - Dept 000 - REVENUES	700,000.00	120,542.68	17.22%	582,000.00	328,499.87	56.44%
Net - Dept 520 - SEWER IMPROVEMENT	(700,000.00)	(120,542.68)	17.22%	(582,000.00)	(333,499.87)	57.30%
NET OF REVENUES & EXPENDITURES	0.00	0.00		0.00	(5,000.00)	

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PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019	MONTH 07/31/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Revenues						
Dept 000 - REVENUES						
101-000-403.00	OPERATING LEVY-C.T.	3,859,323.00	3,808,388.23	0.00	50,934.77	98.68
101-000-403.01	PMT IN LIEU OF TAX (PILOT)	15,600.00	0.00	0.00	15,600.00	0.00
101-000-404.00	ACT 198 -TWP IFT	19,500.00	15,736.94	0.00	3,763.06	80.70
101-000-412.00	DELINQUENT PERSONAL PROP TAX	9,500.00	5,596.43	0.00	3,903.57	58.91
101-000-424.00	TRAILER FEES	2,500.00	830.50	0.00	1,669.50	33.22
101-000-445.00	PENALTIES & INTEREST ON TAXES	3,500.00	6,087.16	0.00	(2,587.16)	173.92
101-000-451.00	CABLE TV FRANCHISE FEE 3%	172,000.00	52,971.63	7,200.09	119,028.37	30.80
101-000-473.00	RENTAL APPLICATION FEES	30,000.00	11,901.00	6,700.00	18,099.00	39.67
101-000-473.01	MM APPLICATION FEES	40,000.00	50,000.00	0.00	(10,000.00)	125.00
101-000-474.00	LICENSE FEES/SIGNS	2,000.00	1,870.00	290.00	130.00	93.50
101-000-477.00	SPEC. INSP/PLAN REVIEW/ZONING FEE	10,000.00	10,831.00	2,850.00	(831.00)	108.31
101-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE	155,000.00	38,110.86	0.00	116,889.14	24.59
101-000-575.00	STATE SHARED	2,272,580.00	722,975.00	0.00	1,549,605.00	31.81
101-000-576.00	LIQUOR LICENSES	100.00	82.50	55.00	17.50	82.50
101-000-578.00	VIOLATION BUREAU	1,500.00	900.00	30.00	600.00	60.00
101-000-587.00	ELECTION REIMBURSEMENT	11,900.00	2,319.30	2,319.30	9,580.70	19.49
101-000-602.00	WITNESS/JURY-GEN ONLY	0.00	19.20	0.00	(19.20)	100.00
101-000-603.00	UNCLASSIFIED	1,500.00	4,869.37	290.51	(3,369.37)	324.62
101-000-603.01	LOCAL GOVT REVENUE	1,000.00	21,074.08	0.00	(20,074.08)	2,107.41
101-000-626.00	PASSPORT FEE/FIRE REPORTS	25,000.00	17,875.50	1,785.00	7,124.50	71.50
101-000-626.01	COPY FEES-COMPUTER	0.00	28.08	0.00	(28.08)	100.00
101-000-629.00	TOWNSHIP SERVICE	2,500.00	4,336.59	0.00	(1,836.59)	173.46
101-000-629.01	TWP CLEAN-UP/MOWING/DEMO SRVC	25,000.00	13,241.88	715.00	11,758.12	52.97
101-000-630.00	LEASE PAYMENTS	32,600.00	20,353.90	2,858.93	12,246.10	62.44
101-000-633.00	MONUMENT INSTALLATION	1,000.00	1,000.00	200.00	0.00	100.00
101-000-634.00	INTERMENT FEES	10,000.00	4,200.00	1,000.00	5,800.00	42.00
101-000-643.00	SALE OF LOTS-CEMETERY	1,500.00	3,750.00	0.00	(2,250.00)	250.00
101-000-651.00	TAX ADMIN FEE	226,190.00	164,488.34	20,642.18	61,701.66	72.72
101-000-652.00	COLLECTION FEES	30,000.00	12,816.00	12,816.00	17,184.00	42.72
101-000-654.00	WATER SURCHARGE FEES	105,000.00	61,061.15	29,514.11	43,938.85	58.15
101-000-658.00	FSA FORFEITURE	0.00	401.00	401.00	(401.00)	100.00
101-000-660.00	DISTRICT COURT FEES	25,000.00	12,558.78	2,012.60	12,441.22	50.24
101-000-660.01	FALSE ALARM	1,500.00	1,868.40	0.00	(368.40)	124.56
101-000-664.00	INTEREST EARNED	45,000.00	42,916.00	6,727.09	2,084.00	95.37
101-000-667.00	ROOM RENTAL - INCOME	6,500.00	5,150.00	250.00	1,350.00	79.23
101-000-671.00	METRO ACT PAYMENTS	11,700.00	11,415.93	0.00	284.07	97.57
101-000-673.00	SALE OF TWP. ASSETS	500.00	0.00	0.00	500.00	0.00
101-000-675.00	PRIVATE CONTRIBUTIONS & DONATIONS	0.00	500.00	0.00	(500.00)	100.00
101-000-699.00	INTERFUND TRANSFERS IN	9,702.00	177,151.64	0.00	(167,449.64)	1,825.93
Total Dept 000 - REVENUES		7,166,195.00	5,309,676.39	98,656.81	1,856,518.61	74.09
TOTAL REVENUES		7,166,195.00	5,309,676.39	98,656.81	1,856,518.61	74.09
Expenditures						
Dept 101 - LEGISLATIVE						
101-101-711.00	INSURANCE OPT OUT	14,000.00	5,130.51	746.52	8,869.49	36.65
101-101-712.00	COMPENSATION - TRUSTEES	30,000.00	10,340.00	1,760.00	19,660.00	34.47
101-101-715.00	FICA	2,550.00	1,179.42	191.19	1,370.58	46.25
101-101-716.00	HEALTH INSURANCE	650.00	233.73	33.39	416.27	35.96
101-101-717.00	LIFE INS/STD/LTD	1,100.00	724.04	103.40	375.96	65.82
101-101-718.00	PENSION	3,000.00	1,034.00	176.00	1,966.00	34.47
101-101-732.00	DUES/SUBS/PUBL	4,000.00	2,733.00	0.00	1,267.00	68.33

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019	MONTH 07/31/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Expenditures						
101-101-862.00	TRAVEL - CONFERENCES	6,000.00	2,000.13	329.00	3,999.87	33.34
Total Dept 101 - LEGISLATIVE		61,300.00	23,374.83	3,339.50	37,925.17	38.13
Dept 171 - SUPERVISOR						
101-171-701.00	WAGES - DEPARTMENT HEAD	15,000.00	8,655.07	1,153.84	6,344.93	57.70
101-171-715.00	FICA	1,150.00	454.19	58.56	695.81	39.49
101-171-716.00	HEALTH INSURANCE	16,000.00	9,326.10	1,317.90	6,673.90	58.29
101-171-717.00	LIFE INS/STD/LTD	300.00	180.71	25.85	119.29	60.24
101-171-718.00	PENSION	1,500.00	865.48	115.38	634.52	57.70
101-171-732.00	DUES/SUBS/PUBL	1,000.00	0.00	0.00	1,000.00	0.00
101-171-862.00	TRAVEL - CONFERENCES	2,500.00	709.28	0.00	1,790.72	28.37
Total Dept 171 - SUPERVISOR		37,450.00	20,190.83	2,671.53	17,259.17	53.91
Dept 175 - MANAGER						
101-175-701.00	WAGES - DEPARTMENT HEAD	102,395.00	57,403.95	7,653.86	44,991.05	56.06
101-175-702.00	WAGES -	45,390.00	24,708.04	3,480.01	20,681.96	54.43
101-175-711.00	INSURANCE OPT OUT	5,100.00	3,155.60	450.80	1,944.40	61.87
101-175-715.00	FICA	11,000.00	6,321.27	857.41	4,678.73	57.47
101-175-716.00	HEALTH INSURANCE	13,100.00	9,066.00	1,170.56	4,034.00	69.21
101-175-717.00	LIFE INS/STD/LTD	2,500.00	1,541.40	220.20	958.60	61.66
101-175-718.00	PENSION	15,690.00	8,705.31	1,182.98	6,984.69	55.48
101-175-732.00	DUES/SUBS/PUBL	2,000.00	1,065.90	235.00	934.10	53.30
101-175-853.00	TELEPHONE	2,100.00	1,760.00	1,485.00	340.00	83.81
101-175-862.00	TRAVEL - CONFERENCES	2,500.00	1,139.48	0.00	1,360.52	45.58
101-175-862.01	TRAVEL - CONFERENCES - STAFF	1,500.00	199.00	199.00	1,301.00	13.27
Total Dept 175 - MANAGER		203,275.00	115,065.95	16,934.82	88,209.05	56.61
Dept 191 - ELECTION						
101-191-702.00	WAGES -	1,000.00	0.00	0.00	1,000.00	0.00
101-191-703.00	OVERTIME	1,500.00	1,013.38	0.00	486.62	67.56
101-191-712.00	ELECTION INSPECTORS	9,000.00	1,255.00	0.00	7,745.00	13.94
101-191-715.00	FICA	200.00	71.10	0.00	128.90	35.55
101-191-716.00	HEALTH INSURANCE	2,000.00	197.33	0.00	1,802.67	9.87
101-191-717.00	LIFE INS/STD/LTD	100.00	28.90	0.00	71.10	28.90
101-191-718.00	PENSION	300.00	131.60	0.00	168.40	43.87
101-191-727.00	OFFICE SUPPLIES	2,000.00	479.50	0.00	1,520.50	23.98
101-191-747.00	SMALL TOOLS & EQUIPMENT	16,000.00	7,738.39	7,738.39	8,261.61	48.36
101-191-811.00	PURCHASED SERVICE	1,000.00	109.07	0.00	890.93	10.91
101-191-816.00	PURCHASED CLEANING SERV.	250.00	0.00	0.00	250.00	0.00
101-191-862.00	TRAVEL - CONFERENCES	100.00	0.00	0.00	100.00	0.00
Total Dept 191 - ELECTION		33,450.00	11,024.27	7,738.39	22,425.73	32.96
Dept 200 - GENERAL SERVICES ADMIN						
101-200-702.00	WAGES -	56,500.00	32,164.27	4,140.35	24,335.73	56.93
101-200-703.00	OVERTIME	300.00	228.38	0.00	71.62	76.13
101-200-715.00	FICA	4,300.00	2,380.60	302.94	1,919.40	55.36
101-200-716.00	HEALTH INSURANCE	6,700.00	4,236.31	554.68	2,463.69	63.23
101-200-716.01	HEALTH INSURANCE - RETIREE	12,350.00	5,576.97	796.71	6,773.03	45.16

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019	MONTH 07/31/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Expenditures						
101-200-717.00	LIFE INS/STD/LTD	800.00	457.70	66.42	342.30	57.21
101-200-718.00	PENSION	3,800.00	2,170.74	304.32	1,629.26	57.12
101-200-727.00	OFFICE SUPPLIES	13,000.00	4,697.16	1,087.54	8,302.84	36.13
101-200-730.00	POSTAGE	20,000.00	12,703.58	8,014.50	7,296.42	63.52
101-200-732.00	DUES/SUBS/PUBL	8,000.00	6,044.59	0.00	1,955.41	75.56
101-200-740.00	OPERATING SUPPLIES	6,000.00	2,906.19	(1,089.30)	3,093.81	48.44
101-200-742.00	SOFTWARE PROGRAMS/FEES	10,615.00	2,732.00	0.00	7,883.00	25.74
101-200-810.00	COMPUTER SERVICE	20,000.00	29,110.00	12,710.00	(9,110.00)	145.55
101-200-811.00	PURCHASED SERVICE	22,900.00	17,032.94	1,806.21	5,867.06	74.38
101-200-814.00	PURCHASED MAINT. SERVICE	8,000.00	3,839.74	22.02	4,160.26	48.00
101-200-815.00	OTHER FEES	1,800.00	941.86	259.15	858.14	52.33
101-200-820.00	ENGINEERING SERVICES	5,000.00	1,555.50	687.50	3,444.50	31.11
101-200-826.00	LEGAL SERVICES-BD. MEET.	6,000.00	1,963.44	150.00	4,036.56	32.72
101-200-827.00	LEGAL SERVICE-GEN. TWP.	40,000.00	13,810.72	2,569.90	26,189.28	34.53
101-200-828.00	LEGAL SERVICES - LABOR	2,000.00	0.00	0.00	2,000.00	0.00
101-200-853.00	TELEPHONE	1,500.00	813.92	(1,333.49)	686.08	54.26
101-200-861.00	MILEAGE REIMB	100.00	0.00	0.00	100.00	0.00
101-200-862.00	TRAVEL - CONFERENCES	1,000.00	0.00	0.00	1,000.00	0.00
101-200-903.00	NOTICES AND PUBLICATIONS	10,000.00	1,717.09	569.72	8,282.91	17.17
101-200-912.00	INSURANCE/BOND-GENERAL	35,000.00	26,178.64	0.00	8,821.36	74.80
101-200-913.00	WORKER'S COMP.	10,200.00	5,240.36	0.00	4,959.64	51.38
101-200-921.00	UTILITIES - ELECTRIC	36,000.00	21,771.77	4,464.18	14,228.23	60.48
101-200-923.00	UTILITIES - FUEL	15,000.00	7,170.72	127.08	7,829.28	47.80
101-200-927.00	UTILITIES - WATER	2,000.00	853.68	208.86	1,146.32	42.68
101-200-956.00	UNCLASSIFIED	500.00	0.00	0.00	500.00	0.00
101-200-960.00	TUITION/TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 200 - GENERAL SERVICES ADMIN		360,365.00	208,298.87	36,419.29	152,066.13	57.80
Dept 209 - ASSESSOR						
101-209-701.00	WAGES - DEPARTMENT HEAD	74,500.00	47,795.56	6,142.40	26,704.44	64.16
101-209-702.00	WAGES -	50,500.00	24,796.86	3,480.00	25,703.14	49.10
101-209-711.00	INSURANCE OPT OUT	4,500.00	2,952.46	421.78	1,547.54	65.61
101-209-712.00	COMPENSATION-BD. OF REVIEW	2,200.00	1,625.00	260.00	575.00	73.86
101-209-715.00	FICA	9,000.00	5,438.38	719.57	3,561.62	60.43
101-209-716.00	HEALTH INSURANCE	16,250.00	13,679.31	1,384.70	2,570.69	84.18
101-209-717.00	LIFE INS/STD/LTD	2,400.00	1,409.80	201.40	990.20	58.74
101-209-718.00	PENSION	15,000.00	10,595.19	1,154.68	4,404.81	70.63
101-209-727.00	OFFICE SUPPLIES	500.00	242.14	79.00	257.86	48.43
101-209-732.00	DUES/SUBS/PUBL	500.00	33.00	0.00	467.00	6.60
101-209-740.00	OPERATING SUPPLIES/MAPS	1,000.00	1,009.03	0.00	(9.03)	100.90
101-209-742.00	SOFTWARE PROGRAMS	2,500.00	0.00	0.00	2,500.00	0.00
101-209-751.00	GAS & OIL	500.00	166.90	0.00	333.10	33.38
101-209-811.00	PURCHASED SERVICE	5,000.00	1,068.08	0.00	3,931.92	21.36
101-209-814.00	PURCHASED MAINT. SERVICE	1,000.00	85.00	0.00	915.00	8.50
101-209-827.00	LEGAL SERVICE	7,000.00	2,820.00	375.00	4,180.00	40.29
101-209-861.00	MILEAGE REIMB	100.00	0.00	0.00	100.00	0.00
101-209-862.00	TRAVEL - CONFERENCES	250.00	0.00	0.00	250.00	0.00
101-209-903.00	NOTICES	1,200.00	1,106.74	0.00	93.26	92.23
101-209-939.00	MAINT. - VEHICLE	500.00	0.00	0.00	500.00	0.00
101-209-960.00	TUITION/TRAINING	500.00	0.00	0.00	500.00	0.00
Total Dept 209 - ASSESSOR		194,900.00	114,823.45	14,218.53	80,076.55	58.91

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Expenditures						
Dept 215 - CLERK						
101-215-701.00	WAGES - DEPARTMENT HEAD	15,000.00	8,655.07	1,153.84	6,344.93	57.70
101-215-702.00	WAGES -	48,750.00	26,909.76	3,785.60	21,840.24	55.20
101-215-703.00	OVERTIME	1,700.00	69.48	0.00	1,630.52	4.09
101-215-711.00	INSURANCE OPT OUT	7,500.00	4,487.42	641.06	3,012.58	59.83
101-215-715.00	FICA	4,850.00	2,941.00	407.98	1,909.00	60.64
101-215-716.00	HEALTH INSURANCE	950.00	456.32	42.27	493.68	48.03
101-215-717.00	LIFE INS/STD/LTD	1,350.00	714.30	103.62	635.70	52.91
101-215-718.00	PENSION	7,350.00	4,103.04	569.66	3,246.96	55.82
101-215-727.00	OFFICE SUPPLIES	500.00	226.69	226.69	273.31	45.34
101-215-732.00	DUES/SUBS/PUBL	100.00	34.50	0.00	65.50	34.50
101-215-747.00	SMALL TOOLS & EQUIPMENT	400.00	0.00	0.00	400.00	0.00
101-215-862.00	TRAVEL - CONFERENCES	2,500.00	1,500.42	(324.75)	999.58	60.02
101-215-862.01	TRAVEL - CONFERENCES - STAFF	2,000.00	1,044.75	344.75	955.25	52.24
Total Dept 215 - CLERK		92,950.00	51,142.75	6,950.72	41,807.25	55.02
Dept 223 - FINANCE						
101-223-701.00	WAGES - DEPARTMENT HEAD	36,000.00	18,670.08	2,312.96	17,329.92	51.86
101-223-702.00	WAGES -	98,300.00	49,869.18	7,633.61	48,430.82	50.73
101-223-703.00	OVERTIME	500.00	147.30	0.00	352.70	29.46
101-223-715.00	FICA	9,800.00	4,479.56	650.07	5,320.44	45.71
101-223-716.00	HEALTH INSURANCE	32,000.00	21,068.38	3,016.11	10,931.62	65.84
101-223-717.00	LIFE INS/STD/LTD	2,000.00	1,040.72	152.49	959.28	52.04
101-223-718.00	PENSION	9,900.00	5,562.37	841.92	4,337.63	56.19
101-223-727.00	OFFICE SUPPLIES	500.00	257.88	0.00	242.12	51.58
101-223-732.00	DUES/SUBS/PUBL	1,000.00	0.00	0.00	1,000.00	0.00
101-223-742.00	SOFTWARE PROGRAMS	12,500.00	0.00	0.00	12,500.00	0.00
101-223-817.00	AUDIT/ACCOUNTING SERVICE	15,000.00	9,480.00	0.00	5,520.00	63.20
101-223-817.01	AUDIT SERVICES	10,500.00	10,000.00	0.00	500.00	95.24
101-223-861.00	MILEAGE REIMB	200.00	0.00	0.00	200.00	0.00
101-223-862.00	TRAVEL - CONFERENCES	2,500.00	0.00	0.00	2,500.00	0.00
101-223-862.01	TRAVEL - CONFERENCES - STAFF	1,500.00	175.00	175.00	1,325.00	11.67
101-223-960.00	TUITION/TRAINING	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 223 - FINANCE		234,200.00	120,750.47	14,782.16	113,449.53	51.56
Dept 253 - TREASURER						
101-253-701.00	WAGES - DEPARTMENT HEAD	15,000.00	8,655.07	1,153.84	6,344.93	57.70
101-253-702.00	WAGES -	1,040.00	516.00	80.00	524.00	49.62
101-253-703.00	OVERTIME	200.00	33.30	0.00	166.70	16.65
101-253-715.00	FICA	1,225.00	623.91	83.04	601.09	50.93
101-253-716.00	HEALTH INSURANCE	8,000.00	5,103.92	573.91	2,896.08	63.80
101-253-717.00	LIFE INS/STD/LTD	310.00	200.86	27.43	109.14	64.79
101-253-718.00	PENSION	1,600.00	920.41	123.38	679.59	57.53
101-253-732.00	DUES/SUBS/PUBL	1,000.00	10.00	0.00	990.00	1.00
101-253-740.00	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-253-862.00	TRAVEL - CONFERENCES	3,500.00	2,437.96	163.10	1,062.04	69.66
101-253-862.01	TRAVEL - CONFERENCES - STAFF	3,000.00	1,716.76	699.51	1,283.24	57.23
Total Dept 253 - TREASURER		35,375.00	20,218.19	2,904.21	15,156.81	57.15
Dept 265 - MAINTENANCE						

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PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019	MONTH 07/31/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Expenditures						
101-265-702.00	WAGES -	124,000.00	69,292.90	9,473.68	54,707.10	55.88
101-265-703.00	OVERTIME	2,000.00	942.67	0.00	1,057.33	47.13
101-265-715.00	FICA	9,700.00	4,812.94	647.05	4,887.06	49.62
101-265-716.00	HEALTH INSURANCE	50,000.00	28,427.84	3,737.53	21,572.16	56.86
101-265-716.01	HEALTH INSURANCE - RETIREE	4,800.00	2,218.31	398.35	2,581.69	46.21
101-265-717.00	LIFE INS/STD/LTD	2,700.00	1,428.01	181.91	1,271.99	52.89
101-265-718.00	PENSION	16,000.00	8,553.48	1,076.16	7,446.52	53.46
101-265-740.00	OPERATING SUPPLIES	7,000.00	3,283.96	602.55	3,716.04	46.91
101-265-747.00	SMALL TOOLS & EQUIPMENT	2,500.00	1,506.80	0.00	993.20	60.27
101-265-748.00	PERSONAL EQUIP. - ALLOWANCE	1,500.00	728.76	0.00	771.24	48.58
101-265-751.00	GAS & OIL	3,000.00	1,650.98	302.38	1,349.02	55.03
101-265-811.00	PURCHASED SERVICE	10,000.00	7,995.16	2,087.10	2,004.84	79.95
101-265-853.00	TELEPHONE	640.00	180.00	30.00	460.00	28.13
101-265-931.00	MAINT. - BUILDING	20,500.00	9,056.55	138.91	11,443.45	44.18
101-265-932.00	MAINT. - GROUNDS	15,000.00	5,224.60	1,600.00	9,775.40	34.83
101-265-934.00	MAINT. - MACHINE	1,500.00	1,331.16	46.99	168.84	88.74
101-265-939.00	MAINT. - VEHICLE	3,000.00	780.63	605.48	2,219.37	26.02
101-265-945.00	RENTALS - EQUIPMENT	500.00	0.00	0.00	500.00	0.00
Total Dept 265 - MAINTENANCE		274,340.00	147,414.75	20,928.09	126,925.25	53.73
Dept 276 - CEMETERY						
101-276-705.00	WAGES - MAINTENANCE	10,000.00	4,273.02	972.72	5,726.98	42.73
101-276-706.00	CEMETERY OVERTIME	450.00	260.55	52.11	189.45	57.90
101-276-715.00	FICA	825.00	311.26	69.59	513.74	37.73
101-276-716.00	HEALTH INSURANCE	4,000.00	1,717.53	732.64	2,282.47	42.94
101-276-717.00	LIFE INS/STD/LTD	300.00	77.83	33.21	222.17	25.94
101-276-718.00	PENSION	1,300.00	544.03	122.97	755.97	41.85
101-276-740.00	OPERATING SUPPLIES	2,000.00	53.72	0.00	1,946.28	2.69
101-276-742.00	SOFTWARE PROGRAMS	2,200.00	2,150.00	0.00	50.00	97.73
101-276-811.00	PURCHASED SERVICE	3,000.00	1,678.10	1,054.50	1,321.90	55.94
101-276-927.00	UTILITIES - WATER	2,000.00	0.00	0.00	2,000.00	0.00
101-276-931.00	REPAIRS - MAINT.	500.00	0.00	0.00	500.00	0.00
101-276-932.00	MAINT. - GROUNDS	2,500.00	464.95	231.59	2,035.05	18.60
101-276-945.00	RENTALS - EQUIPMENT	2,500.00	704.50	258.50	1,795.50	28.18
Total Dept 276 - CEMETERY		31,575.00	12,235.49	3,527.83	19,339.51	38.75
Dept 310 - ENFORCEMENT (ORD, UNSAFE BDG, RENTAL)						
101-310-702.00	WAGES -	21,000.00	11,231.61	86.81	9,768.39	53.48
101-310-715.00	FICA	1,600.00	811.93	3.00	788.07	50.75
101-310-716.00	HEALTH INSURANCE	5,000.00	2,740.15	380.51	2,259.85	54.80
101-310-740.00	OPERATING SUPPLIES	150.00	0.00	0.00	150.00	0.00
101-310-811.00	PURCHASED SERVICE	30,000.00	9,655.11	2,393.11	20,344.89	32.18
101-310-827.00	LEGAL SERVICE-GEN. TWP.	25,000.00	22,640.40	3,170.00	2,359.60	90.56
101-310-862.00	TRAVEL - CONFERENCES	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 310 - ENFORCEMENT (ORD, UNSAFE BDG, RENTAL)		83,750.00	47,079.20	6,033.43	36,670.80	56.21
Dept 400 - PLANNING/ZONING						
101-400-712.00	PLANNING/APPEALS BOARD	9,500.00	5,370.00	1,560.00	4,130.00	56.53
101-400-715.00	FICA	725.00	410.39	119.22	314.61	56.61
101-400-718.00	PENSION	150.00	81.00	18.00	69.00	54.00

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Expenditures						
101-400-727.00	OFFICE SUPPLIES	200.00	107.08	79.00	92.92	53.54
101-400-732.00	DUES/SUBS/PUBL	360.00	360.00	0.00	0.00	100.00
101-400-811.00	PURCHASED SERVICE	5,850.00	2,003.02	0.00	3,846.98	34.24
101-400-820.00	ENGINEERING SERVICES	1,000.00	266.68	51.18	733.32	26.67
101-400-821.00	PLANNING CONSULTANT	35,000.00	19,046.68	6,775.00	15,953.32	54.42
101-400-827.00	LEGAL SERVICES - GEN. TWP.	20,000.00	10,536.08	1,224.58	9,463.92	52.68
101-400-862.00	TRAVEL - CONFERENCES	1,000.00	0.00	0.00	1,000.00	0.00
101-400-903.00	NOTICES	8,500.00	3,693.72	480.56	4,806.28	43.46
Total Dept 400 - PLANNING/ZONING		82,285.00	41,874.65	10,307.54	40,410.35	50.89
Dept 425 - EMERGENCY PREPAREDNESS						
101-425-740.00	DISASTER RELIEF	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 425 - EMERGENCY PREPAREDNESS		10,000.00	0.00	0.00	10,000.00	0.00
Dept 446 - STREETS						
101-446-969.00	STREETS & ROADS IMPROV	250,000.00	0.00	0.00	250,000.00	0.00
101-446-969.01	SIDEWALKS	50,000.00	825.00	325.00	49,175.00	1.65
Total Dept 446 - STREETS		300,000.00	825.00	325.00	299,175.00	0.28
Dept 751 - RECREATION						
101-751-740.00	OPERATING SUPPLIES	3,500.00	1,565.68	257.89	1,934.32	44.73
101-751-811.00	PURCHASED SERVICE	500.00	45.50	45.50	454.50	9.10
101-751-921.00	UTILITIES - ELECTRIC	1,300.00	204.00	26.73	1,096.00	15.69
101-751-927.00	UTILITIES - WATER	1,000.00	616.97	461.54	383.03	61.70
101-751-932.00	REPAIRS - MAINT. GROUNDS	5,000.00	1,383.14	0.00	3,616.86	27.66
101-751-970.00	CAPITAL OUTLAY	11,700.00	4,144.41	0.00	7,555.59	35.42
Total Dept 751 - RECREATION		23,000.00	7,959.70	791.66	15,040.30	34.61
Dept 890 - CONTINGENCY						
101-890-955.00	CONTINGENT	450,000.00	20,000.00	0.00	430,000.00	4.44
Total Dept 890 - CONTINGENCY		450,000.00	20,000.00	0.00	430,000.00	4.44
Dept 901 - CAPITAL OUTLAY_GENERAL						
101-901-983.00	NEW EQUIPMENT - GEN. GOVT	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 901 - CAPITAL OUTLAY_GENERAL		10,000.00	0.00	0.00	10,000.00	0.00
Dept 999 - OPERATING TRANSFERS						
101-999-999.00	INTERFUND TRANSFERS OUT	5,110,646.00	5,110,646.00	0.00	0.00	100.00
Total Dept 999 - OPERATING TRANSFERS		5,110,646.00	5,110,646.00	0.00	0.00	100.00
TOTAL EXPENDITURES		7,628,861.00	6,072,924.40	147,872.70	1,555,936.60	79.60

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Fund 101 - GENERAL:						
	TOTAL REVENUES	7,166,195.00	5,309,676.39	98,656.81	1,856,518.61	74.09
	TOTAL EXPENDITURES	7,628,861.00	6,072,924.40	147,872.70	1,555,936.60	79.60
	NET OF REVENUES & EXPENDITURES	(462,666.00)	(763,248.01)	(49,215.89)	300,582.01	164.97

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE						
Revenues						
Dept 000 - REVENUES						
206-000-582.00	PARCHMENT CONTRACT	0.00	27,000.00	7,000.00	(27,000.00)	100.00
206-000-682.00	CHARGES FOR SERVICES - FIRE RESPONSE	2,000.00	1,438.83	479.61	561.17	71.94
206-000-699.00	INTERFUND TRANSFERS IN	1,702,060.00	1,702,060.00	0.00	0.00	100.00
Total Dept 000 - REVENUES		1,704,060.00	1,730,498.83	7,479.61	(26,438.83)	101.55
TOTAL REVENUES		1,704,060.00	1,730,498.83	7,479.61	(26,438.83)	101.55
Expenditures						
Dept 336 - FIRE						
206-336-701.00	WAGES - CHIEF	90,500.00	53,530.00	7,104.00	36,970.00	59.15
206-336-702.00	WAGES -	213,000.00	126,070.00	16,776.00	86,930.00	59.19
206-336-702.02	WAGES - OUTSIDE	0.00	1,000.00	500.00	(1,000.00)	100.00
206-336-703.00	WAGES - CAREER FIREFIGHTERS	178,000.00	106,359.37	14,482.92	71,640.63	59.75
206-336-704.01	RESPONSE TIME - NW	35,000.00	14,099.30	1,827.42	20,900.70	40.28
206-336-704.02	RESPONSE TIME - EW	85,000.00	49,674.71	7,762.96	35,325.29	58.44
206-336-704.03	RESPONSE TIME - LW	17,000.00	11,869.65	1,623.20	5,130.35	69.82
206-336-704.04	RESPONSE TIME - WW	110,000.00	61,712.08	12,005.28	48,287.92	56.10
206-336-706.01	SIT TIME - NW	62,000.00	17,318.80	2,995.94	44,681.20	27.93
206-336-706.02	SIT TIME	64,000.00	18,024.85	3,402.69	45,975.15	28.16
206-336-706.03	SIT TIME	1,500.00	525.00	75.00	975.00	35.00
206-336-706.04	SIT TIME	72,000.00	47,050.80	7,391.06	24,949.20	65.35
206-336-707.00	TRAINING	65,000.00	31,314.87	14,801.14	33,685.13	48.18
206-336-711.00	INSURANCE OPT OUT	8,500.00	6,311.20	901.60	2,188.80	74.25
206-336-715.00	FICA	46,500.00	27,220.65	3,912.06	19,279.35	58.54
206-336-716.00	HEALTH INSURANCE	83,220.00	50,814.05	6,397.34	32,405.95	61.06
206-336-716.01	HEALTH INSURANCE - RETIREE	4,780.00	2,390.10	0.00	2,389.90	50.00
206-336-717.00	LIFE INS/STD/LTD	7,400.00	5,119.03	731.29	2,280.97	69.18
206-336-718.00	PENSION	85,000.00	52,940.90	8,014.31	32,059.10	62.28
206-336-723.00	INSURANCE - VOL. FIREMEN	5,500.00	5,427.00	0.00	73.00	98.67
206-336-727.00	OFFICE SUPPLIES	7,800.00	7,263.08	0.00	536.92	93.12
206-336-732.00	DUES/SUBS/PUBL	4,400.00	2,114.82	126.22	2,285.18	48.06
206-336-740.00	OPERATING SUPPLIES	21,000.00	9,892.39	2,522.31	11,107.61	47.11
206-336-742.00	SOFTWARE PROGRAMS	18,000.00	4,383.42	3,033.42	13,616.58	24.35
206-336-747.00	SMALL TOOLS & EQUIPMENT	45,000.00	7,869.54	3,133.72	37,130.46	17.49
206-336-748.00	PERSONAL EQUIPMENT ALLOWANCE	42,000.00	4,136.91	408.90	37,863.09	9.85
206-336-751.00	GAS & OIL	20,000.00	7,886.80	1,201.49	12,113.20	39.43
206-336-780.05	FIRE PREVENTION	1,000.00	0.00	0.00	1,000.00	0.00
206-336-811.00	PURCHASED & MAINT. SERVICE	36,000.00	28,193.86	7,402.48	7,806.14	78.32
206-336-827.00	LEGAL SERVICE	1,500.00	75.00	75.00	1,425.00	5.00
206-336-853.00	TELEPHONE	18,000.00	11,319.35	1,496.77	6,680.65	62.89
206-336-862.00	TRAVEL - CONFERENCES	6,000.00	1,060.88	0.00	4,939.12	17.68
206-336-912.00	INSURANCE - GENERAL	32,000.00	22,328.84	0.00	9,671.16	69.78
206-336-913.00	INSURANCE - WORKERS COMP	55,000.00	41,813.08	0.00	13,186.92	76.02
206-336-914.00	VISION - PHYSICALS	28,000.00	4,729.00	4,729.00	23,271.00	16.89
206-336-921.01	UTILITIES - ELECTRIC	6,500.00	3,608.83	550.09	2,891.17	55.52
206-336-921.02	UTILITIES - ELECTRIC	8,600.00	4,638.34	764.76	3,961.66	53.93
206-336-921.03	UTILITIES - ELECTRIC	2,500.00	961.14	119.92	1,538.86	38.45
206-336-921.04	UTILITIES - ELECTRIC	8,000.00	3,314.86	0.00	4,685.14	41.44
206-336-923.01	UTILITIES - NATURAL GAS	5,000.00	3,053.27	100.45	1,946.73	61.07
206-336-923.02	UTILITIES - NATURAL GAS	5,000.00	3,199.30	119.34	1,800.70	63.99
206-336-923.03	UTILITIES - NATURAL GAS	2,500.00	1,572.66	22.24	927.34	62.91
206-336-923.04	UTILITIES - NATURAL GAS	4,500.00	2,681.93	0.00	1,818.07	59.60

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE						
Expenditures						
206-336-927.01	UTILITIES - WATER	500.00	271.68	0.00	228.32	54.34
206-336-927.02	UTILITIES - WATER	1,400.00	692.04	70.66	707.96	49.43
206-336-927.03	UTILITIES - WATER	350.00	211.43	38.69	138.57	60.41
206-336-927.04	UTILITIES - WATER	900.00	451.14	71.65	448.86	50.13
206-336-931.00	MAINT. - BUILDING	41,500.00	30,373.41	14,224.12	11,126.59	73.19
206-336-932.00	MAINT. - GROUNDS	5,000.00	3,389.74	0.00	1,610.26	67.79
206-336-933.00	MAINT. - RADIO	4,000.00	983.79	432.00	3,016.21	24.59
206-336-934.00	MAINT. - MACHINE	2,200.00	1,294.28	52.49	905.72	58.83
206-336-939.00	MAINT. - VEHICLE	46,000.00	15,622.20	6,825.41	30,377.80	33.96
206-336-960.00	TUITION/TRAINING	6,000.00	2,918.98	400.00	3,081.02	48.65
206-336-960.01	TUITION/TRAINING	1,000.00	219.50	219.50	780.50	21.95
Total Dept 336 - FIRE		1,721,050.00	921,297.85	158,844.84	799,752.15	53.53
TOTAL EXPENDITURES		1,721,050.00	921,297.85	158,844.84	799,752.15	53.53
Fund 206 - FIRE:						
TOTAL REVENUES		1,704,060.00	1,730,498.83	7,479.61	(26,438.83)	101.55
TOTAL EXPENDITURES		1,721,050.00	921,297.85	158,844.84	799,752.15	53.53
NET OF REVENUES & EXPENDITURES		(16,990.00)	809,200.98	(151,365.23)	(826,190.98)	4,762.81

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019	MONTH 07/31/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 207 - POLICE						
Revenues						
Dept 000 - REVENUES						
207-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	44.86	0.00	(44.86)	100.00
207-000-430.00	POLICE - OPERATING SPECIAL ASSESS	637,390.00	638,516.58	0.00	(1,126.58)	100.18
207-000-582.00	PARCHMENT CONTRACT	317,935.00	202,782.00	50,695.50	115,153.00	63.78
207-000-582.01	PARCHMENT SPECIAL EVENT	5,000.00	7,579.99	1,490.57	(2,579.99)	151.60
207-000-583.00	KPS - SCH RESOURCE OFFICER	79,950.00	41,217.04	20,199.70	38,732.96	51.55
207-000-584.00	KCMHSAS/BORGESS CONTRACT	107,000.00	55,757.66	7,914.00	51,242.34	52.11
207-000-658.00	FSA FORFEITURE	0.00	1,743.01	1,743.01	(1,743.01)	100.00
207-000-673.01	SALE OF POLICE ASSETS	1,000.00	0.00	(39,095.00)	1,000.00	0.00
207-000-680.01	BYRNE MEMORIAL	14,000.00	0.00	0.00	14,000.00	0.00
207-000-680.02	HIDTA	1,500.00	0.00	0.00	1,500.00	0.00
207-000-680.03	OHSP OVERTIME	10,000.00	3,183.87	0.00	6,816.13	31.84
207-000-680.06	STATE 911 FUNDS	0.00	2,053.00	0.00	(2,053.00)	100.00
207-000-680.07	TOWER SITE - RAVINE ROAD	16,000.00	0.00	0.00	16,000.00	0.00
207-000-680.65	ATPA - SCAR OFFICER	55,000.00	0.00	0.00	55,000.00	0.00
207-000-681.00	DISABILITY WAGE/WORKMAN'S COMP REIMB	4,000.00	3,642.42	3,642.42	357.58	91.06
207-000-681.01	POLICE OT WAGE REIMBURSEMENTS	45,000.00	42,245.76	36,329.66	2,754.24	93.88
207-000-682.00	CHARGES FOR SERVICES	3,500.00	1,160.08	242.75	2,339.92	33.15
207-000-683.00	OWI REIMBURSEMENT	3,500.00	2,042.02	0.00	1,457.98	58.34
207-000-684.00	MISC. REVENUE	600.00	27.50	0.00	572.50	4.58
207-000-685.00	BOND FEES	1,000.00	450.00	80.00	550.00	45.00
207-000-699.00	INTERFUND TRANSFERS IN	3,520,821.00	3,535,826.62	0.00	(15,005.62)	100.43
Total Dept 000 - REVENUES		4,823,196.00	4,538,272.41	83,242.61	284,923.59	94.09
TOTAL REVENUES		4,823,196.00	4,538,272.41	83,242.61	284,923.59	94.09
Expenditures						
Dept 301 - POLICE						
207-301-701.00	WAGES - DEPARTMENT HEAD	99,820.00	58,137.04	7,753.60	41,682.96	58.24
207-301-702.00	WAGES -	2,079,280.00	1,040,505.91	144,480.14	1,038,774.09	50.04
207-301-703.00	OVERTIME	99,000.00	48,013.02	11,576.09	50,986.98	48.50
207-301-703.01	OUTSIDE OVERTIME	100,000.00	61,174.04	7,413.75	38,825.96	61.17
207-301-704.00	CLERICAL WAGES	197,000.00	100,651.79	12,176.11	96,348.21	51.09
207-301-704.01	CLERICAL WAGES - SVC OFFICERS	55,635.00	23,067.53	2,498.80	32,567.47	41.46
207-301-705.00	CLERICAL WAGES - OT	6,000.00	1,615.00	486.36	4,385.00	26.92
207-301-706.00	CROSSING GUARDS	31,000.00	13,724.49	255.58	17,275.51	44.27
207-301-707.00	OFFICER IN CHARGE	3,000.00	1,117.00	186.00	1,883.00	37.23
207-301-708.00	HOLIDAY PAY	43,000.00	9,186.33	2,324.97	33,813.67	21.36
207-301-709.00	LONGEVITY PAY	43,380.00	29,640.00	5,590.00	13,740.00	68.33
207-301-710.00	SICK PAY	14,000.00	8,810.32	4,439.73	5,189.68	62.93
207-301-710.01	VACATION PAY	35,000.00	31,443.31	18,938.44	3,556.69	89.84
207-301-711.00	INSURANCE OPT OUT	56,000.00	31,319.75	4,342.27	24,680.25	55.93
207-301-712.65	CLERICAL WAGES - SCAR	9,000.00	0.00	0.00	9,000.00	0.00
207-301-715.00	FICA	215,000.00	109,104.97	16,441.29	105,895.03	50.75
207-301-716.00	HEALTH INSURANCE	381,000.00	208,266.85	31,519.07	172,733.15	54.66
207-301-716.01	HEALTH INSURANCE - RETIREE	101,000.00	74,891.90	11,486.11	26,108.10	74.15
207-301-717.00	LIFE INS/STD/LTD	44,000.00	23,529.22	3,351.26	20,470.78	53.48
207-301-718.00	CLERICAL PENSION	15,500.00	8,021.53	514.23	7,478.47	51.75
207-301-718.01	FOP PENSION	426,890.00	206,177.80	29,269.02	220,712.20	48.30
207-301-727.00	OFFICE SUPPLIES	5,000.00	1,788.56	134.69	3,211.44	35.77
207-301-732.00	DUES/SUBS/PUBL	1,600.00	645.00	0.00	955.00	40.31
207-301-740.00	OPERATING SUPPLIES	9,000.00	1,118.85	955.06	7,881.15	12.43
207-301-742.00	SOFTWARE PROGRAMS	6,000.00	31.06	31.06	5,968.94	0.52

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019	MONTH 07/31/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 207 - POLICE						
Expenditures						
207-301-747.00	SMALL TOOLS & EQUIPMENT	8,500.00	7,445.21	62.04	1,054.79	87.59
207-301-748.00	UNIFORMS/PERSONAL EQUIPMENT	29,000.00	13,515.25	14.00	15,484.75	46.60
207-301-749.00	UNIFORM CLEANING	4,000.00	1,464.64	0.00	2,535.36	36.62
207-301-751.00	GAS & OIL	52,000.00	26,820.45	4,240.84	25,179.55	51.58
207-301-780.00	CRIME PREVENTION	1,000.00	0.00	0.00	1,000.00	0.00
207-301-782.00	INVESTIGATIVE OPERATIONS	6,000.00	1,534.89	564.00	4,465.11	25.58
207-301-810.00	COMPUTER SERVICE	5,000.00	1,921.40	1,341.05	3,078.60	38.43
207-301-811.00	PURCHASED SERVICE	8,000.00	5,479.41	296.74	2,520.59	68.49
207-301-811.05	PURCHASED SERVICE - CONSOL DISPATCH	365,000.00	364,778.00	0.00	222.00	99.94
207-301-812.00	EMPLOYMENT TESTING	10,000.00	7,173.53	1,330.00	2,826.47	71.74
207-301-812.01	BACKGROUND INVESTIGATION	2,000.00	534.95	220.35	1,465.05	26.75
207-301-814.00	PURCHASED MAINT. SERVICE	600.00	0.00	0.00	600.00	0.00
207-301-827.00	LEGAL	35,000.00	20,087.00	10,810.00	14,913.00	57.39
207-301-853.00	TELEPHONE	16,000.00	7,052.79	1,038.09	8,947.21	44.08
207-301-853.01	LEIN BILLING	2,100.00	1,200.00	1,200.00	900.00	57.14
207-301-853.02	RADIO TOWER T1 LINE	5,000.00	2,476.38	710.78	2,523.62	49.53
207-301-862.00	TRAVEL - CONFERENCES	3,000.00	803.14	595.96	2,196.86	26.77
207-301-903.00	NOTICES	600.00	295.75	0.00	304.25	49.29
207-301-912.00	INSURANCE - GENERAL	40,000.00	28,488.52	0.00	11,511.48	71.22
207-301-913.00	WORKER'S COMP.	110,000.00	75,083.04	0.00	34,916.96	68.26
207-301-914.00	VISION & PHYSICALS	6,000.00	1,691.87	0.00	4,308.13	28.20
207-301-921.00	RAVINE TOWER SITE - ELECTRIC	3,100.00	1,990.10	31.84	1,109.90	64.20
207-301-931.65	TOWER RENT - RAVINE ROAD	18,000.00	10,500.00	1,500.00	7,500.00	58.33
207-301-933.00	MAINT. - RADIO	8,000.00	675.38	44.45	7,324.62	8.44
207-301-934.00	MAINT. - MACHINE	5,800.00	401.25	0.00	5,398.75	6.92
207-301-939.00	MAINT. - VEHICLE	33,000.00	13,847.77	1,442.85	19,152.23	41.96
207-301-945.00	RENTALS - EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00
207-301-956.00	MISC. EXPENSE	1,000.00	370.80	82.78	629.20	37.08
207-301-960.01	TUITION REIMBURSEMENT	11,795.00	4,107.25	0.00	7,687.75	34.82
207-301-999.00	INTERFUND TRANSFERS OUT	13,000.00	13,000.00	0.00	0.00	100.00
Total Dept 301 - POLICE		4,879,600.00	2,704,720.04	341,689.40	2,174,879.96	55.43
TOTAL EXPENDITURES		4,879,600.00	2,704,720.04	341,689.40	2,174,879.96	55.43
Fund 207 - POLICE:						
TOTAL REVENUES		4,823,196.00	4,538,272.41	83,242.61	284,923.59	94.09
TOTAL EXPENDITURES		4,879,600.00	2,704,720.04	341,689.40	2,174,879.96	55.43
NET OF REVENUES & EXPENDITURES		(56,404.00)	1,833,552.37	(258,446.79)	(1,889,956.37)	3,250.75

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GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 211 - RECREATION									
Expenditures									
Dept 751 - RECREATION									
211-751-999.00	INTERFUND TRANSFERS OUT	9,702.00		9,701.62		0.00		0.38	100.00
Total Dept 751 - RECREATION		9,702.00		9,701.62		0.00		0.38	100.00
TOTAL EXPENDITURES		9,702.00		9,701.62		0.00		0.38	100.00
Fund 211 - RECREATION:									
TOTAL REVENUES		0.00		0.00		0.00		0.00	0.00
TOTAL EXPENDITURES		9,702.00		9,701.62		0.00		0.38	100.00
NET OF REVENUES & EXPENDITURES		(9,702.00)		(9,701.62)		0.00		(0.38)	100.00

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GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 217 - LIVESCAN/SOR									
Revenues									
Dept 000 - REVENUES									
217-000-580.00	LIVESCAN REVENUE	26,000.00	13,890.00		1,270.00		12,110.00		53.42
217-000-580.01	SOR REVENUE	4,000.00	2,350.00		100.00		1,650.00		58.75
217-000-664.00	INTEREST EARNED	1,200.00	1,567.48		0.00		(367.48)		130.62
Total Dept 000 - REVENUES		31,200.00	17,807.48		1,370.00		13,392.52		57.08
TOTAL REVENUES		31,200.00	17,807.48		1,370.00		13,392.52		57.08
Expenditures									
Dept 301 - POLICE									
217-301-956.00	LIVESCAN EXPENSE	20,000.00	7,457.00		0.00		12,543.00		37.29
217-301-956.01	SOR EXPENSE	3,000.00	870.00		0.00		2,130.00		29.00
Total Dept 301 - POLICE		23,000.00	8,327.00		0.00		14,673.00		36.20
TOTAL EXPENDITURES		23,000.00	8,327.00		0.00		14,673.00		36.20
Fund 217 - LIVESCAN/SOR:									
TOTAL REVENUES		31,200.00	17,807.48		1,370.00		13,392.52		57.08
TOTAL EXPENDITURES		23,000.00	8,327.00		0.00		14,673.00		36.20
NET OF REVENUES & EXPENDITURES		8,200.00	9,480.48		1,370.00		(1,280.48)		115.62

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 219 - STREET LIGHTS						
Revenues						
Dept 000 - REVENUES						
219-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	17.28	0.00	(17.28)	100.00
219-000-637.00	C.T. REVENUE	247,275.00	247,467.15	0.00	(192.15)	100.08
219-000-664.00	INTEREST EARNED	3,500.00	7,456.88	707.75	(3,956.88)	213.05
Total Dept 000 - REVENUES		250,775.00	254,941.31	707.75	(4,166.31)	101.66
TOTAL REVENUES		250,775.00	254,941.31	707.75	(4,166.31)	101.66
Expenditures						
Dept 448 - STREET LIGHTS						
219-448-921.00	UTILITIES - ELECTRIC	250,000.00	127,068.19	39,464.66	122,931.81	50.83
219-448-934.00	MAINT. - MACHINE	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 448 - STREET LIGHTS		251,000.00	127,068.19	39,464.66	123,931.81	50.62
TOTAL EXPENDITURES		251,000.00	127,068.19	39,464.66	123,931.81	50.62
Fund 219 - STREET LIGHTS:						
TOTAL REVENUES		250,775.00	254,941.31	707.75	(4,166.31)	101.66
TOTAL EXPENDITURES		251,000.00	127,068.19	39,464.66	123,931.81	50.62
NET OF REVENUES & EXPENDITURES		(225.00)	127,873.12	(38,756.91)	(128,098.12)	6,832.50

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GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 226 - RECYCLING									
Revenues									
Dept 000 - REVENUES									
226-000-664.00	INTEREST EARNED	2,500.00		6,093.10		478.72		(3,593.10)	243.72
226-000-672.00	SPECIAL ASSESSMENTS	470,745.00		469,827.20		0.00		917.80	99.81
Total Dept 000 - REVENUES		473,245.00		475,920.30		478.72		(2,675.30)	100.57
TOTAL REVENUES		473,245.00		475,920.30		478.72		(2,675.30)	100.57
Expenditures									
Dept 527 - RECYCLING									
226-527-811.00	SOLID WASTE	469,240.00		254,728.74		49,854.20		214,511.26	54.29
Total Dept 527 - RECYCLING		469,240.00		254,728.74		49,854.20		214,511.26	54.29
TOTAL EXPENDITURES		469,240.00		254,728.74		49,854.20		214,511.26	54.29
Fund 226 - RECYCLING:									
TOTAL REVENUES		473,245.00		475,920.30		478.72		(2,675.30)	100.57
TOTAL EXPENDITURES		469,240.00		254,728.74		49,854.20		214,511.26	54.29
NET OF REVENUES & EXPENDITURES		4,005.00		221,191.56		(49,375.48)		(217,186.56)	5,522.89

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GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
			NORMAL	(ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 265 - DRUG LAW ENFORCEMENT									
Revenues									
Dept 000 - REVENUES									
265-000-655.00	DRUG FORFEITURE	500.00		4,238.75		0.00		(3,738.75)	847.75
265-000-655.01	PENDING DRUG FORFEITURE	5,000.00		0.00		0.00		5,000.00	0.00
265-000-664.00	INTEREST EARNED	1,200.00		1,970.49		0.00		(770.49)	164.21
Total Dept 000 - REVENUES		6,700.00		6,209.24		0.00		490.76	92.68
TOTAL REVENUES		6,700.00		6,209.24		0.00		490.76	92.68
Expenditures									
Dept 333 - DRUG LAW ENFORCEMENT									
265-333-956.00	MISC. FORFEITURE EXPENSES	1,000.00		0.00		0.00		1,000.00	0.00
Total Dept 333 - DRUG LAW ENFORCEMENT		1,000.00		0.00		0.00		1,000.00	0.00
TOTAL EXPENDITURES		1,000.00		0.00		0.00		1,000.00	0.00
Fund 265 - DRUG LAW ENFORCEMENT:									
TOTAL REVENUES		6,700.00		6,209.24		0.00		490.76	92.68
TOTAL EXPENDITURES		1,000.00		0.00		0.00		1,000.00	0.00
NET OF REVENUES & EXPENDITURES		5,700.00		6,209.24		0.00		(509.24)	108.93

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GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR MONTH 07/31/2019 INCREASE (DECREASE)	AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 266 - LAW ENFORCEMENT TRAINING								
Revenues								
Dept 000 - REVENUES								
266-000-577.00	PA 302 FUNDS	6,000.00		2,453.65		0.00	3,546.35	40.89
266-000-699.00	INTERFUND TRANSFERS IN	13,000.00		13,000.00		0.00	0.00	100.00
Total Dept 000 - REVENUES		19,000.00		15,453.65		0.00	3,546.35	81.34
TOTAL REVENUES		19,000.00		15,453.65		0.00	3,546.35	81.34
Expenditures								
Dept 320 - STATE TRAINING MONEY								
266-320-960.00	TUITION/TRAINING	21,000.00		4,978.47		708.80	16,021.53	23.71
266-320-960.01	TUITION/TRAINING	0.00		9,488.43		0.00	(9,488.43)	100.00
Total Dept 320 - STATE TRAINING MONEY		21,000.00		14,466.90		708.80	6,533.10	68.89
TOTAL EXPENDITURES		21,000.00		14,466.90		708.80	6,533.10	68.89
Fund 266 - LAW ENFORCEMENT TRAINING:								
TOTAL REVENUES		19,000.00		15,453.65		0.00	3,546.35	81.34
TOTAL EXPENDITURES		21,000.00		14,466.90		708.80	6,533.10	68.89
NET OF REVENUES & EXPENDITURES		(2,000.00)		986.75		(708.80)	(2,986.75)	49.34

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PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 267 - SWET									
Revenues									
Dept 000 - REVENUES									
267-000-574.00	STATE GRANTS	55,120.00	34,627.78		7,171.00		20,492.22		62.82
Total Dept 000 - REVENUES		55,120.00	34,627.78		7,171.00		20,492.22		62.82
TOTAL REVENUES		55,120.00	34,627.78		7,171.00		20,492.22		62.82
Expenditures									
Dept 301 - POLICE									
267-301-702.00	WAGES -	40,000.00	32,527.52		5,777.60		7,472.48		81.32
267-301-715.00	FICA	3,000.00	2,334.36		419.99		665.64		77.81
267-301-716.00	HEALTH INSURANCE	11,000.00	6,496.54		910.36		4,503.46		59.06
267-301-717.00	LIFE INS/STD/LTD	750.00	394.80		56.40		355.20		52.64
267-301-853.00	TELEPHONE	320.00	0.00		0.00		320.00		0.00
267-301-913.00	WORKER'S COMP.	50.00	71.28		0.00		(21.28)		142.56
Total Dept 301 - POLICE		55,120.00	41,824.50		7,164.35		13,295.50		75.88
TOTAL EXPENDITURES		55,120.00	41,824.50		7,164.35		13,295.50		75.88
Fund 267 - SWET:									
TOTAL REVENUES		55,120.00	34,627.78		7,171.00		20,492.22		62.82
TOTAL EXPENDITURES		55,120.00	41,824.50		7,164.35		13,295.50		75.88
NET OF REVENUES & EXPENDITURES		0.00	(7,196.72)		6.65		7,196.72		100.00

PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 270 - 911 WIRELESS						
Revenues						
Dept 000 - REVENUES						
270-000-664.00	INTEREST EARNED	500.00	0.00	0.00	500.00	0.00
Total Dept 000 - REVENUES		500.00	0.00	0.00	500.00	0.00
TOTAL REVENUES		500.00	0.00	0.00	500.00	0.00
Expenditures						
Dept 301 - POLICE						
270-301-999.00	INTERFUND TRANSFERS OUT	112,235.00	127,240.62	0.00	(15,005.62)	113.37
Total Dept 301 - POLICE		112,235.00	127,240.62	0.00	(15,005.62)	113.37
TOTAL EXPENDITURES		112,235.00	127,240.62	0.00	(15,005.62)	113.37
Fund 270 - 911 WIRELESS:						
TOTAL REVENUES		500.00	0.00	0.00	500.00	0.00
TOTAL EXPENDITURES		112,235.00	127,240.62	0.00	(15,005.62)	113.37
NET OF REVENUES & EXPENDITURES		(111,735.00)	(127,240.62)	0.00	15,505.62	113.88

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PERIOD ENDING 07/31/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019	MONTH 07/31/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 301 - ROAD DEBT SERVICE (VOTED BOND)						
Revenues						
Dept 000 - REVENUES						
301-000-403.00	OPERATING LEVY-C.T.	1,141,941.00	1,147,499.13	0.00	(5,558.13)	100.49
301-000-403.01	PMT IN LIEU OF TAX (PILOT)	4,000.00	0.00	0.00	4,000.00	0.00
301-000-404.00	DELINQUENT TAX REVENUE	500.00	0.00	0.00	500.00	0.00
301-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	1,577.54	0.00	(1,577.54)	100.00
301-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE	0.00	37,977.50	0.00	(37,977.50)	100.00
301-000-664.00	INTEREST EARNED	3,500.00	1,198.31	343.56	2,301.69	34.24
Total Dept 000 - REVENUES		1,149,941.00	1,188,252.48	343.56	(38,311.48)	103.33
TOTAL REVENUES		1,149,941.00	1,188,252.48	343.56	(38,311.48)	103.33
Expenditures						
Dept 906 - ROAD IMPROVEMENT						
301-906-910.00	DEBT SERVICE - PRINCIPAL	900,000.00	900,000.00	0.00	0.00	100.00
301-906-915.00	DEBT SERVICE - INTEREST	198,750.00	102,750.00	0.00	96,000.00	51.70
301-906-996.00	PAYING AGENT/BANK FEES	550.00	500.00	0.00	50.00	90.91
Total Dept 906 - ROAD IMPROVEMENT		1,099,300.00	1,003,250.00	0.00	96,050.00	91.26
TOTAL EXPENDITURES		1,099,300.00	1,003,250.00	0.00	96,050.00	91.26
Fund 301 - ROAD DEBT SERVICE (VOTED BOND):						
TOTAL REVENUES		1,149,941.00	1,188,252.48	343.56	(38,311.48)	103.33
TOTAL EXPENDITURES		1,099,300.00	1,003,250.00	0.00	96,050.00	91.26
NET OF REVENUES & EXPENDITURES		50,641.00	185,002.48	343.56	(134,361.48)	365.32

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PERIOD ENDING 07/31/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 402 - TWP BUILDING & GROUNDS IMPROVEMENTS						
Revenues						
Dept 000 - REVENUES						
402-000-664.00	INTEREST EARNED	0.00	11,565.94	890.08	(11,565.94)	100.00
Total Dept 000 - REVENUES		0.00	11,565.94	890.08	(11,565.94)	100.00
TOTAL REVENUES		0.00	11,565.94	890.08	(11,565.94)	100.00
Expenditures						
Dept 265 - MAINTENANCE						
402-265-975.00	BUILDING IMPROVEMENTS	400,000.00	140,264.31	76,309.20	259,735.69	35.07
Total Dept 265 - MAINTENANCE		400,000.00	140,264.31	76,309.20	259,735.69	35.07
TOTAL EXPENDITURES		400,000.00	140,264.31	76,309.20	259,735.69	35.07
Fund 402 - TWP BUILDING & GROUNDS IMPROVEMENTS:						
TOTAL REVENUES		0.00	11,565.94	890.08	(11,565.94)	100.00
TOTAL EXPENDITURES		400,000.00	140,264.31	76,309.20	259,735.69	35.07
NET OF REVENUES & EXPENDITURES		(400,000.00)	(128,698.37)	(75,419.12)	(271,301.63)	32.17

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PERIOD ENDING 07/31/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 407 - RADIO SITE PROJECT						
Expenditures						
Dept 301 - POLICE						
407-301-983.00	EXPENSES	7,200.00	0.00	0.00	7,200.00	0.00
Total Dept 301 - POLICE		<u>7,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,200.00</u>	<u>0.00</u>
TOTAL EXPENDITURES		<u>7,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,200.00</u>	<u>0.00</u>
Fund 407 - RADIO SITE PROJECT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		<u>7,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,200.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>(7,200.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>(7,200.00)</u>	<u>0.00</u>

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PERIOD ENDING 07/31/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 584 - GOLF COURSE						
Revenues						
Dept 000 - REVENUES						
584-000-607.00	LEASE FEES	10,000.00	101.15	0.00	9,898.85	1.01
584-000-664.00	INTEREST EARNED	400.00	186.62	30.02	213.38	46.66
584-000-699.00	INTERFUND TRANSFERS IN	0.00	20,000.00	0.00	(20,000.00)	100.00
Total Dept 000 - REVENUES		10,400.00	20,287.77	30.02	(9,887.77)	195.07
TOTAL REVENUES		10,400.00	20,287.77	30.02	(9,887.77)	195.07
Expenditures						
Dept 698 - GOLF COURSE						
584-698-740.00	OPERATING SUPPLIES	0.00	20.00	0.00	(20.00)	100.00
584-698-814.00	PURCHASED MAINT. SERVICE	4,000.00	0.00	0.00	4,000.00	0.00
584-698-932.00	REPAIRS - MAINT. - GROUNDS	2,000.00	0.00	0.00	2,000.00	0.00
584-698-934.00	REPAIRS & MAINT. - MACHINE	20,000.00	18,081.45	0.00	1,918.55	90.41
584-698-968.00	DEPRECIATION	11,000.00	0.00	0.00	11,000.00	0.00
Total Dept 698 - GOLF COURSE		37,000.00	18,101.45	0.00	18,898.55	48.92
TOTAL EXPENDITURES		37,000.00	18,101.45	0.00	18,898.55	48.92
Fund 584 - GOLF COURSE:						
TOTAL REVENUES		10,400.00	20,287.77	30.02	(9,887.77)	195.07
TOTAL EXPENDITURES		37,000.00	18,101.45	0.00	18,898.55	48.92
NET OF REVENUES & EXPENDITURES		(26,600.00)	2,186.32	30.02	(28,786.32)	8.22

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PERIOD ENDING 07/31/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 810 - POLICE CAPITAL IMPROVEMENT						
Revenues						
Dept 000 - REVENUES						
810-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	19.22	0.00	(19.22)	100.00
810-000-664.00	INTEREST EARNED	6,500.00	14,168.80	1,301.87	(7,668.80)	217.98
810-000-672.00	POLICE CAPITAL SPECIAL ASSESSM	273,600.00	274,012.79	0.00	(412.79)	100.15
810-000-673.01	SALE OF POLICE ASSETS	0.00	39,095.00	39,095.00	(39,095.00)	100.00
Total Dept 000 - REVENUES		280,100.00	327,295.81	40,396.87	(47,195.81)	116.85
TOTAL REVENUES		280,100.00	327,295.81	40,396.87	(47,195.81)	116.85
Expenditures						
Dept 440 - CAPTIAL IMPROVEMENT						
810-440-983.00	NEW EQUIPMENT	309,800.00	195,093.55	3,322.98	114,706.45	62.97
Total Dept 440 - CAPTIAL IMPROVEMENT		309,800.00	195,093.55	3,322.98	114,706.45	62.97
TOTAL EXPENDITURES		309,800.00	195,093.55	3,322.98	114,706.45	62.97
Fund 810 - POLICE CAPITAL IMPROVEMENT:						
TOTAL REVENUES		280,100.00	327,295.81	40,396.87	(47,195.81)	116.85
TOTAL EXPENDITURES		309,800.00	195,093.55	3,322.98	114,706.45	62.97
NET OF REVENUES & EXPENDITURES		(29,700.00)	132,202.26	37,073.89	(161,902.26)	445.13

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PERIOD ENDING 07/31/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 811 - FIRE CAPITAL IMPROVEMENT						
Revenues						
Dept 000 - REVENUES						
811-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	32.04	0.00	(32.04)	100.00
811-000-573.00	GRANT MONIES	80,000.00	73,637.00	12,732.00	6,363.00	92.05
811-000-664.00	INTEREST EARNED	18,000.00	36,683.70	3,626.56	(18,683.70)	203.80
811-000-667.00	1219 WOODROW/1220 NASSAU RENTAL INCOME	15,000.00	9,117.00	0.00	5,883.00	60.78
811-000-672.00	FIRE CAPITAL SPECIAL ASSESSMEN	455,955.00	456,748.46	0.00	(793.46)	100.17
811-000-673.02	SALE OF ASSETS - FIRE	0.00	17,878.00	198.00	(17,878.00)	100.00
Total Dept 000 - REVENUES		568,955.00	594,096.20	16,556.56	(25,141.20)	104.42
TOTAL REVENUES		568,955.00	594,096.20	16,556.56	(25,141.20)	104.42
Expenditures						
Dept 440 - CAPTIAL IMPROVEMENT						
811-440-827.00	FIRE CAP IMPR LEGAL FEES	500.00	0.00	0.00	500.00	0.00
811-440-975.01	BUILDINGS - EASTWOOD STATION	85,000.00	0.00	0.00	85,000.00	0.00
811-440-983.00	FIRE EQUIPMENT	25,000.00	88,561.81	7,683.51	(63,561.81)	354.25
811-440-983.04	ENGINE REPLACEMENT	185,000.00	0.00	0.00	185,000.00	0.00
811-440-983.05	STAFF VEHICLES	45,000.00	44,896.51	0.00	103.49	99.77
811-440-983.06	STATION UPGRADES & EQUIP	50,000.00	3,945.00	0.00	46,055.00	7.89
811-440-983.08	MAINT - 1219 WOODROW	0.00	315.40	315.40	(315.40)	100.00
811-440-983.10	MAINT - 1220 NASSAU	0.00	276.50	276.50	(276.50)	100.00
Total Dept 440 - CAPTIAL IMPROVEMENT		390,500.00	137,995.22	8,275.41	252,504.78	35.34
TOTAL EXPENDITURES		390,500.00	137,995.22	8,275.41	252,504.78	35.34
Fund 811 - FIRE CAPITAL IMPROVEMENT:						
TOTAL REVENUES		568,955.00	594,096.20	16,556.56	(25,141.20)	104.42
TOTAL EXPENDITURES		390,500.00	137,995.22	8,275.41	252,504.78	35.34
NET OF REVENUES & EXPENDITURES		178,455.00	456,100.98	8,281.15	(277,645.98)	255.58

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PERIOD ENDING 07/31/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 812 - STREET IMPROVEMENT						
Revenues						
Dept 000 - REVENUES						
812-000-664.00	INTEREST EARNED	2,500.00	4,493.88	0.00	(1,993.88)	179.76
812-000-672.00	SPECIAL ASSESSMENTS	0.00	653.58	275.61	(653.58)	100.00
Total Dept 000 - REVENUES		2,500.00	5,147.46	275.61	(2,647.46)	205.90
TOTAL REVENUES		2,500.00	5,147.46	275.61	(2,647.46)	205.90
Expenditures						
Dept 446 - STREETS						
812-446-999.00	INTERFUND TRANSFERS OUT	0.00	162,450.02	0.00	(162,450.02)	100.00
Total Dept 446 - STREETS		0.00	162,450.02	0.00	(162,450.02)	100.00
TOTAL EXPENDITURES		0.00	162,450.02	0.00	(162,450.02)	100.00
Fund 812 - STREET IMPROVEMENT:						
TOTAL REVENUES		2,500.00	5,147.46	275.61	(2,647.46)	205.90
TOTAL EXPENDITURES		0.00	162,450.02	0.00	(162,450.02)	100.00
NET OF REVENUES & EXPENDITURES		2,500.00	(157,302.56)	275.61	159,802.56	6,292.10

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PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 850 - ROAD IMPROVEMENT						
Revenues						
Dept 000 - REVENUES						
850-000-664.00	INTEREST EARNED	0.00	136.05	16.94	(136.05)	100.00
Total Dept 000 - REVENUES		0.00	136.05	16.94	(136.05)	100.00
TOTAL REVENUES		0.00	136.05	16.94	(136.05)	100.00
Expenditures						
Dept 906 - ROAD IMPROVEMENT						
850-906-815.00	OTHER FEES	75.00	0.00	0.00	75.00	0.00
850-906-970.00	CAPITAL IMPROVEMENT	265,800.00	78,419.42	78,245.22	187,380.58	29.50
Total Dept 906 - ROAD IMPROVEMENT		265,875.00	78,419.42	78,245.22	187,455.58	29.49
TOTAL EXPENDITURES		265,875.00	78,419.42	78,245.22	187,455.58	29.49
Fund 850 - ROAD IMPROVEMENT:						
TOTAL REVENUES		0.00	136.05	16.94	(136.05)	100.00
TOTAL EXPENDITURES		265,875.00	78,419.42	78,245.22	187,455.58	29.49
NET OF REVENUES & EXPENDITURES		(265,875.00)	(78,283.37)	(78,228.28)	(187,591.63)	29.44

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PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 871 - WATER IMPROVEMENT						
Revenues						
Dept 000 - REVENUES						
871-000-664.00	INTEREST EARNED	3,000.00	5,690.62	529.64	(2,690.62)	189.69
871-000-669.00	INTEREST ON SPEC. ASSESS.	0.00	284.06	101.15	(284.06)	100.00
871-000-672.00	SPECIAL ASSESSMENTS	3,700.00	2,591.56	898.85	1,108.44	70.04
871-000-677.00	WATER CONNECTION FEE	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000 - REVENUES		16,700.00	8,566.24	1,529.64	8,133.76	51.29
TOTAL REVENUES		16,700.00	8,566.24	1,529.64	8,133.76	51.29
Expenditures						
Dept 441 - WATER IMPROVEMENT						
871-441-732.00	DUES/SUBS/PUBL	16,500.00	13,750.00	0.00	2,750.00	83.33
871-441-820.00	ENGINEERING FEES	500.00	75.00	75.00	425.00	15.00
871-441-973.00	CONSTRUCTION COSTS	10,000.00	2,586.50	0.00	7,413.50	25.87
Total Dept 441 - WATER IMPROVEMENT		27,000.00	16,411.50	75.00	10,588.50	60.78
TOTAL EXPENDITURES		27,000.00	16,411.50	75.00	10,588.50	60.78
Fund 871 - WATER IMPROVEMENT:						
TOTAL REVENUES		16,700.00	8,566.24	1,529.64	8,133.76	51.29
TOTAL EXPENDITURES		27,000.00	16,411.50	75.00	10,588.50	60.78
NET OF REVENUES & EXPENDITURES		(10,300.00)	(7,845.26)	1,454.64	(2,454.74)	76.17

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PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 883 - SEWER IMPROVEMENT									
Revenues									
Dept 000 - REVENUES									
883-000-664.00	INTEREST EARNED	35,000.00	75,779.44		7,240.67		(40,779.44)		216.51
883-000-669.00	INTEREST ON SPEC. ASSESS.	500.00	806.17		697.92		(306.17)		161.23
883-000-672.00	SPECIAL ASSESSMENTS	10,000.00	7,093.93		3,313.51		2,906.07		70.94
883-000-679.00	CONNECTION FEES	0.00	7,500.00		0.00		(7,500.00)		100.00
Total Dept 000 - REVENUES		45,500.00	91,179.54		11,252.10		(45,679.54)		200.39
TOTAL REVENUES		45,500.00	91,179.54		11,252.10		(45,679.54)		200.39
Expenditures									
Dept 520 - SEWER IMPROVEMENT									
883-520-732.00	DUES/SUBS/PUBL	13,500.00	11,250.00		0.00		2,250.00		83.33
883-520-820.00	ENGINEERING FEES	1,500.00	1,004.00		0.00		496.00		66.93
883-520-921.00	UTILITIES - ELECTRIC	400.00	174.22		29.51		225.78		43.56
883-520-930.00	MAINTENANCE - SEWER	600.00	0.00		0.00		600.00		0.00
883-520-973.00	CONSTRUCTION COSTS	15,000.00	4,350.00		0.00		10,650.00		29.00
Total Dept 520 - SEWER IMPROVEMENT		31,000.00	16,778.22		29.51		14,221.78		54.12
TOTAL EXPENDITURES		31,000.00	16,778.22		29.51		14,221.78		54.12
Fund 883 - SEWER IMPROVEMENT:									
TOTAL REVENUES		45,500.00	91,179.54		11,252.10		(45,679.54)		200.39
TOTAL EXPENDITURES		31,000.00	16,778.22		29.51		14,221.78		54.12
NET OF REVENUES & EXPENDITURES		14,500.00	74,401.32		11,222.59		(59,901.32)		513.11

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PERIOD ENDING 07/31/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 884 - SAW GRANT						
Revenues						
Dept 000 - REVENUES						
884-000-574.00	SAW STATE GRANT	582,000.00	328,499.87	58,181.65	253,500.13	56.44
Total Dept 000 - REVENUES		582,000.00	328,499.87	58,181.65	253,500.13	56.44
TOTAL REVENUES		582,000.00	328,499.87	58,181.65	253,500.13	56.44
Expenditures						
Dept 520 - SEWER IMPROVEMENT						
884-520-820.00	SAW ENGINEERING FEES	582,000.00	328,499.87	187,275.04	253,500.13	56.44
884-520-999.00	INTERFUND TRANSFERS OUT	0.00	5,000.00	0.00	(5,000.00)	100.00
Total Dept 520 - SEWER IMPROVEMENT		582,000.00	333,499.87	187,275.04	248,500.13	57.30
TOTAL EXPENDITURES		582,000.00	333,499.87	187,275.04	248,500.13	57.30
Fund 884 - SAW GRANT:						
TOTAL REVENUES		582,000.00	328,499.87	58,181.65	253,500.13	56.44
TOTAL EXPENDITURES		582,000.00	333,499.87	187,275.04	248,500.13	57.30
NET OF REVENUES & EXPENDITURES		0.00	(5,000.00)	(129,093.39)	5,000.00	100.00
TOTAL REVENUES - ALL FUNDS						
		17,186,087.00	14,958,434.75	328,579.53	2,227,652.25	87.04
TOTAL EXPENDITURES - ALL FUNDS						
		18,321,483.00	12,384,563.42	1,099,131.31	5,936,919.58	67.60
NET OF REVENUES & EXPENDITURES		(1,135,396.00)	2,573,871.33	(770,551.78)	(3,709,267.33)	226.69



1720 Riverview Drive
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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 08262019 9A

FOR MEETING DATE: 08/26/2019

SUBJECT: Request to Adopt Ordinance No. 610

REQUESTING DEPARTMENT: Clerk's

SUGGESTED MOTION:

To adopt Ordinance No. 610, an ordinance to repeal obsolete ordinances and amend several ordinances.

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Submitted by: Clerk Miller

Manager's Recommendation: Support

Direction: In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

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**CHARTER TOWNSHIP OF KALAMZOO
KALAMAZOO COUNTY, MICHIGAN
ORDINANCE NO. 610**

REPEAL AND AMEND ORDINANCES

**ADOPTED:
EFFECTIVE:**

An Ordinance to repeal obsolete ordinances, and amend several ordinances.

THE CHARTER TOWNSHIP OF KALAMAZOO,
KALAMAZOO COUNTY, MICHIGAN, ORDAINS:

SECTION 1
REPEAL ORDINANCE 239

Ordinance Number 239, Township Energy Code, is repealed.

SECTION 2
REPEAL ORDINANCE 253

Ordinance Number 253, Fiscal Year, is repealed.

SECTION 3
REPEAL ORDINANCE 303

Ordinance Number 303, Liquor License, is repealed.

SECTION 4
REPEAL ORDINANCE 416

Ordinance Number 416, Cable Television Rate Regulation, is repealed.

SECTION 5
REPEAL ORDINANCE 470

Ordinance Number 470, Cable System Regulations, is repealed.

SECTION 6
REPEAL ORDINANCE 456

Ordinance Number 456, Kimball Power Company Franchise, is repealed.

SECTION 7
REPEAL ORDINANCE 457

Ordinance Number 457, Engage Energy US, L.P. Franchise, is repealed.

SECTION 8
REPEAL ORDINANCE 462

Ordinance Number 462, First Power, LLP Franchise, is repealed.

SECTION 9
REPEAL ORDINANCE 485

Ordinance Number 485, Quest Energy, LLP Franchise, is repealed.

SECTION 10
REPEAL ORDINANCE 488

Ordinance Number 488, Sage St. -- No Parking, is repealed.

SECTION 11
AMEND ORDINANCE 604

Ordinance Number 604, Sidewalks, is amended as follows:

To the end of Section 3, Definitions, a new sub-part is appended:

E. "Sidewalk" shall mean that portion of the street right-of-way (or abutting easement) with an improved paved surface designed for pedestrian and/or non-motorized vehicle travel.

SECTION 12
AMEND ORDINANCE 596

Ordinance Number 596, Uniform Fire Code, is amended as follows:

- A. Section 14, VIOLATIONS, is renumbered to Section 16.
- B. Section 15, SAVINGS CLAUSE, is renumbered to Section 17.
- C. Section 16, EFFECTIVE DATE, SEVERABILITY AND REPEAL OF CONFLICTING ORDINANCES, is renumbered to Section 18.

D. A new Section 14 is inserted as follows:

Section 14 – FIRE PROTECTION SYSTEMS.

A new section designated 13.1.13 is hereby added to the NFPA 1/UNIFORM FIRE CODE, 2018 EDITION to read, in its entirety, as follows:

13.1.13 Signage on Fire Department Connections. Fire Department Connections (FC) shall be signed/marked so as to be easily identified at the time of an emergency. Signage shall be white on red reflective signage and letters shall be at least 6 inches in height and approved by the AHJ.

E. A new Section 15 is inserted as follows:

Section 15 – WATER SUPPLIES AND FIRE HYDRANTS.

A new section designated 18.3.4.2 is hereby added to NPFA 1/Uniform Fire Code, 2018 Edition, to read, in its entirety, as follows:

18.3.4.2 Fire Hydrant and Stand Pipe Signage. All fire hydrants shall be identified by signage as utilized by the local water provider or approved by the AHJ. Stand Pipes shall be identified as such by signage approved by the AHJ.

SECTION 13
REPEAL ORDINANCE 589

Ordinance Number 589, Amend Traffic Code Ordinance, is repealed.

SECTION 14
AMEND ORDINANCE 506

Ordinance Number 506, Township Traffic Code, is amended by the addition of a new Section VI. A to read as follows:

“VI. A. Additional Township Traffic Regulations.

a. Overtaking and Passing of Bicycles by Driver of a Motor Vehicle

Except when overtaking and passing on the right is permitted, the following rules shall govern a driver of a motor vehicle overtaking a bicycle proceeding in the same direction:

- (1) If there is more than one lane for traffic proceeding in the same direction, move the vehicle to the lane to the immediate left, if the lane is available and moving into the lane is reasonably safe;
- (2) If there is only one lane for traffic proceeding in the same direction, pass to the left of the person operating a bicycle at a safe distance, which must be not less than five feet between any portion of the vehicle and the bicycle, and shall not move again to the right side of the highway until the vehicle is safely clear of the overtaken person operating a bicycle.
- (3) The driver of a motor vehicle may drive to the left of the center of a roadway, including when a no passing zone is marked, to pass a person operating a bicycle only if the roadway to the left of the center is unobstructed for a sufficient distance to permit the driver to pass the person operating the bicycle safely and avoid interference with oncoming traffic. This subsection does not authorize driving on the left side of the center of the roadway when otherwise prohibited by local ordinance or state law.”

1. Section V “Penalties” of Ordinance No. 506 “Township Traffic Code”, as amended is hereby amended to read as follows:

“The penalties provided by the Uniform Traffic Code and the provisions of the state laws herein above adopted by reference are hereby adopted as the penalties for violations of the corresponding provisions of this Ordinance. The penalty for violation of Section V of this Traffic Code shall be the same as that for Improper Passing on the Left, Sections 257.638 and 257.636 of the Michigan Vehicle Code as adopted by reference herein”.

SECTION 15
AMEND ORDINANCE 459

Ordinance Number 459, Land Division, is amended by replacing existing section 7, subsection A, with the following:

“A. All parcels created by a land division shall have the required frontage on a public street for the zoning district in which the property is located; the required minimum parcel size for the zoning district in which the property is located; and shall meet the following additional minimum width and area standards:

(1) A minimum width of 80 feet at the required building setback line from a public road or municipally approved private road where the premises is zoned R-2 Single and Two Family Residential.

(2) A minimum width of 90 feet at the required building setback line from a public road or municipally approved private road where the premises is zoned R-1 Single Family Residential.

(3) A minimum width of 200 feet at the required building setback line from a public road or municipally approved private road or as approved by the Planning Commission where the premises is zoned for RM-1, RM-2, RM-3; 70 feet where the premises is zoned C-1; 100 feet where the premises is zoned C-2or I-1; and 150 feet where the premises is zoned I-2.

(4) A minimum lot (parcel) area of 13,200 square feet where the premises is zoned R-2; a minimum of 20,000 square feet where the premises is zoned R-1; a minimum of 10,890 square feet where the premises is zoned C-1; a minimum of 15,000 square feet where the premises is zoned C-2; a minimum of 21,780 square feet where the premises is zoned I-1; and a minimum of 43,560 square feet where the premises is zoned I-2.

(5) Where municipal sanitary sewer and municipal water is not available the minimum lot area shall be 43,560 square feet and the minimum lot width shall be 200 feet in all zoning districts.”

(6) Any of the above dimensions may be reduced by action of the Zoning Board of Appeals in specific cases for cause.

SECTION 16
AMEND ORDINANCE 523

Ordinance Number 459, Subdivision/Site Condominium, is amended by replacing existing section 6, subsection C2, with the following:

“2. Lots and building sites.

a. Lots and building sites shall comply with the size requirements of the Kalamazoo Township Zoning Ordinance and as a minimum the following:

Lots and building sites served by sewer and water and zoned R-2 Single and Two Family Residential must have a minimum width of 80' at the building setback line and a minimum of 13,200 square feet of area. Lots and building sites with sewer or water and zoned R-1 Single Family Residential must have a minimum width of 100' at the building setback line and a minimum of 20,000 square feet of area. Lots and building sites without either sewer or water must have a minimum width of 200' at the building setback line and a minimum of 43,560 square feet of area. Lots and building sites that are within a Multiple Use Development under the Township Zoning Ordinance shall not be subject to these lot/building site dimension requirements.

b. Corner lots and building sites generally should have extra width to permit appropriate building setback from both streets.”

SECTION 17
EFFECTIVE DATE

This ordinance shall take effect on the day after publication, after adoption.

CHARTER TOWNSHIP OF KALAMAZOO
Mark E. Miller, Clerk



1720 Riverview Drive
Kalamazoo, MI 49004-1056
Tele: (269) 381-8080
Fax: (269) 381-3550
www.ktwp.org

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 08262019 9B

FOR MEETING DATE: 08/26/2019

SUBJECT: Grand Prairie Golf Course Fund

REQUESTING DEPARTMENT: Manager Department

SUGGESTED MOTION:

Approve the five year contract with Krum- Ro Inc. to manage the Grand Prairie Golf Course

Financing Cost: \$15,000 per year for 5 years

Source: General Fund _____ Grant _____ Other Golf Course Fund

Are these funds currently budgeted? Yes X No _____

Other comments or notes:

The \$7,500 fee per year will be in the 2020- 2024 budgets along with \$7,500 per year for Capital Improvements as determined by the Township board.

Submitted by: Dexter Mitchell, Township Manager

Manager's Recommendation: Support

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Kalamazoo, MI 49004-1056
Tele: (269) 381-8080
Fax: (269) 381-3550
www.ktwp.org

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 08262019 9C

FOR MEETING DATE: August 26, 2019

SUBJECT: Replacement Utility Vehicle Purchase Request

REQUESTING DEPARTMENT: Fire Department

SUGGESTED MOTION:

Authorize the purchase of a 2019 John Deere Gator TS 6x4 model utility vehicle from Steensma Lawn and Power Equipment of Kalamazoo, MI for the total cost of \$10,020.87.

Financing Cost: \$10,020.87

Source: General Fund Grant Other Fire Capital

Are these funds currently budgeted? Yes X No

Other comments or notes:

Submitted by: Dave Obreiter, Fire Chief 

Manager's Recommendation:

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Fire Department
1720 Riverview Drive
Kalamazoo, MI 49004
Tel: (269) 888-2170
Fax: (269) 381-3550
www.ktwp.org

TO: Dexter A. Mitchell, Township Manager
FROM: David Obreiter, Fire Chief *DO*
RE: Replacement Utility Vehicle Purchase Request
DATE: August 21, 2019

The fire department has a golf cart that is currently being used during special events and maintenance operations such as fire hose testing. The vehicle is approximately twenty years old and is in a mechanical condition that warrants the vehicle to be replaced.

We have looked into many different replacement vehicle purchase options that are available. We have determined that a slightly heavier duty vehicle would better suit our long term needs and have a longer service life than a regular golf cart. We have selected the John Deere Gator TS 6x4 model as the utility vehicle that meets our needs. The vehicle is currently available through the State of Michigan MiDeal program at the state bid price. This purchase would be from the fire department capital improvement budget.

I respectfully request a motion to authorize the purchase of a 2019 John Deere Gator TS 6x4 model utility vehicle from Steensma Lawn and Power Equipment of Kalamazoo, MI for the total cost of \$10,020.87.



JOHN DEERE

YOUR CONTRACT. YOUR QUOTE. YOUR HELP REQUESTED.

**Ensure your equipment arrives with no delay.
Issue your Purchase Order or Letter of Intent.**

To expedite the ordering process, please include the following information in Purchase Order or Letter of Intent:

For any questions, please contact:

- Shipping address
- Billing address
- Vendor: John Deere Company
- 2000 John Deere Run Cary,
NC 27513
- Contract name and/or number
- Signature
- Tax exempt certificate, if applicable

Tom Myland

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009

Tel: 269-375-6476

Fax: 269-375-8193

Email: tomm@steensmalawn.com

The John Deere Government Sales Team



JOHN DEERE

Quote Id: 20143518

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009
269-375-6476
brian@steensmalawn.com

Prepared For:

Township Of Kalamazoo

Proposal For:

Delivering Dealer:

Tom Myland

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009

brian@steensmalawn.com

Quote Prepared By:

Tom Myland

tomm@steensmalawn.com

Date: 30 July 2019

Offer Expires: 30 August 2019

Confidential



JOHN DEERE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009
269-375-6476
brian@steensmalawn.com

Quote Summary

Prepared For:

Township Of Kalamazoo
1720 Riverview Dr
Kalamazoo, MI 49004
Business: 269-381-8080
firechief@ktwp.org

Delivering Dealer:

Steensma Lawn & Power Equip
Tom Myland
7561 West Stadium Drive
Kalamazoo, MI 49009
Phone: 269-375-6476
tomm@steensmalawn.com

Quote ID: 20143518
Created On: 30 July 2019
Last Modified On: 30 July 2019
Expiration Date: 30 August 2019

Equipment Summary

JOHN DEERE Gator™ TH 6X4 GAS
(Model Year 2019)

Selling Price	Qty	Extended
\$ 10,020.87 X	1 =	\$ 10,020.87

Contract: MI Ag, Grounds, and Roadside 071B7700085 (PG 3W CG 22)

Price Effective Date: November 1, 2018

Equipment Total

\$ 10,020.87

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 10,020.87
Trade In	
SubTotal	\$ 10,020.87
Est. Service Agreement Tax	\$ 0.00
Total	\$ 10,020.87
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 10,020.87

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 20143518

Customer Name: TOWNSHIP OF KALAMAZOO

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009
269-375-6476
brian@steensmalawn.com

JOHN DEERE Gator™ TH 6X4 GAS (Model Year 2019)

Hours:

Stock Number:

Contract: MI Ag, Grounds, and Roadside 071B7700085 (PG
3W CG 22)

Selling Price *
\$ 10,020.87

Price Effective Date: November 1, 2018

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
561AM	TH 6X4 Gas (Model Year 19)	1	\$ 10,749.00	14.00	\$ 1,504.86	\$ 9,244.14	\$ 9,244.14
Standard Options - Per Unit							
001A	US/Canada	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
0509	PR - All Terrain Tires	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
1016	AT (All Terrain) Tires	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
2016	Non Adjustable Seat	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
3003	Deluxe Cargo Box with Brake and Taillights and Spray-On Liner	1	\$ 442.00	14.00	\$ 61.88	\$ 380.12	\$ 380.12
3100	Cargo Box Manual Lift	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
4099	Less Front Protection Package	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
4199	Less Rear Protection Package	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
6018	Less Rear Receiver Hitch	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 442.00		\$ 61.88	\$ 380.12	\$ 380.12
Dealer Attachments/Non-Contract/Open Market							
BM23459	Front Bumper and Brush Guard	1	\$ 370.21	14.00	\$ 51.83	\$ 318.38	\$ 318.38
BM23839	Rear Receiver Hitch, 38 mm (1.25 in.)	1	\$ 90.96	14.00	\$ 12.73	\$ 78.23	\$ 78.23
Dealer Attachments Total			\$ 461.17		\$ 64.56	\$ 396.61	\$ 396.61
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Suggested Price						\$ 10,020.87	



JOHN DEERE

Selling Equipment

Quote Id: 20143518 Customer Name: TOWNSHIP OF KALAMAZOO

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Steensma Lawn & Power Equip
7561 West Stadium Drive
Kalamazoo, MI 49009
269-375-6476
brian@steensmalawn.com

Total Selling Price	\$ 11,652.17	\$ 1,631.30	\$ 10,020.87	\$ 10,020.87
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Tele: (269) 381-8080
Fax: (269) 381-3550
www.ktwp.org

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 08262019 9D

FOR MEETING DATE: 08/26/2019

SUBJECT: Compensation Study

REQUESTING DEPARTMENT: Manager's Department

SUGGESTED MOTION:

To accept the classification and Compensation Study as modified by the Policy Administration Committee with a 2020 budget implement.

Financing Cost: \$26,851

Source: General Fund X Grant _____ Other _____

Are these funds currently budgeted? Yes X No _____

Other comments or notes:

The funds will be budget for with the 2020 budget year and each years thereafter. please see handouts.

Submitted by: Policy Administration Committee (PAC)

Manager's Recommendation: Support

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