



City of New Buffalo
224 W. Buffalo Street
New Buffalo MI 49117
REGULAR CITY COUNCIL MEETING AGENDA
April 20, 2020

This meeting will be conducted via Zoom Conference in accordance with Executive Order 2020-48. Please see the Notice of the Public Meeting via Video Conference for specific information about how to participate in the meeting.

1. Call Meeting to Order & Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Ratify the procedures for public participation and meeting conduct as described in the Notice of the Public Meeting via Video Conference.
5. Approval of Consent Agenda
 - City Council Minutes: 02/28/2020
 - Receive monthly reports: Police, Fire, Water, Streets, Parks, and Treasurer
 - Pay bills for the month
 - Receive monthly minutes: Library Board 02/11/2020, 03/12/2020
 - NBBA special events- Subject to COVID BAN
6. Public Comment, Presentations and Recognitions - Three-minute time limit enforced

The Board requests that speakers respect the three-minute time limit for individual comments. This is not a question and answer session, it is an opportunity to voice your thoughts with the City Council.

7. New Business
 - Police Security Improvements
 - Little Free Library Box Agreement
 - Hardware Store Sale Procedure and Deadline
 - Wage Increase for City Manager
 - Boat Launch Storm Sewer Agreement
 - City Hall Server Replacement
 - Change Order to 2019 Street Surfacing Project- Drainage

- Change Order #1 for Rieth Riley 2019 Street Resurfacing
- US 12 Road Diet Discussion

Miscellaneous

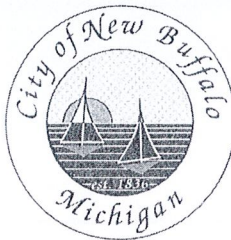
Appointments/Resignations

Updates: LRSB, Cemetery Board, The Pokagon Fund & subsequent Council action

Correspondence

Council Comments

Adjournment



If you would like to contact the City Council about any matter, on the agenda or otherwise, prior to the meeting, please do so via the email addresses provided below:

- City Manager, David Richards, manager@cityofnewbuffalo.org
- Clerk, Amy Fidler, afidler@cityofnewbuffalo.org

4. Procedures for Meeting Conduct

For the purpose of creating an orderly environment for the City Council to work, please be respect the following:

1. A member of the City Council remote attendance shall be considered attendance for the purpose of establishing a quorum.
2. Any vote by a member of the City Council participating at this meeting remotely shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast remotely.
3. All votes on any matter at this meeting will be taken by roll call vote.
4. Adjournment of a meeting shall occur at this meeting only on a roll call vote of the City Council.
5. Emails, texting, or other forms of electronic communications by or between members of the City Council that are not part of the public meeting shall not be allowed during this meeting.
6. Interrupting, interjecting, and/or disrupting members of the City Council while they are speaking will not be tolerated.

Accommodations for those with Disabilities

City of New Buffalo will provide reasonable accommodations to those with disabilities. Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact City Clerk Amy Fidler as soon as practically possible prior to the meeting by emailing afidler@cityofnewbuffalo.org or by calling the City Hall at (269) 469-1500 as some accommodations may require 48-hours to provide.

Additionally, Hamilton Relay provides telecommunications relay services for the State of Michigan including TTY, Voice Carry Over (VCO), Hearing Carry Over (HCO), Speech-to-Speech (STS), and more. This free service can be accessed by dialing 7-1-1.

The Special Meeting for February 28, 2020 of the New Buffalo City Council was called to order by Mayor Lou O'Donnell at 4:01 p.m. in the City Council Chambers at New Buffalo City Hall, 224 W. Buffalo Street, New Buffalo, MI 49117.

The Pledge of Allegiance was led by the City Council.

Roll Call

Present: Mayor O'Donnell, Council Members Robertson, Spirito

Absent: Council Member Ennis, Kroll

Motion by Mayor O'Donnell to excuse Council Member Ennis because she is recovering from surgery, and to excuse Council Member Kroll because he is out of town, seconded by Council Member Robertson.

Unanimous 3-0, Motion Carried

Staff present: City Manager Richards, Clerk; Amy Fidler, Deputy Clerk; Nancy Griffin, Treasurer; Kate Vyskocil

Approval of Agenda

Motion by Council Member Robertson, seconded by Council Member Spirito to approve the agenda.

Unanimous 3-0, Motion Carried

Approval of Consent Agenda

Motion by Council Member Robertson seconded by Council Member Spirito to approve the consent agenda as presented.

Unanimous 3-0, Motion Carried.

Public Comment

None

Old Business

a. Ozinga Energy CNG Facility Site Plan Review at 825 S. Whittaker

City Manager Richards reported on the Ozinga CNG Site Plan findings.

- The concerns noted in the Planning Commission report have been addressed: an electric charging station is included in the project; a sound barrier has been included; the site plan is complete and signed by a licensed engineer; both the Police and Fire Chief have given their approvals.
- The proposed project is consistent with the Master Plan land use map being located in the Industrial District where this use is permitted by right.
- The proposed project is a permitted use consistent with surrounding land uses and will not create negative impacts on adjacent property owners.

- The proposed use is consistent with adopted plans for the general area and will not leave the City vulnerable to a validity challenge.
- The proposed project is in keeping with the needs of the community.

Motion by Council Member Robertson, seconded by Council Member Spirito to approve the Ozinga Energy CNG Facility Site Plan Review at 825 S. Whittaker.

Unanimous 3-0, Motion Carried.

New Business

7.a., North Whittaker Street Flooding Control

City Manager Richards reported that Abonmarche solicit quotes for various options to protect the Whittaker Street roadway and associated utilities north of the bridge from high water levels causing erosion to the land between the river and roadway. City Manager Richards went over each quote.

Discussion: The City Council discussed the option.

Motion by Council Member Spirito, seconded by Council Member Robertson to approve the quote from Ozinga in the amount of \$5,360.00.

8. Appointments

i. Board of Review- Jack Kennedy

Motion by Mayor O'Donnell, seconded by Council Member Spirito to appoint Jack Kennedy to the Board of Review.

Unanimous 3-0, Motion Carried.

ii. Board of Review- Juli Westergren

Motion by Mayor O'Donnell, seconded by Council Member Robertson to appoint Juli Westergren to the Board of Review.

Unanimous 3-0, Motion Carried

iii. Board of Review- Vanessa Thun

Motion by Mayor O'Donnell, seconded by Council Member Spirito to appoint Vanessa Thun to the Board of Review.

Unanimous 3-0, Motion Carried.

9. Updates

None

10. Correspondence

None

11. Council Comments

12. Adjournment

Motion by Mayor O'Donnell, seconded by Council Member Robertson to adjourn the meeting at 4:14 p.m.



Mr. Richards,

It is my pleasure to report some of the highlights from the last month of the Police Department's operations. If you would like additional information on any of these items, please let me know.

- In the last 30 days, the NBPD has taken 74 complaints. Those include 6 accidents, 3 traffic arrests, 1 theft/larceny/fraud, 6 assaults, and 4 obstructing justice arrests.
- The first annual St Patrick's Day Parade went smoothly and the PD assisted with coordination of state highway closure and all other aspects of traffic and crowd control. There were actually no arrests associated with the event by NBPD.
- One complaint of note involved an underage drinking party at a short term rental that was broken up by NBPD and one felony arrest was made. The close working relationship between the Building Department and the PD when dealing with short term rentals allowed us to quickly identify that this was an unlicensed rental. The PD contacted the homeowners who were unaware of the local ordinance and they immediately applied for registration and began working to bring their homes into compliance.

Sincerely,

Rich Killips

Richard L Killips

Chief of Police

MEMORANDUM

To: City Manager, Mayor & Council Members

From: Fire Chief Chris Huston

Date: April 13, 2020

Last month the Fire Department did not hold a Training meeting or a business meeting, however Chief Huston is keeping in touch with the firefighters. The Department had a total of 3 fire calls.

April 4, 2020



MONTHLY WATER REPORT FOR MARCH 2020

Total amount of water treated in month	11,497,000 gals.
Average daily pumpage in month	371,000 gals.
Maximum treated for one day	534,000 gals.
Minimum treated for one day	318,000 gals.
Backwash water used in month	131,000 gals.

COMPARISON BY MONTH AND YEAR

March	2020 (this year) consumption	11,497,000 gals.
March	2019 (last year) consumption	14,270,000 gals.

CHEMICAL COSTS AND DATA

Chlorine used in month: 305 lbs. @ \$0.91/lb.	\$ 277.55
Fluoride used in month: 371 lbs. @ \$0.44lb.	\$ 163.24
Aluminum sulfate used in month: 4,989@ \$0.163/lb.	\$ 813.21
Total amount spent on chemicals	\$ 1,254.00
Total amount per million gallons	\$ 109.07

MAINTENANCE REPORT

1. Fallen tree @ water tower was removed by Street Department and tree inside of water tower fence was removed by Rob Gruener (Great Job).
2. Maintenance Department installed new Flocculator Drive Motor @ Water Treatment Plant.
3. Runkle Electric wired new #2 Flocculator Motor @ Water Treatment Plant.
4. Oselka Construction has finished repair work on Water Intake Plant Revetement.

DISTRIBUTION REPORT

1. Repaired damaged fire hydrant @ NE. corner of West Buffalo and Barker Sts.
2. Read water meters & collected tie - downs for new meter pit installations.
3. Did staking for Miss Dig Systems.
4. Did on /offs and checked high reading complaints.

5. Did bacteriologic testing for neighboring communities.
6. Had operator training during month.
7. Worked on quarterly quality control for laboratory certification.
8. Worked on various state permits for EGLE.
9. Did cross connection inspections.
10. Started work on 2019 Water Quality Report.
11. Had water related meetings.
12. Adjusted meter pits to proper grade.
13. Street Department helped with repairing a number of damaged main line valve boxes.
14. Set up temporary water supply from fire hydrant @ City Trancient Marina to facilitate pressure cleaning of docks.
15. Making preparations & implemeting plan for COVID – 19 Crisis.

FUEL REPORT

1. Gasoline consumed	135.6 gals.
2. Diesel fuel consumed	0.0 gals.
3. Total fuel consumed	135.6 gals.
4. Average per day	4.4 gals.

EQUIPMENT USAGE

Water Department Backhoe	1.0 hrs.
Street Department Backhoe	0.0 hrs.
Water Department Dump Truck	0.0 hrs.
Other	0.0 hrs.

BENEFIT MAN HOURS USED DURING MONTH

*	<u>vacation</u>	<u>personal</u>	<u>sick</u>	<u>total hrs.</u>
Ken Anderson	0.0 T.M. 16.0 YTD	0.0 T.M. 20.0 YTD	4.0 T.M. 22.0 YTD	4.0 T.M. 58.0 YTD
Chris Huston	0.0 T.M. 0.0 YTD	0.0 T.M. 0.0 YTD	0.0 T.M. 8.0 YTD	0.0 T.M. 8.0 YTD
Robert Gruener	0.0 T.M. 0.0 YTD	0.0 T.M. 0.0 YTD	0.0 T.M. 16.0 YTD	0.0 T.M. 16.0 YTD
Jeff Johnson	32.0 T.M. 32.0 YTD	0.0 T.M. 0.0 YTD	0.0 T.M. 16.0 YTD	32.0 T.M. 48.0 YTD

*(T.M. = This Month YTD = Year-to-date)

Proposed Work For Month Of April 2020

1. Finalizing Water Intake Shoreline Revetment Repair Project .
2. Finalizing 2019 Water Quality Report.
3. Complyng with State and Federal COVID-19 Orders.

Respectfully submitted,



Kenneth A. Anderson
City of New Buffalo
Water Superintendent

CERTIFICATE OF EXCELLENCE

In recognition of the quality of your laboratory in proficiency testing for

WS-282

City of New Buffalo

is issued this certificate of achievement by ERA. This laboratory has been recognized as a Laboratory of Excellence for achieving 100% acceptable data in this study which included 770 participating laboratories. This achievement is a demonstration of the superior quality of the laboratory in evaluation of the standards listed below.

MicrobE™ (Coliforms)



Matthew Seebeck
Quality Officer



March 31, 2020

To: Parks/Harbor members

Hope everyone is staying safe and feeling well.

Even with the COVID19 pandemic, the parks department has been doing our very best to stay on top of everything.

We have been very busy cleaning the sculpture garden, beach parking lot, harbor area, and beach of all the debris that had washed up over the winter months. I am extremely happy to report that we are almost done and the beach is just about debris free. Even if we get more storms this spring, I don't expect the debris to be nearly as bad. Versaw is expected to remove all the piles from the boat ramp this week, and I am hoping to have the beach rake out by mid to late April. Keeping my fingers crossed and staying positive that we will have a great season this year.

The sea wall along North Whittaker for the flood control was installed on 3/28/20. Hopefully it will bring some relief from the high wave action. We are also getting a price on some restorative work along the Whittaker side of the wall to keep it looking nice.

The bathrooms at the transit marina have been repainted, new showers installed, and the tile professionally cleaned. We are still waiting on bids to get the docks painted, but I am hopefully it is something we can still have done for this summer. Due to the COVID19 virus, the DNR has closed down all state run harbors, which means we can't take any reservations until May 15th. As a result of this, the docks will not be going back into the water until after May 15th.

In other good news, I have sent in all the necessary paper work to apply for the William J Deputy grant for our Safe Kids Station. We should hear something back in June, and I am hopeful we will receive the money we need to proceed with this project. We are also in the process of applying for the Waterways grant to get the much needed permanent sea wall.

Even with all that is going on, I am hopeful that once the warm weather hits people will be out and we will still have a great summer season.

Respectfully submitted,

Kristen D'Amico
Parks Director



To: Mayor O'Donnell and Council
Re: Treasurer's Monthly Report
Date: April 15, 2020

Please find attached the following items for your review:

- A. Summary of Payables as of today.
- B. Statements from:
 - Abonmarche
 - The Curcio Law Firm
 - Oselka Constructors Company
- C. Invoice Approval List by Fund
- D. Revenue/Expenditure Report

Please do not hesitate to contact me should you have questions or need additional information.

Kind regards,

Kate Vyskocil

Kate Vyskocil
Treasurer

BANK CODE: POOL CHECK DATE: 04/09/2020 INVOICE PAY DATE FROM 04/14/2020 TO 04/14/2020

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
04/09/2020	POOL	00000040037	2862	ABONMARCHE CONSULTANTS INC	15,666.24	3
04/09/2020	POOL	00000040038	1001	ADAMS REMCO INC	346.63	1
04/09/2020	POOL	00000040039	4501	AMY FIDLER	67.08	1
04/09/2020	POOL	00000040040	2038	ANDERSON, KENNETH	50.00	1
04/09/2020	POOL	00000040041	3608	ART & IMAGE	212.59	2
04/09/2020	POOL	00000040042	4790	BLACKWELL, JACQUELINE	326.22	1
04/09/2020	POOL	00000040043	4515	BLOSSOMLAND ACCOUTNING	850.00	1
04/09/2020	POOL	00000040044	4298	BOLTON, JOSHUA	50.00	1
04/09/2020	POOL	00000040045	3848	BREATHING AIR SYSTEMS	748.39	1
04/09/2020	POOL	00000040046	4534	CDW GOVERNMENT	296.64	1
04/09/2020	POOL	00000040047	3469	CLUSTER, MICHAEL	50.00	1
04/09/2020	POOL	00000040048	4462	D'AMICO KRISTEN	50.00	1
04/09/2020	POOL	00000040049	4782	DOMESTIC UNIFORM RENTALS	1,184.75	13
04/09/2020	POOL	00000040050	4782	DOMESTIC UNIFORM RENTALS	189.90	3
04/09/2020	POOL	00000040051	4785	DOUBLEDAY OFFICE PRODUCTS	675.00	1
04/09/2020	POOL	00000040052	4758	E.I. CONSTRUCTION	8,227.00	3
04/09/2020	POOL	00000040053	3822	ELECTION SOURCE	953.50	1
04/09/2020	POOL	00000040054	3537	EXIT 4 STORAGE	149.10	1
04/09/2020	POOL	00000040055	4429	FERGUSON WATER WORKS	967.00	1
04/09/2020	POOL	00000040056	4791	FREEHLING, GAIL	292.34	1
04/09/2020	POOL	00000040057	4246	GEDERT, PATRICIA	353.50	1
04/09/2020	POOL	00000040058	4787	GIVE EM A BRAKE SAFETY	2,255.00	1
04/09/2020	POOL	00000040059	1119	GRAINGER	546.71	1
04/09/2020	POOL	00000040060	4781	GRIFFIN, NANCY	30.24	1
04/09/2020	POOL	00000040061	4767	GROSSE, GAIL	539.68	1
04/09/2020	POOL	00000040062	1058	GRSD SEWER AUTHORITY	78,084.86	4
04/09/2020	POOL	00000040063	3529	GRUENER, ROBERT	50.00	1
04/09/2020	POOL	00000040064	1059	HACH COMPANY	486.38	1
04/09/2020	POOL	00000040065	4574	HEAVEN SCENT	1,207.00	1
04/09/2020	POOL	00000040066	3678	HUSTON, CHRISTOPHER	50.00	1
04/09/2020	POOL	00000040067	2963	IDEXX DISTRIBUTION CORP	748.83	1
04/09/2020	POOL	00000040068	1073	INDIANA MICHIGAN POWER	1,696.28	1
04/09/2020	POOL	00000040069	4693	J P GILLEN & ASSOCIATES	2,500.00	1
04/09/2020	POOL	00000040070	4475	JOHN DEERE FINANCIAL	142.94	1
04/09/2020	POOL	00000040071	4475	JOHN DEERE FINANCIAL	940.66	1
04/09/2020	POOL	00000040072	3531	JOHNSON, JEFFREY	50.00	1
04/09/2020	POOL	00000040073	4206	LAKESHORE RECYCLING & DISPOSAL LLC	21,701.60	2
04/09/2020	POOL	00000040074	2007	MAGRO INC	195.00	1
04/09/2020	POOL	00000040075	3382	MEDIC 1	9,013.00	1
04/09/2020	POOL	00000040076	3524	MENARDS	724.63	5
04/09/2020	POOL	00000040077	4119	MICHIGAN CITY CHRYSLER DODGE JEEP	4,204.94	1
04/09/2020	POOL	00000040078	4062	MICHIGAN STATE POLICE	43.25	1
04/09/2020	POOL	00000040079	4495	MUTT MITT	386.61	1
04/09/2020	POOL	00000040080	4498	NEW BUFFALO HARDWARE	305.25	13
04/09/2020	POOL	00000040081	4498	NEW BUFFALO HARDWARE	251.22	13
04/09/2020	POOL	00000040082	4498	NEW BUFFALO HARDWARE	106.14	4
04/09/2020	POOL	00000040083	4550	OCCUSCREEN, LLC	188.00	1
04/09/2020	POOL	00000040084	4341	OSELKA CONSTRUCTORS COMPANY, LLC	124,700.00	1
04/09/2020	POOL	00000040085	1090	OZINGA READY MIX CONCRETE INC	2,320.00	1
04/09/2020	POOL	00000040086	1100	PARRETT COMPANY	58.96	1
04/09/2020	POOL	00000040087	1099	PEERLESS MIDWEST INC	1,750.00	1
04/09/2020	POOL	00000040088	3126	PITNEY BOWES INC	46.02	1
04/09/2020	POOL	00000040089	3739	PRAXAIR DISTRIBUTION INC	80.48	1
04/09/2020	POOL	00000040090	4684	PRIDE THE PORTABLE TOILET COMPANY	865.00	5
04/09/2020	POOL	00000040091	3435	PURCHASE POWER	520.99	1
04/09/2020	POOL	00000040092	2065	RIDGE AUTO PARTS	281.53	7
04/09/2020	POOL	00000040093	1062	RIETH RILEY CONSTRUCTION	1,050.50	1
04/09/2020	POOL	00000040094	3944	ROLLING PRAIRIE EXCAVATING	150.00	1

CHECK PROOF

Page: 2/2

BANK CODE: POOL CHECK DATE: 04/09/2020 INVOICE PAY DATE FROM 04/14/2020 TO 04/14/2020

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
04/09/2020	POOL	00000040095	4703	SAFEBUILT LLC	7,680.83	3
04/09/2020	POOL	00000040096	3489	SCHRADER'S DRAIN CLEANING	185.00	1
04/09/2020	POOL	00000040097	1084	SEMCO ENERGY GAS CO.	2,427.35	1
04/09/2020	POOL	00000040098	3302	SHAFFNER TIRE	107.98	1
04/09/2020	POOL	00000040099	2846	SHERWIN WILLIAMS	260.49	1
04/09/2020	POOL	00000040100	3156	STAPLES	122.05	1
04/09/2020	POOL	00000040101	2975	SWEETWATER BOATING SUPPLIES	119.97	3
04/09/2020	POOL	00000040102	2844	THREE OAKS FORD	220.90	2
04/09/2020	POOL	00000040103	4435	THUN VANESSA	307.46	1
04/09/2020	POOL	00000040104	4710	TT MACHINING & FABRICATING, LLC	34.00	1
04/09/2020	POOL	00000040105	4913	UPS	8.67	1
04/09/2020	POOL	00000040106	2969	USA BLUEBOOK	841.05	2
04/09/2020	POOL	00000040107	3922	VERIZON WIRELESS	518.15	1
04/09/2020	POOL	00000040108	4350	VERSAW EARTHWORKS LLC	1,200.00	1
04/09/2020	POOL	00000040109	3614	WORKING WELL	255.00	1

Num Checks: 73

Num Stubs: 0

Num Invoices: 143

Total Amount: 304,266.48



Entered
3/20/20 KV

Engineering • Architecture • Land Surveying

CITY OF NEW BUFFALO

Attn: David Richards, City Manager
City Hall
224 W. Buffalo Street
New Buffalo, MI 49117

INVOICE

No. 129790
03/09/2020

19-0516 Sewer Improvements & Investigation

Project Manager: Christopher J. Cook *CJC*

Professional services through February 29, 2020

GRSD Coordination & Investigation
Data Gathering
Data Analysis
Field Investigation
Report Preparation/Power Point Presentation
Meetings to Review Results

REC'D

MAR 12 2020

CITY OF NEW BUFFALO

Invoice Amount

\$12,913.74

All invoices are due upon receipt. After 30 days, interest of 1.5% per month will be added to any unpaid balance.

If, upon receipt of an invoice from Abonmarche, the client has any questions, or if there are any discrepancies in the invoice, the Client shall identify the issue in writing within ten (10) days of its receipt. If no written objection is made within the ten (10) day period, any such objection shall be deemed waived.

Please remit to **Abonmarche Consultants, Inc.**
PO Box 1088
Benton Harbor, MI 49023

590-537-9355

OK
3/12/2020

Benton Harbor, MI
269.927.2295

South Bend, IN
574.232.8700

Portage, MI
269.447.1088

Lafayette, IN
765.234.0099

Valparaiso, IN
219.850.4624

South Haven, MI
269.637.1293

Fort Wayne, IN
260.633.1888

Hobart, IN
219.947.2568

Goshen, IN
574.533.9913



Engineering • Architecture • Land Surveying

CITY OF NEW BUFFALO

Attn: David Richards
City Hall
224 W. Buffalo Street
New Buffalo, MI 49117

REC'D
MAR 13 2020
CITY OF NEW BUFFALO

INVOICE

No. 129805
03/10/2020

19-1212 307 W Michigan Stormwater Improvements

Project Manager: Munawar Azam

Professional services completed through 02/29/2020:

	Contract Amount	Previously Invoiced	Current Invoice	Remaining Contract
350 Design	\$1,000.00	\$1,000.00	\$0.00	\$0.00
540 Bidding	\$500.00	\$247.50	\$252.50	\$0.00
700 Construction Administration - Field	\$500.00	\$0.00	\$0.00	\$500.00
900 Project Management	\$750.00	\$0.00	\$0.00	\$750.00
Totals:	\$2,750.00	\$1,247.50	\$252.50	\$1,250.00

101-442-935.1

Invoice Amount

\$252.50

All invoices are due upon receipt. After 30 days, interest of 1.5% per month will be added to any unpaid balance.

If, upon receipt of an invoice from Abonmarche, the client has any questions, or if there are any discrepancies in the invoice, the Client shall identify the issue in writing within ten (10) days of its receipt. If no written objection is made within the ten (10) day period, any such objection shall be deemed waived.

Please remit to **Abonmarche Consultants, Inc.**
PO Box 1088
Benton Harbor, MI 49023

OK
3/13/2020

Entered 3/20/20
xj



Engineering • Architecture • Land Surveying

CITY OF NEW BUFFALO
Attn: David Richards
City Hall
224 W. Buffalo Street
New Buffalo, MI 49117

REC'D
MAR 16 2020
CITY OF NEW BUFFALO

INVOICE

No. 129814
03/10/2020

20-0145 **City of New Buffalo Engineer of Record Retainer, Berrien Co., New Buffalo, MI.**

Project Manager: Anthony C. McGhee *AM*

Professional services through 2/29/2020, services include Harbor Pointe Issues, High Water Assessment for Public Safety/County, Marquette Drive Title Work.

Invoice Amount

\$2,500.00

All invoices are due upon receipt. After 30 days, interest of 1.5% per month will be added to any unpaid balance.

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Please remit to **Abonmarche Consultants, Inc.**
PO Box 1088
Benton Harbor, MI 49023

101-298-818 2

OK
3/16/2020



THE CURCIO LAW FIRM

622 E. Savidge Street, Suite 108
Spring Lake, Michigan 49456

City of New Buffalo
224 West Buffalo Street
New Buffalo, MI 49117

7-00001-NB - General

INVOICE

Invoice # 173
Date: 04/01/2020
Due Upon Receipt

Current Invoice

Invoice Number	Services Commencing	Services Through	Balance Due
173	3/1/1/20	3/31/20	\$2,953.50

Entered
4/14/20
LV

4311

269-469-2420
269-208-2804 cell

Oselka Constructors Company LLC
PO Box 253
10900 Kruger Rd.
Union Pier, MI 49129
Phone: 269-469-2420

INVOICE

City of New Buffalo
224 W. Buffalo Street
New Buffalo, MI 49117

JOB#: 20-009
BILLING DATE: 4/1/2020
INVOICE NO.: 20-029
TERMS: due upon receipt

ACCOUNT ACTIVITY:

DESCRIPTION	UNITS	RATE	CHARGES
Invoice for work done to improve the stone revetment at the water inlet structure, 1580 Shore Drive, per our proposal of 1/19/2020	1	\$ 124,700.00	\$ 124,700.00

591526934

Total Amount Due \$ 124,700.00

INVOICE GL DISTRIBUTION REPORT
 POST DATES 03/11/2020 - 04/14/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 215 CLERK							
101-215-716.000	03/24/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APRIL 2020	032420	03/24/20	1,413.52	40032
Total For Dept 215 CLERK						1,413.52	
Dept 253 TREASURER							
101-253-716.000	03/24/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APRIL 2020	032420	03/24/20	1,243.57	40032
101-253-818.000	02/29/20	BLOSSOMLAND ACCOUNTING	PAYROLL PROCESSING/ACCOUNTING SERVICE	02/29/20	04/14/20	850.00	40043
Total For Dept 253 TREASURER						2,093.57	
Dept 257 ASSESSOR							
101-257-756.000	02/29/20	CDW GOVERNMENT	COMPUTER AND MONITORS/ASSESSOR	XDV0636	04/14/20	296.64	40046
101-257-818.000	04/09/20	SITTIG ASSESSMENT SERVICES LLC	ASSESSMENT SERVICES--FEB & MARCH	04092020	04/14/20	4,285.00	40111
Total For Dept 257 ASSESSOR						4,581.64	
Dept 262 ELECTIONS							
101-262-751.000	02/25/20	AMY FIDLER	ELECTION MILEAGE/FIDLER	02/25/20	04/14/20	67.08	40039
101-262-751.000	03/10/20	BLACKWELL, JACQUELINE	ELECTION/GASOLINE/BLACKWELL	03/10/20	04/14/20	7.72	40042
101-262-751.000	03/10/20	FREEHLING, GAIL	ELECTION/MILEAGE/FREEHLING	03/10/20	04/14/20	8.84	40056
101-262-751.000	03/10/20	GROSSE, GAIL	ELECTION/34 HOURS/GROSSE	03/10/20	04/14/20	29.68	40061
101-262-751.000	03/10/20	THUN VANESSA	ELECTION/21.25 HOURS/GASOLINE/THUN	3/10/20	04/14/20	9.96	40103
101-262-818.000	03/10/20	BLACKWELL, JACQUELINE	ELECTION/GASOLINE/BLACKWELL	03/10/20	04/14/20	318.50	40042
101-262-818.000	03/10/20	FREEHLING, GAIL	ELECTION/MILEAGE/FREEHLING	03/10/20	04/14/20	283.50	40056
101-262-818.000	03/10/20	GEDERT, PATRICIA	ELECTION/25.25 HOURS/GEDERT	4246	04/14/20	353.50	40057
101-262-818.000	03/10/20	GROSSE, GAIL	ELECTION/34 HOURS/GROSSE	03/10/20	04/14/20	510.00	40061
101-262-818.000	03/10/20	THUN VANESSA	ELECTION/21.25 HOURS/GASOLINE/THUN	3/10/20	04/14/20	297.50	40103
101-262-818.000	03/24/20	ELECTION SOURCE	FULL SERVICE TESTING/ELECTION EQUIPMENT	19-48335	04/14/20	953.50	40053
Total For Dept 262 ELECTIONS						2,839.78	
Dept 298 GENERAL GOVERNMENT							
101-298-716.000	03/24/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APRIL 2020	032420	03/24/20	2,862.94	40032
101-298-728.000	03/02/20	STAPLES	OFFICE SUPPLIES/GEN GOV/WATER	04/02/20	04/14/20	87.10	40100
101-298-730.000	03/21/20	UPS	POSTAGE/GEN GOV	00001AV341120	04/14/20	8.67	40105
101-298-730.000	03/19/20	PURCHASE POWER	POSTAGE/03/19/20/GEN GOV	80090001110503	04/14/20	520.99	40091
101-298-751.000	03/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GAS INVOICE/03/01/20-03/31/20	03/01/20	05/12/20	3.34	
101-298-818.200	03/20/20	ABONMARCHE CONSULTANTS INC	ENGINEER OF RECORD RETAINER	129814	04/14/20	2,500.00	40037
101-298-854.000	03/17/20	J P GILLEN & ASSOCIATES	TECH SUPPORT/MAINTENANCE/GEN GOV	1451	04/14/20	2,500.00	40069
101-298-920.000	04/08/20	SEMCO ENERGY GAS CO.	SEMCO GAS	2/24/20-3/24/20	04/14/20	214.00	40097
101-298-920.000	02/01/20	CITY OF NEW BUFFALO	WATER/02/01/20-03/31/20	02/01/20	05/12/20	187.99	
101-298-931.000	03/11/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/GEN GOV/03/11/20	0311209505	04/14/20	160.25	40049
101-298-931.000	03/18/20	NEW BUFFALO HARDWARE	BUILDING MAINTENANCE/GEN GOV	A130940	05/12/20	16.64	
101-298-931.000	03/25/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/GEN GOV	0325209505	04/14/20	160.25	40049
101-298-931.000	03/18/20	MENARDS	BUILDING MAINTENANCE/GEN GOV	46357	04/14/20	65.78	40076
101-298-934.000	03/10/20	HEAVEN SCENT	RUG CLEANING/GEN GOV	10150	04/14/20	1,207.00	40065
101-298-943.000	03/16/20	US BANK EQUIPMENT FINANCE	COPIER RENTAL/GEN GOV	408909380	04/14/20	239.68	40030
101-298-943.000	03/09/20	ADAMS REMCO INC	COPIER RENTAL/GEN GOV	INV174834	04/14/20	346.63	40038
101-298-943.000	03/11/20	PITNEY BOWES INC	EQUIPMENT RENTAL/GEN GOV	1015196413	04/14/20	46.02	40088
101-298-943.000	03/24/20	PITNEY BOWES INC	COPIER RENTAL/GEN GOV	031220	03/24/20	180.00	40033
Total For Dept 298 GENERAL GOVERNMENT						11,307.28	
Dept 305 POLICE							
101-305-716.000	03/24/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APRIL 2020	032420	03/24/20	9,160.42	40032
101-305-751.000	03/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GAS INVOICE/03/01/20-03/31/20	03/01/20	05/12/20	218.29	
101-305-767.000	03/16/20	NEW BUFFALO HARDWARE	SMALL TOOLS/POLICE	A130664	05/12/20	11.76	
101-305-768.000	03/30/20	MAGRO INC	BOOTS/POLICE/SEVERN/3/30/20	03/30/20	04/14/20	195.00	40074

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Fund 101 GENERAL FUND							
Dept 305 POLICE							
101-305-768.000	04/04/20	STAR UNIFORMS	UNIFORMS/POLICE	5140-1	05/12/20	583.93	
101-305-818.000	04/09/20	MICHIGAN STATE POLICE	FINGER PRINTING/POLICE	551561101	04/14/20	43.25	40078
101-305-818.000	04/09/20	WORKING WELL	DRUG TESTING AND MEDIAL EXAM/POLICE	00329161-00	04/14/20	145.00	40109
101-305-853.000	04/01/20	CLUSTER, MICHAEL	PHONE STIPEND/CLUSTER/04/01/20	04/01/20	04/14/20	50.00	40047
101-305-853.000	01/24/20	VERIZON WIRELESS	VERIZON/PARKS/POLICE/STREETS/1/24/2	9851089674	04/14/20	346.41	40107
101-305-920.000	04/08/20	SEMCO ENERGY GAS CO.	SEMCO GAS	2/24/20-3/24/20	04/14/20	214.00	40097
101-305-920.000	02/01/20	CITY OF NEW BUFFALO	WATER/02/01/20-03/31/20	02/01/20	05/12/20	187.99	
101-305-931.000	03/03/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/POLICE	A129353	05/12/20	1.95	
101-305-931.000	03/11/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/POLICE/03/11/20	0311209705	04/14/20	116.95	40049
101-305-931.000	02/26/20	DOUBLEDAY OFFICE PRODUCTS	BUILDING REMODEL/POLICE	39719	04/14/20	675.00	40051
101-305-931.000	03/25/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/POLICE	0325209705	04/14/20	116.95	40049
101-305-931.000	03/30/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/POLICE	A132080	05/12/20	29.22	40082
101-305-931.000	04/07/20	MIDWEST GLASS & MIRROR	TRANSACTION WINDOW/POLICE REMODEL	71803	05/12/20	1,195.00	
101-305-934.000	03/10/20	ART & IMAGE	REMODEL/POLICE	2713	04/14/20	155.93	40041
101-305-939.000	03/10/20	RIDGE AUTO PARTS	VEHICLE MAINTENANCE/POLICE	413651	04/14/20	45.81	40092
101-305-939.000	03/18/20	RIDGE AUTO PARTS	BUILDING SUPPLIES/POLICE	414130	04/14/20	40.74	40092
101-305-939.000	03/13/20	THREE OAKS FORD	VEHICLE MAINTENANCE/POLICE	144843	04/14/20	211.96	40102
101-305-939.000	03/24/20	MICHIGAN CITY CHRYSLER DODGE	MOTOR REPAIRS ON DODGE CHARGER	19093	04/14/20	4,204.94	40077
101-305-943.000	03/15/20	PARRETT COMPANY	EQUIPMENT RENTAL/POLICE	51749	04/14/20	58.96	40086
Total For Dept 305 POLICE						18,009.46	
Dept 336 FIRE							
101-336-751.000	03/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GAS INVOIVE/03/01/20-03/31/20	03/01/20	05/12/20	67.71	
101-336-853.000	04/01/20	HUSTON, CHRISTOPHER	PHONE STIPEND/HUSTON/04/01/20	04/01/20	04/14/20	50.00	40066
101-336-920.000	02/05/20	INDIANA MICHIGAN POWER	ELECTRIC/FIRE/02/05/20-03/04/20	04031410105-7	04/14/20	166.99	40029
101-336-920.000	03/13/20	COMCAST	COMCAST/FIRE/03/13/20	8771402550012122	04/14/20	201.32	40023
101-336-920.000	04/08/20	SEMCO ENERGY GAS CO.	SEMCO GAS	2/24/20-3/24/20	04/14/20	201.99	40097
101-336-920.000	02/01/20	CITY OF NEW BUFFALO	WATER/02/01/20-03/31/20	02/01/20	05/12/20	318.31	
101-336-932.000	03/13/20	BREATHING AIR SYSTEMS	GROUPS MAINTENANCE/FIRE	1129573-IN	04/14/20	748.39	40045
101-336-979.000	03/21/20	NEW BUFFALO HARDWARE	EQUIPMENT/FIRE	A131196	05/12/20	27.40	40082
Total For Dept 336 FIRE						1,782.11	
Dept 371 INSPECTION SERVICES							
101-371-819.000	04/01/20	SAFEBUILT LLC	INSPECTIONS/BUILDING/PLUMBING/MECHA	3796	04/14/20	2,971.38	40095
101-371-819.000	04/01/20	SAFEBUILT LLC	INSPECTION/BUILDING PERMITS	3795	04/14/20	150.00	40095
101-371-819.100	04/01/20	SAFEBUILT LLC	INSPECTIONS/BUILDING/PLUMBING/MECHA	3796	04/14/20	2,124.45	40095
101-371-819.200	04/01/20	SAFEBUILT LLC	INSPECTIONS/BUILDING/PLUMBING/MECHA	3796	04/14/20	1,115.00	40095
101-371-819.300	04/01/20	SAFEBUILT LLC	INSPECTIONS/BUILDING/PLUMBING/MECHA	3796	04/14/20	825.00	40095
101-371-819.400	04/01/20	SAFEBUILT LLC	RENTAL INSPECTIONS	3794	04/14/20	495.00	40095
Total For Dept 371 INSPECTION SERVICES						7,680.83	
Dept 442 STREET OPERATING							
101-442-716.000	03/24/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APRIL 2020	032420	03/24/20	(2,247.35)	40032
101-442-716.000	04/09/20	ROBERT ANDERSON	REFUND FOR HEALTH INSURANCE PREMIUM	04092020	04/14/20	399.91	40110
101-442-751.000	03/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GAS INVOIVE/03/01/20-03/31/20	03/01/20	05/12/20	16.28	
101-442-756.000	03/02/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/STREET	A129231	05/12/20	23.48	
101-442-756.000	03/13/20	RIETH RILEY CONSTRUCTION	COLD PATCH FOR STREETS/STREET	6603253	04/14/20	1,050.50	40093
101-442-756.000	03/13/20	ROLLING PRAIRIE EXCAVATING	COLD PATCH DELIVERY/STREET	3240	04/14/20	150.00	40094
101-442-756.000	03/23/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/STREET	A131375	05/12/20	24.08	
101-442-756.000	03/25/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/WATER	A131649	05/12/20	11.59	
101-442-756.000	03/18/20	ART & IMAGE	OPERATING SUPPLIES/STREET	2725	04/14/20	56.66	40041
101-442-756.000	03/19/20	RIDGE AUTO PARTS	OPERATING SUPPLIES/STREET	414175	04/14/20	17.54	40092
101-442-756.000	03/22/20	PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL/STREET	95644952	04/14/20	80.48	40089

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Fund 101 GENERAL FUND							
Dept 442 STREET OPERATING							
101-442-768.000	03/03/20	NEW BUFFALO HARDWARE	CLOTHING ALLOWANCE/SCHULTZ/STREET	A129326	05/12/20	9.80	
101-442-818.000	03/09/20	OCCUSCREEN, LLC	NEW HIRE/CRIMINAL BACKGROUND CHECK/P.	15038	04/14/20	59.00	40083
101-442-818.000	04/01/20	LAKESHORE RECYCLING & DISPOSAL	LAKESHORE DUMPSTER DISPOSAL/MAY/202	101489MAY	04/14/20	116.00	40073
101-442-818.000	04/09/20	WORKING WELL	DRUG TESTING AND MEDIAL EXAM/POLICE	00329161-00	04/14/20	110.00	40109
101-442-853.000	04/01/20	BOLTON, JOSHUA	PHONE STIPEND/BOLTON/STREET/04/01/2	04/01/20	04/14/20	50.00	40044
101-442-853.000	01/24/20	VERIZON WIRELESS	VERIZON/PARKS/POLICE/STREETS/1/24/2	9851089674	04/14/20	40.01	40107
101-442-920.000	03/13/20	INDIANA MICHIGAN POWER	ELECTRIC/STREETS/03/13/20	04706607555-8	04/14/20	724.35	40034
101-442-920.000	03/24/20	COMCAST	INTERNET/PHONE STREETS DEPT	032420	03/24/20	174.19	40035
101-442-920.000	04/08/20	SEMCO ENERGY GAS CO.	SEMCO GAS	2/24/20-3/24/20	04/14/20	264.23	40097
101-442-920.000	02/01/20	CITY OF NEW BUFFALO	WATER/02/01/20-03/31/20	02/01/20	05/12/20	481.21	
101-442-931.000	03/11/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/GARAGE/03/11/20	0311200105	04/14/20	63.25	40049
101-442-931.000	03/24/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/STREET	A131508	05/12/20	9.35	
101-442-931.000	03/25/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/GARAGE	0325200105	04/14/20	63.50	40050
101-442-932.000	03/10/20	NEW BUFFALO HARDWARE	GROUPS REPAIR/STREET	A130041	05/12/20	12.72	
101-442-932.000	03/10/20	NEW BUFFALO HARDWARE	MAINTENANCE/STREET	B47477	05/12/20	4.49	
101-442-932.000	03/10/20	NEW BUFFALO HARDWARE	GROUPS REPAIR/STREET	A130034	05/12/20	71.00	
101-442-932.000	03/25/20	NEW BUFFALO HARDWARE	GROUPS REPAIR/STREET	A131583	05/12/20	36.25	
101-442-932.000	03/02/20	MENARDS	GROUPS REPAIR/STREET	45179	04/14/20	538.07	40076
101-442-933.000	03/17/20	RIDGE AUTO PARTS	MAINTENANCE/STREET	414070	04/14/20	89.29	40092
101-442-933.000	03/23/20	NEW BUFFALO HARDWARE	EQUIPMENT/STREET	B47950	05/12/20	1.75	
101-442-933.000	03/24/20	NEW BUFFALO HARDWARE	EQUIPMENT/STREET	A131540	05/12/20	25.47	
101-442-933.000	03/24/20	EXIT 4 STORAGE	LP REFILLS/STREET	41164	04/14/20	149.10	40054
101-442-935.100	03/20/20	ABONMARCHE CONSULTANTS INC	W MICHIGAN STORMEWATER IMPROVEMENT	129805	04/14/20	252.50	40037
101-442-935.100	03/24/20	SCHRADER'S DRAIN CLEANING	RODDING 6" CLEANOUT TO CITY MAIN	972292	04/14/20	185.00	40096
101-442-939.000	03/10/20	NEW BUFFALO HARDWARE	VEHICLE REPAIR/STREET	A130021	05/12/20	10.74	
101-442-939.000	03/17/20	RIDGE AUTO PARTS	VEHICLE REPAIR/STREET	414055	04/14/20	9.11	40092
101-442-939.000	03/16/20	THREE OAKS FORD	VEHICLE MAINTENANCE/STREET	144845	04/14/20	8.94	40102
101-442-943.000	03/13/20	GIVE EM A BRAKE SAFETY	SIGNAGE FOR PARADE TRAFFIC CONTROL	80156	04/14/20	2,255.00	40058
Total For Dept 442 STREET OPERATING						5,397.49	
Dept 448 STREET LIGHTING							
101-448-926.000	03/13/20	INDIANA MICHIGAN POWER	ELECTRIC/STREET LIGHTING/03/13/20	04459418614-8	04/14/20	214.87	40034
101-448-926.000	03/01/20	INDIANA MICHIGAN POWER	ELECTRIC/STREET LIGHTING/03/01/20-0	04023785704-8	04/14/20	1,696.28	40068
101-448-926.000	03/04/20	EMC-ELECTRICAL MAINTENANCE & C	REPLACEMENT STREET LIGHT FIXTURES/S'	7416	04/14/19	5,099.99	
Total For Dept 448 STREET LIGHTING						7,011.14	
Dept 523 SOLID WASTE COLLECTION							
101-523-818.000	04/01/20	LAKESHORE RECYCLING & DISPOSAL	LAKESHORE DUMPSTER DISPOSAL/MAY/202	101489MAY	04/14/20	188.00	40073
101-523-818.000	04/01/20	LAKESHORE RECYCLING & DISPOSAL	LAKESHORE/CURBSIDE DISPOSAL/MA/2020	101490MAY	04/14/20	20,674.60	40073
Total For Dept 523 SOLID WASTE COLLECTION						20,862.60	
Dept 651 AMBULANCE SERVICE							
101-651-818.000	03/01/20	MEDIC 1	AMBULANCE SERVICE/03/01/20	03/01/20	04/14/20	9,013.00	40075
Total For Dept 651 AMBULANCE SERVICE						9,013.00	
Total For Fund 101 GENERAL FUND						91,992.42	
Fund 202 MAJOR STREET FUND							
Dept 463 ROUTINE MAINTENANCE							
202-463-751.000	03/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GAS INVOICE/03/01/20-03/31/20	03/01/20-2	05/12/20	97.12	
202-463-933.000	03/24/20	AMERICAN ELECTRIC POWER	LIGHT POLE REPLACEMENT BRIDGE	03312020	03/24/20	1,075.52	5146
Total For Dept 463 ROUTINE MAINTENANCE						1,172.64	

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Fund 202 MAJOR STREET FUND							
			Total For Fund 202 MAJOR STREET FUND			1,172.64	
Fund 203 LOCAL STREET FUND							
Dept 463 ROUTINE MAINTENANCE							
203-463-751.000	03/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GAS INVOICE/03/01/20-03/31/20	03/01/20-2	05/12/20	19.42	
			Total For Dept 463 ROUTINE MAINTENANCE			19.42	
			Total For Fund 203 LOCAL STREET FUND			19.42	
Fund 208 PARK FUND							
Dept 691 PARK							
208-691-716.000	03/24/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APRIL 2020	032420	03/24/20	675.71	40032
208-691-728.000	02/19/20	FEDEX	BOAT LAUNCH TICKETS/PARK	205800006247	04/14/20	687.08	40031
208-691-751.000	03/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GAS INVOICE/03/01/20-03/31/20	03/01/20	05/12/20	99.48	
208-691-756.000	03/03/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A129321	05/12/20	21.54	
208-691-756.000	03/03/20	SWEETWATER BOATING SUPPLIES	OPERATING SUPPLIES/PARK	6784	04/14/20	39.99	40101
208-691-756.000	03/05/20	SWEETWATER BOATING SUPPLIES	OPERATING SUPPLIES/PARK	7169	04/14/20	39.99	40101
208-691-756.000	03/07/20	SWEETWATER BOATING SUPPLIES	OPERATING SUPPLIES/PARK	7170	04/14/20	39.99	40101
208-691-756.000	03/17/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A130773	05/12/20	5.87	
208-691-756.000	03/20/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	B47862	05/12/20	4.69	
208-691-756.000	03/18/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A130947	05/12/20	13.20	
208-691-756.000	03/24/20	MUTT MITT	BAGS FOR DOG PARK	330887	04/14/20	386.61	40079
208-691-756.000	03/26/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A131731	05/12/20	0.45	
208-691-756.000	03/18/20	MENARDS	OPERATING SUPPLIES/PARK	46356	04/14/20	5.85	40076
208-691-756.000	03/18/20	MENARDS	OPERATING SUPPLIES/PARK	46373	04/14/20	46.27	40076
208-691-756.000	03/20/20	MENARDS	OPERATING SUPPLIES/PARK	46507	04/14/20	68.66	40076
208-691-756.000	03/26/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A131708	05/12/20	6.45	40082
208-691-756.000	03/23/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A131399	05/12/20	43.07	40082
208-691-767.000	03/07/20	NEW BUFFALO HARDWARE	SMALL TOOLS/PARK	A129765	05/12/20	117.58	
208-691-767.000	03/24/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	A131542	05/12/20	25.46	
208-691-818.000	03/06/20	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/DOG PARK/3/6/20-4/2/2	19170	04/14/20	85.00	40090
208-691-818.000	03/06/20	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/BOAT LAUNCH/3/6/20-4/	19171	04/14/20	85.00	40090
208-691-818.000	03/09/20	OCCUSCREEN, LLC	NEW HIRE/CRIMINAL BACKROUND CHECK/P	15038	04/14/20	129.00	40083
208-691-818.000	03/13/20	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/PARK/3/13/20	19230	04/14/20	210.00	40090
208-691-818.000	04/01/20	LAKESHORE RECYCLING & DISPOSAL	LAKESHORE DUMPSTER DISPOSAL/MAY/202	101489MAY	04/14/20	629.00	40073
208-691-818.000	03/06/20	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/MARCH EXTRA SERVICES	19242	04/14/20	400.00	40090
208-691-818.000	03/06/20	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/OSSELKA PARK/3/6/20-4/	19172-2	04/14/20	85.00	40090
208-691-853.000	04/01/20	D'AMICO KRISTEN	PHONE STIPEND/D'AMICO/04/01/20	04/01/20	04/14/20	50.00	40048
208-691-853.000	01/24/20	VERIZON WIRELESS	VERIZON/PARKS/POLICE/STREETS/1/24/2	9851089674	04/14/20	131.73	40107
208-691-920.000	03/01/20	NEW BUFFALO TOWNSHIP	WATER/DOG PARK/01/01/20-02/29/20	01/01/20	04/14/20	35.02	40024
208-691-920.000	02/05/20	INDIANA MICHIGAN POWER	ELECTRIC/PARK/02/05/20-03/04/20	04523676007-7	04/14/20	20.20	40029
208-691-920.000	03/15/20	COMCAST	COMCAST/MARINA/PARK/03/15/20-4/14/2	8771402550106726	04/14/20	159.56	40028
208-691-920.000	03/13/20	INDIANA MICHIGAN POWER	ELECTRIC/PARK/03/13/20	04546766223-8	04/14/20	862.87	40034
208-691-920.000	04/08/20	SEMCO ENERGY GAS CO.	SEMCO GAS	2/24/20-3/24/20	04/14/20	88.74	40097
208-691-920.000	02/01/20	CITY OF NEW BUFFALO	WATER/02/01/20-03/31/20	02/01/20	05/12/20	761.39	
208-691-931.000	03/11/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BOAT RAMP/PARK/03	0311200535	04/14/20	47.95	40049
208-691-931.000	03/11/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/OSSELKA/PARK/03/11	0311200525	04/14/20	82.95	40049
208-691-931.000	03/11/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/MARINA/PARK/03/11/	0311200515	04/14/20	78.45	40049
208-691-931.000	03/11/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BEACH/PARK/3/11/2	0311200505	04/14/20	95.90	40049
208-691-931.000	03/24/20	E.I. CONSTRUCTION	PLUMBING REPAIRS MARINA BATHROOMS	03242020	04/14/20	227.00	40052
208-691-931.000	03/26/20	NEW BUFFALO HARDWARE	BUILDING MAINTENANCE/PARK	B4056	05/12/20	76.42	
208-691-931.000	03/25/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/OSSELKA/PARK	0325200525	04/14/20	82.95	40049
208-691-931.000	03/25/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BEACH/PARK	0325200505	04/14/20	95.90	40049
208-691-931.000	03/25/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/MARINA/PARK	0325200515	04/14/20	78.45	40050
208-691-931.000	03/25/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BOAT RAMP/PARK	0325200535	04/14/20	47.95	40050

INVOICE GL DISTRIBUTION REPORT
 POST DATES 03/11/2020 - 04/14/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 208 PARK FUND							
Dept 691 PARK							
208-691-932.000	03/18/20	SHERWIN WILLIAMS	PAINT FOR TRASH CANS/BEACH/PARK	OE0146137A3196	04/14/20	260.49	40099
208-691-932.000	03/06/20	OZINGA READY MIX CONCRETE INC	CONCRETE BLOCKS FOR SHORLINE/BEACH/	1409767	04/14/20	2,320.00	40085
208-691-932.000	04/03/20	VERSAW EARTHWORKS LLC	DEBRIS REMOVAL/BOAT LAUNCH/PARK	7-2	04/14/20	1,200.00	40108
208-691-933.200	03/23/20	JOHN DEERE FINANCIAL	LOADER LEASE/PARK	2309858	04/14/20	142.94	40070
208-691-933.200	03/23/20	JOHN DEERE FINANCIAL	UTILITY TRAILER RENTAL/PARK	2309857	04/14/20	940.66	40071
208-691-939.000	03/24/20	SHAFFNER TIRE	TIRE FLAT REPAIR & TUBE--PARKS	0003368	04/14/20	107.98	40098
208-691-970.000	03/24/20	E.I. CONSTRUCTION	REPLACE SHOWERS AT MARINA	03252020	04/14/20	1,600.00	40052
Total For Dept 691 PARK						13,546.44	
Total For Fund 208 PARK FUND						13,546.44	
Fund 209 PARK IMPROVEMENT FUND							
Dept 751							
209-751-974.000	03/24/20	E.I. CONSTRUCTION	REPAIR AND PAINT MENS & WOMENS BATH	032620	04/14/20	6,400.00	40052
Total For Dept 751						6,400.00	
Total For Fund 209 PARK IMPROVEMENT FUND						6,400.00	
Fund 351 DEBT SERVICE							
Dept 906 DEBT SERVICE							
351-906-991.100	03/13/20	U.S. BANK	BOND PAYMENT: PRINCIPLE 2017 CAPIT.	1567535	04/14/20	235,000.00	593
351-906-992.100	03/13/20	U.S. BANK	BOND PAYMENT: 2017 CAPITAL IMPROVME	1567535-B	04/14/20	53,175.00	593
Total For Dept 906 DEBT SERVICE						288,175.00	
Total For Fund 351 DEBT SERVICE						288,175.00	
Fund 590 SEWER FUND							
Dept 537 SEWER							
590-537-836.000	02/29/20	GRSD SEWER AUTHORITY	GRSD OPERATING RESERVE BILLED/02/20	11543	04/14/20	64,616.00	40062
590-537-836.000	03/13/20	GRSD SEWER AUTHORITY	JAN 2020 OPERATING RESERVE BUILD	11523	04/14/20	76,830.00	40026
590-537-836.000	03/24/20	GRSD SEWER AUTHORITY	2013 BOND SERIES	11547	04/14/20	12,882.86	40062
590-537-836.100	02/20/20	GRSD SEWER AUTHORITY	GRSD MAINTENANCE/02/20/20	11529	04/14/20	422.00	40062
590-537-920.000	02/05/20	INDIANA MICHIGAN POWER	ELECTRIC/SEWER/02/05/20-03/04/20	04002186031-7	04/14/20	24.09	40029
590-537-920.000	03/13/20	INDIANA MICHIGAN POWER	ELECTRIC/SEWER/03/13/20	04598645309-8	04/14/20	1,895.55	40034
590-537-935.000	03/20/20	ABONMARCHE CONSULTANTS INC	SEWER IMPROVMENTS & INVESTIGATION	129790	04/14/20	12,913.74	40037
Total For Dept 537 SEWER						169,584.24	
Total For Fund 590 SEWER FUND						169,584.24	
Fund 591 WATER FUND							
Dept 536 WATER							
591-536-716.000	03/24/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APRIL 2020	032420	03/24/20	6,366.62	40032
591-536-728.000	03/02/20	STAPLES	OFFICE SUPPLIES/GEN GOV/WATER	04/02/20	04/14/20	34.95	40100
591-536-751.000	03/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GAS INVOICE/03/01/20-03/31/20	03/01/20	05/12/20	94.09	
591-536-756.000	03/16/20	STATE OF MICHIGAN DEQ	TESTING SUPPLIES/WATER	761-10506900	05/12/20	131.00	
591-536-756.200	03/03/20	NEW BUFFALO HARDWARE	METER REPLACEMENT/WATER	A129397	05/12/20	6.85	
591-536-756.300	02/29/20	GRSD SEWER AUTHORITY	LAB SERVICES/02/29/20	11538	04/14/20	164.00	40062
591-536-756.400	03/10/20	NEW BUFFALO HARDWARE	LAB SUPPLIES/WATER	A130073	05/12/20	6.36	
591-536-756.400	03/11/20	IDEXX DISTRIBUTION CORP	LAAB SUPPLIES/WATER	3061497742	04/14/20	748.83	40067
591-536-756.400	03/24/20	HACH COMPANY	LAB SUPPLIES/WATER	11893019	04/14/20	486.38	40064
591-536-756.400	03/23/20	USA BLUEBOOK	LAB SUPPLIES/WATER	181765	04/14/20	490.29	40106
591-536-756.400	03/23/20	USA BLUEBOOK	LAB SUPPLIES/WATER	183131	04/14/20	350.76	40106
591-536-818.000	03/18/20	FERGUSON WATER WORKS	PROFESSIONAL /WATER	0193867	04/14/20	967.00	40055
591-536-818.000	04/01/20	LAKESHORE RECYCLING & DISPOSAL	LAKESHORE DUMPSTER DISPOSAL/MAY/202	101489MAY	04/14/20	94.00	40073

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 591 WATER FUND							
Dept 536 WATER							
591-536-853.000	04/01/20	ANDERSON, KENNETH	PHONE STIPEND/ANDERSON/04/01/20	04/01/20	04/14/20	50.00	40040
591-536-853.000	04/01/20	GRUENER, ROBERT	PHONE STIPEND/GRUENER/04/01/20	04/01/20	04/14/20	50.00	40063
591-536-853.000	04/01/20	JOHNSON, JEFFREY	PHONE STIPEND/JOHNSON/04/01/20	4/01/20	04/14/20	50.00	40072
591-536-853.000	03/04/20	AT&T	PHONE/WATER/03/20-04/20	269469034303-7	04/14/20	148.53	40027
591-536-853.000	03/04/20	AT&T	PHONE/WATER/03/04/20-04/03/20	269469851303-7	04/14/20	148.53	40027
591-536-920.000	03/13/20	INDIANA MICHIGAN POWER	ELECTRIC/WATER/03/13/20	04354696801-8	04/14/20	3,138.97	40034
591-536-920.000	03/18/20	INDIANA MICHIGAN POWER	ELECTRIC/WATER/09/07/20-3/05/20	04909113708-8	04/14/20	144.60	40036
591-536-920.000	04/08/20	SEMCO ENERGY GAS CO.	SEMCO GAS	2/24/20-3/24/20	04/14/20	1,444.39	40097
591-536-931.000	03/11/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/WATER/03/11/20	0311200005	04/14/20	41.50	40049
591-536-931.000	03/25/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/WATER	0325200005	04/14/20	41.50	40049
591-536-933.000	03/11/20	RUNKLE ELECTRIC	WIRE AND PROGRAM LEESON SPEED CONT	200311	04/14/20	480.00	40025
591-536-933.000	03/13/20	GRAINGER	EQUIPMENT/WATER	9470866741	04/14/20	546.71	40059
591-536-933.000	03/09/20	TT MACHINING & FABRICATING, LI	EQUIPMENT/WATER	1941	04/14/20	34.00	40104
591-536-933.000	03/11/20	NEW BUFFALO HARDWARE	EQUIPMENT/WATER	A130140	05/12/20	6.98	
591-536-933.000	03/13/20	RIDGE AUTO PARTS	EQUIPMENT/WATER	413855	04/14/20	12.63	40092
591-536-933.000	03/26/20	PEERLESS MIDWEST INC	PUMP PERFORMANCE TESTING AND SERVIC	503112	04/14/20	1,750.00	40087
591-536-934.000	04/09/20	OSELKA CONSTRUCTORS COMPANY, I	REVETMENT REPLENISHMENT WATER INTAK	20-029 B	04/14/20	124,700.00	40084
591-536-939.000	03/06/20	RIDGE AUTO PARTS	VEHICLE REPAIR/WATER	413466	04/14/20	66.41	40092
Total For Dept 536 WATER						142,795.88	
Total For Fund 591 WATER FUND						142,795.88	
Fund 703 CURRENT TAX FUND							
Dept 000							
703-000-230.200	03/11/20	NEW BUFFALO AREA SCHOOLS	SUMMER: FINAL SCHOOL OPERATING (INC	031120 SCH OP	03/11/20	23,434.05	2158
703-000-230.200	03/11/20	NEW BUFFALO AREA SCHOOLS	SUMMER: 98 DEBT FINAL W/PENALTY	031120 98 DEBT	03/11/20	441.33	2158
703-000-230.200	03/11/20	NEW BUFFALO AREA SCHOOLS	SUMMER: 05 DEBT FINAL W/PENALTY	031120 05 DEBT	03/11/20	136.76	2158
703-000-230.200	03/16/20	NEW BUFFALO AREA SCHOOLS	WINTER: FINAL SCHOOL OPERATING (INC	031620 SCH OP	03/16/20	26,750.49	2161
703-000-230.200	03/16/20	NEW BUFFALO AREA SCHOOLS	WINTER: 98 DEBT FINAL W/PENALTY	031620 98 DEBT	03/16/20	412.22	2161
703-000-230.200	03/16/20	NEW BUFFALO AREA SCHOOLS	WINTER: 05 DEBT FINAL W/PENALTY	031620 05 DEBT	03/16/20	127.75	2161
703-000-230.300	03/16/20	LAKE MICHIGAN COLLEGE	WINTER TAX COLLECTION 19-20: FINAL	031620	03/16/20	7,897.02	2160
703-000-230.400	03/16/20	NEW BUFFALO LIBRARY JOINT BLDG	LIBRARY BOND FINAL PAYMENT	031620	03/16/20	1,185.11	2162
703-000-230.400	03/16/20	NEW BUFFALO PUBLIC LIBRARY	LIBRARY: WINTER TAXES FINAL PAYMEN	031620	03/16/20	1,164.48	2163
703-000-230.500	03/16/20	BERRIEN RESA	WINTER TAX FINAL PAYMENT	031620	03/16/20	8,261.11	2159
Total For Dept 000						69,810.32	
Total For Fund 703 CURRENT TAX FUND						69,810.32	

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
			Fund Totals:				
			Fund 101 GENERAL FUND			91,992.42	
			Fund 202 MAJOR STREET FUND			1,172.64	
			Fund 203 LOCAL STREET FUND			19.42	
			Fund 208 PARK FUND			13,546.44	
			Fund 209 PARK IMPROVEMENT FUND			6,400.00	
			Fund 351 DEBT SERVICE			288,175.00	
			Fund 590 SEWER FUND			169,584.24	
			Fund 591 WATER FUND			142,795.88	
			Fund 703 CURRENT TAX FUND			69,810.32	
			Total For All Funds:			783,496.36	

PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 75.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2019-20		2019-20		ACTIVITY FOR		
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2020	END BALANCE 06/30/2019	MONTH 03/31/20	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND								
Dept 000								
101-000-404.000	PROPERTY TAXES	2,350,000.00	2,438,595.87	2,438,595.87	2,356,205.42	0.00	0.00	100.00
101-000-417.000	DELINQUENT TAX PERSONAL	1,000.00	100.00	0.00	6.28	0.00	100.00	0.00
101-000-445.000	PENALTY & INTEREST	3,000.00	5,000.00	8,428.10	14,597.22	4,091.98	(3,428.10)	168.56
101-000-477.000	BUILDING PERMITS	40,000.00	40,000.00	29,357.41	20,006.16	0.00	10,642.59	73.39
101-000-478.000	ELECTRICAL PERMITS	12,000.00	12,000.00	9,959.90	7,618.00	0.00	2,040.10	83.00
101-000-479.000	MECHANICAL PERMITS	10,000.00	10,000.00	9,836.70	6,856.00	0.00	163.30	98.37
101-000-480.000	PLUMBING PERMITS	10,000.00	10,000.00	4,747.60	3,351.00	0.00	5,252.40	47.48
101-000-481.000	ZONING DEPOSITS	0.00	0.00	0.00	1,120.50	0.00	0.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	5,000.00	5,000.00	5,637.97	5,637.97	0.00	(637.97)	112.76
101-000-574.000	CVTRS	10,095.00	10,095.00	7,875.00	11,616.00	1,980.00	2,220.00	78.01
101-000-576.000	STATE REVENUE SALES TAX	150,000.00	150,000.00	113,283.00	162,706.00	27,991.00	36,717.00	75.52
101-000-577.000	STATE REVENUE LIQUOR LICENSE	10,000.00	10,000.00	10,847.10	11,013.20	0.00	(847.10)	108.47
101-000-606.000	COURT CHARGES	5,000.00	5,000.00	376.83	1,167.00	0.00	4,623.17	7.54
101-000-615.000	SPECIAL USE FEE	1,500.00	1,500.00	816.50	2,957.46	0.00	683.50	54.43
101-000-617.000	FRANCHISE FEE	56,000.00	56,000.00	33,522.80	84,279.51	0.00	22,477.20	59.86
101-000-618.000	ADMINISTRATION FEE	93,000.00	93,000.00	95,003.52	98,830.31	1,000.01	(2,003.52)	102.15
101-000-619.000	VARIANCE FEE	2,000.00	2,000.00	2,925.00	4,795.00	0.00	(925.00)	146.25
101-000-627.000	SHORT TERM RENTAL FEES	0.00	10,000.00	8,000.00	20,025.00	0.00	2,000.00	80.00
101-000-628.000	SERVICE CHARGE	700.00	700.00	180.00	4,439.54	0.00	520.00	25.71
101-000-629.000	WASTE	272,834.00	272,834.00	198,446.74	268,460.52	18,317.52	74,387.26	72.74
101-000-629.100	PENALTY WASTE	2,500.00	2,500.00	2,445.32	3,142.34	317.05	54.68	97.81
101-000-654.100	OVERNIGHT PARKING PERMITS	0.00	0.00	7.00	16.00	0.00	(7.00)	100.00
101-000-656.000	TOWING SERVICE	250.00	250.00	1,950.00	1,800.00	0.00	(1,700.00)	780.00
101-000-657.000	PARKING FINES	900.00	900.00	204.00	5,838.00	0.00	696.00	22.67
101-000-665.000	INTEREST EARNED	2,500.00	6,000.00	9,042.01	12,101.89	464.26	(3,042.01)	150.70
101-000-670.000	RENTAL/LEASE	700.00	700.00	400.00	10,780.00	0.00	300.00	57.14
101-000-673.000	SALE OF ASSETS	0.00	0.00	10.00	24,726.45	0.00	(10.00)	100.00
101-000-675.000	DONATIONS	500.00	500.00	50.00	1,375.00	0.00	450.00	10.00
101-000-678.000	REIMBURSEMENTS	35,000.00	30,000.00	29,218.21	26,672.49	56.00	781.79	97.39
101-000-678.200	REIMBURSEMENTS-POLICE	0.00	73,000.00	36,363.81	73,340.85	325.30	36,636.19	49.81
Net - Dept 000		3,074,479.00	3,245,674.87	3,057,530.39	3,245,481.11	54,543.12	188,144.48	
Dept 101 - LEGISLATIVE								
101-101-703.000	SALARIES APPOINTED	11,500.00	11,500.00	7,213.75	10,565.00	0.00	4,286.25	62.73
101-101-714.000	MEDICARE	200.00	200.00	104.61	153.18	0.00	95.39	52.31

PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 75.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2020	06/30/2019	MONTH 03/31/20		
Fund 101 - GENERAL FUND								
101-172-712.000	CASH IN LIEU OF PAYMENTS	10,200.00	10,200.00	7,850.00	9,775.00	850.00	2,350.00	76.96
101-172-714.000	MEDICARE	605.00	605.00	585.61	731.44	59.49	19.39	96.80
101-172-715.000	SOCIAL SECURITY TAX	2,589.00	2,589.00	2,504.03	3,127.75	254.44	84.97	96.72
101-172-716.000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-172-717.000	LIFE & DISABILITY INSURANCE	2,800.00	2,800.00	1,825.10	1,679.60	182.51	974.90	65.18
101-172-718.000	RETIREMENT	7,200.00	7,200.00	5,538.49	7,200.04	553.85	1,661.51	76.92
101-172-720.000	WORKER'S COMPENSATION INS	735.00	735.00	602.67	933.69	0.00	132.33	82.00
101-172-721.000	UNEMPLOYMENT COMPENSATION	800.00	800.00	0.00	378.90	0.00	800.00	0.00
101-172-728.000	OFFICE SUPPLIES	200.00	200.00	184.24	388.20	0.00	15.76	92.12
101-172-756.000	OPERATING SUPPLIES	0.00	0.00	0.00	275.00	0.00	0.00	0.00
101-172-801.000	EDUCATION & TRAINING	0.00	0.00	539.18	1,085.35	0.00	(539.18)	100.00
101-172-818.000	PROFESSIONAL & CONTRACTUAL	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
101-172-831.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-172-853.000	TELEPHONE	0.00	0.00	0.00	188.90	(95.98)	0.00	0.00
101-172-873.000	TRAVEL/MILEAGE REIMB	500.00	500.00	0.00	0.00	0.00	500.00	0.00
101-172-903.000	PRINTING & PUBLISHING	100.00	100.00	0.00	0.00	0.00	100.00	0.00
101-172-934.000	OTHER REPAIRS & MAINT	200.00	200.00	0.00	0.00	0.00	200.00	0.00
101-172-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 172 - EXECUTIVE		(69,679.00)	(69,679.00)	(52,167.61)	(68,645.67)	(5,058.14)	(17,511.39)	
Dept 215 - CLERK								
101-215-703.000	SALARIES APPOINTED	61,378.00	50,003.00	41,826.44	60,284.52	3,269.24	8,176.56	83.65
101-215-706.000	SALARIES PERMANENT	34,093.00	34,093.00	20,449.61	14,804.85	4,033.10	13,643.39	59.98
101-215-706.100	SALARIES-OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-215-714.000	MEDICARE	1,384.00	1,384.00	844.36	940.70	100.75	539.64	61.01
101-215-715.000	SOCIAL SECURITY TAX	5,919.00	5,919.00	3,610.54	4,022.31	430.84	2,308.46	61.00
101-215-716.000	HEALTH INSURANCE	54,102.00	20,609.00	16,436.16	34,690.18	1,413.52	4,172.84	79.75
101-215-717.000	LIFE & DISABILITY INSURANCE	3,427.00	3,427.00	1,314.82	1,767.44	122.98	2,112.18	38.37
101-215-718.000	RETIREMENT	8,707.00	8,707.00	4,525.14	6,034.41	495.41	4,181.86	51.97
101-215-720.000	WORKER'S COMPENSATION INS	260.00	260.00	390.30	576.94	0.00	(130.30)	150.12
101-215-721.000	UNEMPLOYMENT COMPENSATION	1,150.00	1,150.00	167.19	691.33	0.00	982.81	14.54
101-215-728.000	OFFICE SUPPLIES	350.00	350.00	431.48	50.00	387.98	(81.48)	123.28
101-215-751.000	GASOLINE	200.00	200.00	277.76	0.00	0.00	(77.76)	138.88
101-215-756.000	OPERATING SUPPLIES	200.00	200.00	128.60	137.86	30.25	71.40	64.30
101-215-801.000	EDUCATION & TRAINING	500.00	500.00	1,300.00	410.00	0.00	(800.00)	260.00
101-215-818.000	PROFESSIONAL & CONTRACTUAL	500.00	500.00	673.93	0.00	0.00	(173.93)	134.79
101-215-831.000	MEMBERSHIPS & DUES	300.00	300.00	237.86	145.00	97.86	62.14	79.29
101-215-903.000	PRINTING & PUBLISHING	600.00	600.00	146.00	0.00	0.00	454.00	24.33
101-215-934.000	OTHER REPAIRS & MAINT	300.00	300.00	0.00	0.00	0.00	300.00	0.00
101-215-942.000	EQUIPMENT	0.00	0.00	1,320.53	0.00	0.00	(1,320.53)	100.00
101-215-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 215 - CLERK		(173,370.00)	(128,502.00)	(94,080.72)	(124,555.54)	(10,381.93)	(34,421.28)	
Dept 247 - BOARD OF REVIEW								
101-247-818.000	PROFESSIONAL & CONTRACTUAL	2,000.00	2,000.00	360.00	1,080.00	0.00	1,640.00	18.00
101-247-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 247 - BOARD OF REVIEW		(2,000.00)	(2,000.00)	(360.00)	(1,080.00)	0.00	(1,640.00)	

PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 75.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 03/31/2020	END BALANCE 06/30/2019	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			MONTH 03/31/20		
Fund 101 - GENERAL FUND								
Dept 253 - TREASURER								
101-253-703.000	SALARIES APPOINTED	28,058.00	45,626.00	35,484.41	44,201.25	3,595.96	10,141.59	77.77
101-253-706.000	SALARIES PERMANENT	28,856.00	28,856.00	23,966.00	24,531.70	2,855.90	4,890.00	83.05
101-253-706.100	SALARIES-OVERTIME	650.00	650.00	188.48	301.95	18.85	461.52	29.00
101-253-714.000	MEDICARE	1,143.00	1,143.00	837.15	909.22	90.64	305.85	73.24
101-253-715.000	SOCIAL SECURITY TAX	4,886.00	4,886.00	3,579.14	3,887.12	387.68	1,306.86	73.25
101-253-716.000	HEALTH INSURANCE	43,922.00	15,432.00	12,093.83	18,317.76	1,243.57	3,338.17	78.37
101-253-717.000	LIFE & DISABILITY INSURANCE	3,671.00	3,671.00	3,244.90	2,883.70	324.49	426.10	88.39
101-253-718.000	RETIREMENT	8,868.00	8,868.00	7,251.41	8,965.26	732.64	1,616.59	81.77
101-253-720.000	WORKER'S COMPENSATION INS	260.00	260.00	390.30	576.94	0.00	(130.30)	150.12
101-253-721.000	UNEMPLOYMENT COMPENSATION	1,160.00	1,160.00	0.00	757.80	0.00	1,160.00	0.00
101-253-728.000	OFFICE SUPPLIES	250.00	250.00	74.97	0.00	74.97	175.03	29.99
101-253-730.000	POSTAGE	1,300.00	1,300.00	115.26	2,476.37	0.00	1,184.74	8.87
101-253-751.000	GASOLINE	300.00	300.00	328.50	58.28	0.00	(28.50)	109.50
101-253-756.000	OPERATING SUPPLIES	200.00	200.00	200.42	240.53	0.00	(0.42)	100.21
101-253-801.000	EDUCATION & TRAINING	2,200.00	2,200.00	1,274.30	1,836.06	0.00	925.70	57.92
101-253-818.000	PROFESSIONAL & CONTRACTUAL	7,000.00	7,000.00	5,991.16	5,606.25	850.00	1,008.84	85.59
101-253-831.000	MEMBERSHIPS & DUES	200.00	200.00	364.00	269.00	0.00	(164.00)	182.00
101-253-903.000	PRINTING & PUBLISHING	400.00	400.00	0.00	511.32	0.00	400.00	0.00
101-253-934.000	OTHER REPAIRS & MAINT	150.00	150.00	470.67	31.38	0.00	(320.67)	313.78
101-253-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 253 - TREASURER		(133,474.00)	(122,552.00)	(95,854.90)	(116,361.89)	(10,174.70)	(26,697.10)	
Dept 257 - ASSESSOR								
101-257-707.000	SALARIES PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-714.000	MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-715.000	SOCIAL SECURITY TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-720.000	WORKER'S COMPENSATION INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-721.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-728.000	OFFICE SUPPLIES	125.00	125.00	43.45	0.00	0.00	81.55	34.76
101-257-730.000	POSTAGE	2,000.00	2,000.00	2,216.35	1,096.57	243.77	(216.35)	110.82
101-257-756.000	OPERATING SUPPLIES	0.00	0.00	1,195.64	40.00	296.64	(1,195.64)	100.00
101-257-801.000	EDUCATION & TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-818.000	PROFESSIONAL & CONTRACTUAL	24,960.00	24,960.00	19,017.50	25,317.26	0.00	5,942.50	76.19
101-257-831.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-854.200	SOFTWARE EXPENSE	0.00	0.00	0.00	1,741.00	0.00	0.00	0.00
101-257-903.000	PRINTING & PUBLISHING	225.00	225.00	58.00	270.20	0.00	167.00	25.78
101-257-934.000	OTHER REPAIRS & MAINT	50.00	50.00	166.00	0.00	0.00	(116.00)	332.00
101-257-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 257 - ASSESSOR		(27,360.00)	(27,360.00)	(22,696.94)	(28,465.03)	(540.41)	(4,663.06)	
Dept 262 - ELECTIONS								
101-262-703.000	SALARIES APPOINTED	2,000.00	2,000.00	975.05	2,000.00	0.00	1,024.95	48.75
101-262-714.000	MEDICARE	30.00	30.00	14.14	25.50	0.00	15.86	47.13
101-262-715.000	SOCIAL SECURITY TAX	110.00	110.00	60.46	109.09	0.00	49.54	54.96
101-262-730.000	POSTAGE	200.00	200.00	200.00	28.07	200.00	0.00	100.00
101-262-751.000	GASOLINE	600.00	600.00	153.52	0.00	153.52	446.48	25.59
101-262-756.000	OPERATING SUPPLIES	1,000.00	1,000.00	1,272.52	1,243.48	180.87	(272.52)	127.25
101-262-801.000	EDUCATION & TRAINING	200.00	200.00	0.00	178.16	0.00	200.00	0.00
101-262-818.000	PROFESSIONAL & CONTRACTUAL	6,000.00	6,000.00	2,716.50	3,481.03	2,716.50	3,283.50	45.28

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2020	06/30/2019	MONTH 03/31/20	BALANCE	USED
Fund 101 - GENERAL FUND								
101-262-903.000	PRINTING & PUBLISHING	800.00	800.00	68.00	1,550.85	0.00	732.00	8.50
101-262-934.000	OTHER REPAIRS & MAINT	800.00	800.00	0.00	0.00	0.00	800.00	0.00
101-262-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 262 - ELECTIONS		(11,740.00)	(11,740.00)	(5,460.19)	(8,616.18)	(3,250.89)	(6,279.81)	
Dept 266 - ATTORNEY								
101-266-826.100	LABOR MATTERS	5,000.00	5,000.00	4,840.50	10,136.32	0.00	159.50	96.81
101-266-826.300	COURT/ORDINANCE	10,000.00	10,000.00	9,384.00	23,875.78	2,113.50	616.00	93.84
101-266-826.400	OTHER LEGAL MATTERS	45,000.00	45,000.00	11,580.48	50,990.67	0.00	33,419.52	25.73
101-266-826.500	FOIA	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Net - Dept 266 - ATTORNEY		(65,000.00)	(65,000.00)	(25,804.98)	(85,002.77)	(2,113.50)	(39,195.02)	
Dept 276 - CEMETERY								
101-276-969.000	CONTRIBUTIONS TO OTHERS	24,000.00	24,000.00	22,000.00	24,500.00	0.00	2,000.00	91.67
Net - Dept 276 - CEMETERY		(24,000.00)	(24,000.00)	(22,000.00)	(24,500.00)	0.00	(2,000.00)	
Dept 298 - GENERAL GOVERNMENT								
101-298-706.000	SALARIES PERMANENT	68,193.00	68,193.00	48,545.74	68,803.50	5,008.24	19,647.26	71.19
101-298-714.000	MEDICARE	989.00	989.00	639.31	920.02	62.24	349.69	64.64
101-298-715.000	SOCIAL SECURITY TAX	4,228.00	4,228.00	2,733.56	3,933.88	266.13	1,494.44	64.65
101-298-716.000	HEALTH INSURANCE	11,433.00	11,433.00	18,701.06	10,188.90	2,862.94	(7,268.06)	163.57
101-298-717.000	LIFE & DISABILITY INSURANCE	1,146.00	1,146.00	1,463.92	899.30	211.18	(317.92)	127.74
101-298-718.000	RETIREMENT	5,455.00	5,455.00	3,778.52	5,289.89	400.66	1,676.48	69.27
101-298-720.000	WORKER'S COMPENSATION INS	780.00	780.00	1,100.91	1,599.29	0.00	(320.91)	141.14
101-298-721.000	UNEMPLOYMENT COMPENSATION	1,160.00	1,160.00	88.17	899.29	0.00	1,071.83	7.60
101-298-728.000	OFFICE SUPPLIES	3,500.00	3,500.00	2,910.20	3,315.85	463.45	589.80	83.15
101-298-730.000	POSTAGE	4,500.00	4,500.00	3,269.03	2,160.48	1,008.67	1,230.97	72.65
101-298-751.000	GASOLINE	600.00	600.00	189.68	206.95	3.34	410.32	31.61
101-298-756.000	OPERATING SUPPLIES	3,000.00	3,000.00	1,151.61	4,499.32	189.74	1,848.39	38.39
101-298-818.000	PROFESSIONAL & CONTRACTUAL	5,000.00	5,000.00	6,760.18	7,247.60	0.00	(1,760.18)	135.20
101-298-818.200	ENGINEERING	20,000.00	20,000.00	14,500.00	8,681.25	2,500.00	5,500.00	72.50
101-298-831.000	MEMBERSHIPS & DUES	3,000.00	3,000.00	2,310.50	2,379.00	(100.00)	689.50	77.02
101-298-853.000	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-298-854.000	TECH SUPPORT/MAINTENANCE	25,000.00	25,000.00	20,348.93	29,518.05	2,500.00	4,651.07	81.40
101-298-854.100	WEBSITE	0.00	2,000.00	713.67	4,342.50	32.50	1,286.33	35.68
101-298-854.200	SOFTWARE EXPENSE	0.00	20,000.00	17,314.59	16,586.72	846.50	2,685.41	86.57
101-298-903.000	PRINTING & PUBLISHING	4,200.00	4,200.00	4,301.98	6,654.13	0.00	(101.98)	102.43
101-298-920.000	UTILITIES	12,000.00	12,000.00	7,086.19	14,340.55	792.60	4,913.81	59.05
101-298-931.000	BUILDING REPAIR & MAINTENANCE	15,000.00	15,000.00	21,207.27	61,751.04	1,502.92	(6,207.27)	141.38
101-298-932.000	GROUPS REPAIR & MAINT	4,000.00	4,000.00	625.65	3,351.34	0.00	3,374.35	15.64
101-298-934.000	OTHER REPAIRS & MAINT	5,000.00	5,000.00	1,304.50	259.54	1,207.00	3,695.50	26.09
101-298-939.000	VEHICLE REPAIR & MAINTENANCE	0.00	0.00	0.00	11.17	0.00	0.00	0.00
101-298-942.000	EQUIPMENT	1,000.00	1,000.00	2,555.83	967.73	0.00	(1,555.83)	255.58
101-298-943.000	EQUIPMENT RENTAL	12,500.00	12,500.00	4,641.74	6,994.83	942.28	7,858.26	37.13
101-298-956.200	REFUNDS	3,000.00	3,000.00	64.89	2,162.64	0.00	2,935.11	2.16
101-298-962.000	MISCELLANEOUS	0.00	0.00	9.53	10,274.75	0.00	(9.53)	100.00
101-298-971.000	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 75.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND								
Net - Dept 298 - GENERAL GOVERNMENT		(214,684.00)	(236,684.00)	(188,317.16)	(278,239.51)	(20,700.39)	(48,366.84)	
Dept 305 - POLICE								
101-305-705.000	SALARIES SUPERVISION	74,000.00	74,000.00	59,971.71	95,085.47	6,183.08	14,028.29	81.04
101-305-706.000	SALARIES PERMANENT	345,502.00	345,502.00	282,732.61	339,780.54	27,568.91	62,769.39	81.83
101-305-706.100	SALARIES-OVERTIME	30,000.00	60,000.00	47,590.25	47,244.20	3,039.30	12,409.75	79.32
101-305-707.000	SALARIES PART-TIME	58,000.00	58,000.00	41,841.28	42,998.00	1,303.19	16,158.72	72.14
101-305-714.000	MEDICARE	7,152.00	7,152.00	5,985.84	6,896.04	519.16	1,166.16	83.69
101-305-715.000	SOCIAL SECURITY TAX	30,582.00	30,582.00	25,594.68	29,486.51	2,219.86	4,987.32	83.69
101-305-716.000	HEALTH INSURANCE	140,781.00	140,781.00	85,626.64	99,942.96	9,160.42	55,154.36	60.82
101-305-717.000	LIFE & DISABILITY INSURANCE	13,804.00	13,804.00	9,518.70	11,200.20	1,121.43	4,285.30	68.96
101-305-718.000	RETIREMENT	35,061.00	35,061.00	24,834.53	31,273.10	2,516.66	10,226.47	70.83
101-305-720.000	WORKER'S COMPENSATION INS	9,800.00	9,800.00	11,127.75	16,517.57	0.00	(1,327.75)	113.55
101-305-721.000	UNEMPLOYMENT COMPENSATION	4,135.00	4,135.00	1,068.08	5,877.66	0.00	3,066.92	25.83
101-305-722.000	MEDICAL EXPENSE	1,300.00	1,300.00	863.38	1,495.05	0.00	436.62	66.41
101-305-728.000	OFFICE SUPPLIES	1,500.00	1,500.00	440.27	840.03	278.03	1,059.73	29.35
101-305-730.000	POSTAGE	150.00	150.00	72.95	0.00	72.95	77.05	48.63
101-305-751.000	GASOLINE	15,000.00	15,000.00	7,468.34	13,872.05	720.99	7,531.66	49.79
101-305-756.000	OPERATING SUPPLIES	2,000.00	2,000.00	1,095.80	1,613.57	23.24	904.20	54.79
101-305-767.000	EQUIPMENT/SMALL TOOLS	3,000.00	3,000.00	1,873.51	3,808.35	1,256.62	1,126.49	62.45
101-305-768.000	UNIFORMS	12,000.00	12,000.00	8,286.73	11,906.25	0.00	3,713.27	69.06
101-305-768.100	AMMO	4,500.00	4,500.00	2,209.02	2,353.56	0.00	2,290.98	49.09
101-305-768.200	UNIFORM ALLOW-RESERVE/CERT	1,500.00	1,500.00	149.95	1,726.74	0.00	1,350.05	10.00
101-305-769.000	K-9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-305-801.000	EDUCATION & TRAINING	5,250.00	5,250.00	3,860.95	6,313.32	156.50	1,389.05	73.54
101-305-818.000	PROFESSIONAL & CONTRACTUAL	5,000.00	5,000.00	1,955.70	2,728.33	35.32	3,044.30	39.11
101-305-831.000	MEMBERSHIPS & DUES	600.00	600.00	364.69	510.00	0.00	235.31	60.78
101-305-851.000	RADIO/VIDEO MAINTENANCE	5,000.00	5,000.00	4,224.30	2,472.30	0.00	775.70	84.49
101-305-853.000	TELEPHONE	6,200.00	6,200.00	4,194.97	4,483.96	394.95	2,005.03	67.66
101-305-903.000	PRINTING & PUBLISHING	400.00	1,000.00	703.18	1,185.88	0.00	296.82	70.32
101-305-913.000	INSURANCE	10,000.00	10,000.00	3,525.43	3,664.00	0.00	6,474.57	35.25
101-305-916.000	LIABILITY INSURANCE	57,000.00	57,000.00	23,320.75	22,816.45	0.00	33,679.25	40.91
101-305-920.000	UTILITIES	7,950.00	7,950.00	6,347.87	11,793.22	792.61	1,602.13	79.85
101-305-931.000	BUILDING REPAIR & MAINTENANCE	5,000.00	9,000.00	9,145.29	17,992.87	910.85	(145.29)	101.61
101-305-933.000	EQUIPMENT & MAINTENANCE	2,400.00	2,400.00	1,267.59	1,730.52	0.00	1,132.41	52.82
101-305-933.100	EQUIPMENT MAINT--PARKING ENFOR	0.00	2,050.00	0.00	0.00	0.00	2,050.00	0.00
101-305-934.000	OTHER REPAIRS & MAINT	3,500.00	3,500.00	823.16	3,029.86	155.93	2,676.84	23.52
101-305-939.000	VEHICLE REPAIR & MAINTENANCE	10,500.00	10,500.00	9,200.97	9,884.03	430.99	1,299.03	87.63
101-305-943.000	EQUIPMENT RENTAL	0.00	0.00	497.82	797.34	58.96	(497.82)	100.00
101-305-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-305-979.000	EQUIPMENT	26,950.00	26,950.00	11,842.32	26,277.73	0.00	15,107.68	43.94
Net - Dept 305 - POLICE		(935,517.00)	(972,167.00)	(699,627.01)	(879,597.66)	(58,919.95)	(272,539.99)	
Dept 336 - FIRE								
101-336-705.000	SALARIES SUPERVISION	20,594.00	20,594.00	15,818.13	20,052.56	1,584.12	4,775.87	76.81
101-336-708.000	VOLUNTEER SALARIES	15,000.00	15,000.00	5,116.50	6,816.00	0.00	9,883.50	34.11
101-336-714.000	MEDICARE	516.00	516.00	303.55	377.59	22.97	212.45	58.83
101-336-715.000	SOCIAL SECURITY TAX	1,276.00	1,276.00	980.72	1,191.94	98.21	295.28	76.86
101-336-717.000	LIFE & DISABILITY INSURANCE	0.00	0.00	1,000.00	1,186.80	0.00	(1,000.00)	100.00
101-336-720.000	WORKER'S COMPENSATION INS	1,400.00	1,400.00	1,654.17	2,431.43	0.00	(254.17)	118.16
101-336-721.000	UNEMPLOYMENT COMPENSATION	1,140.00	1,140.00	83.77	528.29	0.00	1,056.23	7.35

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GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET			MONTH		
		BUDGET		03/31/2020	06/30/2019	03/31/20	BALANCE	USED
Fund 101 - GENERAL FUND								
101-336-728.000	OFFICE SUPPLIES	800.00	800.00	0.00	0.00	0.00	800.00	0.00
101-336-730.000	POSTAGE	0.00	0.00	0.00	27.22	0.00	0.00	0.00
101-336-751.000	GASOLINE	2,000.00	2,000.00	194.86	542.57	3.34	1,805.14	9.74
101-336-756.000	OPERATING SUPPLIES	1,700.00	1,700.00	96.06	601.82	59.97	1,603.94	5.65
101-336-767.000	EQUIPMENT/SMALL TOOLS	4,000.00	4,000.00	0.00	217.33	0.00	4,000.00	0.00
101-336-768.000	UNIFORMS	1,200.00	1,200.00	0.00	489.95	0.00	1,200.00	0.00
101-336-801.000	EDUCATION & TRAINING	3,000.00	3,000.00	0.00	555.52	0.00	3,000.00	0.00
101-336-818.000	PROFESSIONAL & CONTRACTUAL	700.00	700.00	470.00	165.00	0.00	230.00	67.14
101-336-831.000	MEMBERSHIPS & DUES	200.00	200.00	125.00	75.00	0.00	75.00	62.50
101-336-851.000	RADIO/VIDEO MAINTENANCE	2,000.00	2,000.00	101.50	303.49	0.00	1,898.50	5.08
101-336-853.000	TELEPHONE	2,700.00	2,700.00	500.00	550.00	50.00	2,200.00	18.52
101-336-903.000	PRINTING & PUBLISHING	300.00	300.00	0.00	21.15	0.00	300.00	0.00
101-336-913.000	INSURANCE	20,000.00	20,000.00	8,738.50	8,622.50	0.00	11,261.50	43.69
101-336-920.000	UTILITIES	7,000.00	7,000.00	5,767.27	9,249.25	620.01	1,232.73	82.39
101-336-931.000	BUILDING REPAIR & MAINTENANCE	7,000.00	7,000.00	1,678.57	34,752.73	0.00	5,321.43	23.98
101-336-932.000	GROUNDS REPAIR & MAINT	2,000.00	2,000.00	1,047.26	330.00	748.39	952.74	52.36
101-336-933.000	EQUIPMENT & MAINTENANCE	12,000.00	12,000.00	777.68	8,824.56	0.00	11,222.32	6.48
101-336-934.000	OTHER REPAIRS & MAINT	400.00	400.00	0.00	24.59	0.00	400.00	0.00
101-336-939.000	VEHICLE REPAIR & MAINTENANCE	7,000.00	7,000.00	1,435.73	3,568.18	0.00	5,564.27	20.51
101-336-962.000	MISCELLANEOUS	0.00	0.00	4.89	0.00	0.00	(4.89)	100.00
101-336-979.000	EQUIPMENT	18,000.00	18,000.00	1,759.17	20,283.74	119.50	16,240.83	9.77
101-336-979.100	GEAR	6,000.00	6,000.00	0.00	6,642.00	0.00	6,000.00	0.00
Net - Dept 336 - FIRE		(137,926.00)	(137,926.00)	(47,653.33)	(128,431.21)	(3,306.51)	(90,272.67)	
Dept 371 - INSPECTION SERVICES								
101-371-728.000	OFFICE SUPPLIES	300.00	300.00	50.79	28.98	0.00	249.21	16.93
101-371-756.000	OPERATING SUPPLIES	425.00	425.00	2,173.78	1,138.75	2,173.78	(1,748.78)	511.48
101-371-801.000	EDUCATION & TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-371-818.000	PROFESSIONAL & CONTRACTUAL	0.00	0.00	655.00	7,740.00	0.00	(655.00)	100.00
101-371-819.000	INSPECTION FEE	70,000.00	70,000.00	26,089.87	18,817.92	143.68	43,910.13	37.27
101-371-819.100	MECHANICAL INSPEC FEE	15,000.00	15,000.00	7,162.32	7,216.53	2,186.00	7,837.68	47.75
101-371-819.200	ELECTRICAL INSPECTION FEE	16,000.00	16,000.00	8,662.60	4,889.70	3,117.00	7,337.40	54.14
101-371-819.300	PLUMBING INSPECTOR	6,000.00	6,000.00	4,022.60	3,510.90	1,350.00	1,977.40	67.04
101-371-819.400	RENTAL INSPECTIONS	0.00	0.00	37,050.00	0.00	1,125.00	(37,050.00)	100.00
101-371-903.000	PRINTING & PUBLISHING	0.00	0.00	0.00	68.00	0.00	0.00	0.00
101-371-934.000	OTHER REPAIRS & MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 371 - INSPECTION SERVICES		(107,725.00)	(107,725.00)	(85,866.96)	(43,410.78)	(10,095.46)	(21,858.04)	
Dept 442 - STREET OPERATING								
101-442-705.000	SALARIES SUPERVISION	34,695.00	34,695.00	25,291.60	11,497.78	25,291.60	9,403.40	72.90
101-442-706.000	SALARIES PERMANENT	73,831.00	62,000.00	25,846.88	59,995.16	(21,161.14)	36,153.12	41.69
101-442-706.100	SALARIES-OVERTIME	15,000.00	15,000.00	5,479.92	7,757.69	867.84	9,520.08	36.53
101-442-707.000	SALARIES PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-442-714.000	MEDICARE	1,371.00	1,371.00	778.87	1,060.15	67.66	592.13	56.81
101-442-715.000	SOCIAL SECURITY TAX	5,861.00	5,861.00	3,330.39	4,532.99	289.32	2,530.61	56.82
101-442-716.000	HEALTH INSURANCE	85,718.00	59,061.00	45,386.75	48,910.83	(2,247.35)	13,674.25	76.85
101-442-717.000	LIFE & DISABILITY INSURANCE	7,772.00	7,772.00	3,596.72	3,142.21	134.97	4,175.28	46.28
101-442-718.000	RETIREMENT	20,027.00	6,800.00	8,211.97	12,063.83	793.34	(1,411.97)	120.76
101-442-720.000	WORKER'S COMPENSATION INS	14,500.00	14,500.00	12,449.64	18,456.56	0.00	2,050.36	85.86
101-442-721.000	UNEMPLOYMENT COMPENSATION	2,950.00	2,950.00	0.00	1,164.87	0.00	2,950.00	0.00

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GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET			MONTH		
		BUDGET		03/31/2020	06/30/2019	03/31/20		
Fund 101 - GENERAL FUND								
101-442-723.000	STIPENDS	500.00	500.00	300.00	200.00	0.00	200.00	60.00
101-442-728.000	OFFICE SUPPLIES	375.00	375.00	589.21	202.18	0.00	(214.21)	157.12
101-442-751.000	GASOLINE	2,000.00	2,000.00	602.96	1,421.56	65.54	1,397.04	30.15
101-442-756.000	OPERATING SUPPLIES	7,500.00	7,500.00	6,536.67	5,575.51	2,063.46	963.33	87.16
101-442-767.000	EQUIPMENT/SMALL TOOLS	5,000.00	5,000.00	6,842.54	6,843.30	425.45	(1,842.54)	136.85
101-442-768.000	UNIFORMS	2,400.00	2,400.00	1,132.46	1,972.38	9.80	1,267.54	47.19
101-442-801.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	272.97	0.00	1,000.00	0.00
101-442-818.000	PROFESSIONAL & CONTRACTUAL	6,000.00	6,000.00	6,565.97	7,934.52	836.00	(565.97)	109.43
101-442-818.120	TREE REMOVALS	0.00	15,000.00	8,250.00	10,650.00	0.00	6,750.00	55.00
101-442-831.000	MEMBERSHIPS & DUES	600.00	600.00	580.49	320.86	0.00	19.51	96.75
101-442-853.000	TELEPHONE	6,200.00	6,200.00	740.06	350.00	90.01	5,459.94	11.94
101-442-903.000	PRINTING & PUBLISHING	300.00	300.00	847.84	608.05	0.00	(547.84)	282.61
101-442-913.000	INSURANCE	6,000.00	6,000.00	1,889.64	2,722.50	0.00	4,110.36	31.49
101-442-920.000	UTILITIES	13,000.00	13,000.00	11,647.39	15,763.06	1,250.89	1,352.61	89.60
101-442-931.000	BUILDING REPAIR & MAINTENANCE	20,000.00	20,000.00	24,278.42	21,301.20	231.93	(4,278.42)	121.39
101-442-932.000	GROUNDS REPAIR & MAINT	14,000.00	14,000.00	10,201.26	16,287.44	662.53	3,798.74	72.87
101-442-933.000	EQUIPMENT & MAINTENANCE	3,500.00	3,500.00	5,095.38	6,562.21	311.03	(1,595.38)	145.58
101-442-935.100	STORM SEWER REPAIR & MAINT	6,000.00	6,000.00	437.50	574.00	437.50	5,562.50	7.29
101-442-939.000	VEHICLE REPAIR & MAINTENANCE	12,000.00	12,000.00	10,965.60	15,203.47	28.79	1,034.40	91.38
101-442-943.000	EQUIPMENT RENTAL	20,000.00	20,000.00	20,970.73	15,979.03	17,612.50	(970.73)	104.85
101-442-962.000	MISCELLANEOUS	0.00	0.00	0.00	5.19	0.00	0.00	0.00
101-442-962.200	MISC PROJECT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 442 - STREET OPERATING		(388,100.00)	(351,385.00)	(248,846.86)	(299,331.50)	(28,061.67)	(102,538.14)	
Dept 448 - STREET LIGHTING								
101-448-926.000	STREET LIGHTING	36,000.00	36,000.00	20,226.85	28,337.40	1,911.15	15,773.15	56.19
Net - Dept 448 - STREET LIGHTING		(36,000.00)	(36,000.00)	(20,226.85)	(28,337.40)	(1,911.15)	(15,773.15)	
Dept 523 - SOLID WASTE COLLECTION								
101-523-818.000	PROFESSIONAL & CONTRACTUAL	272,256.00	272,256.00	188,143.40	248,596.40	20,762.60	84,112.60	69.11
101-523-956.200	REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 523 - SOLID WASTE COLLECTION		(272,256.00)	(272,256.00)	(188,143.40)	(248,596.40)	(20,762.60)	(84,112.60)	
Dept 651 - AMBULANCE SERVICE								
101-651-818.000	PROFESSIONAL & CONTRACTUAL	110,817.00	110,817.00	79,017.00	102,967.53	9,013.00	31,800.00	71.30
Net - Dept 651 - AMBULANCE SERVICE		(110,817.00)	(110,817.00)	(79,017.00)	(102,967.53)	(9,013.00)	(31,800.00)	
Dept 721 - PLANNING COMMISSION								
101-721-801.000	EDUCATION & TRAINING	1,200.00	1,200.00	0.00	1,100.00	0.00	1,200.00	0.00
101-721-818.000	PROFESSIONAL & CONTRACTUAL	3,000.00	3,000.00	578.00	1,909.00	0.00	2,422.00	19.27
101-721-831.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-721-903.000	PRINTING & PUBLISHING	200.00	200.00	392.00	286.30	0.00	(192.00)	196.00
101-721-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 721 - PLANNING COMMISSION		(4,400.00)	(4,400.00)	(970.00)	(3,295.30)	0.00	(3,430.00)	

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GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR MONTH	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET					
				03/31/2020	06/30/2019	03/31/20	BALANCE	USED
Fund 101 - GENERAL FUND								
Dept 722 - ZONING BOARD OF APPEALS								
101-722-818.000	PROFESSIONAL & CONTRACTUAL	600.00	600.00	324.00	648.00	0.00	276.00	54.00
101-722-831.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-722-903.000	PRINTING & PUBLISHING	200.00	200.00	554.00	98.00	0.00	(354.00)	277.00
101-722-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 722 - ZONING BOARD OF APPEALS		(800.00)	(800.00)	(878.00)	(746.00)	0.00	78.00	
Dept 872 - OTHER FUNCTIONS								
101-872-807.000	AUDIT	2,000.00	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-872-818.000	PROFESSIONAL & CONTRACTUAL	25,000.00	25,000.00	14,121.00	25,367.46	0.00	10,879.00	56.48
101-872-818.200	ENGINEERING	5,000.00	5,000.00	0.00	4,900.00	0.00	5,000.00	0.00
101-872-854.000	TECH SUPPORT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-872-881.000	MISCELLANEOUS PROJECT COST	10,000.00	10,000.00	7,030.47	7,331.77	0.00	2,969.53	70.30
101-872-912.000	FIRE INSURANCE	4,500.00	4,500.00	2,203.98	2,092.77	0.00	2,296.02	48.98
101-872-913.000	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-872-916.000	LIABILITY INSURANCE	8,000.00	8,000.00	3,296.03	3,456.41	0.00	4,703.97	41.20
101-872-932.500	AMTRAK PLATFORM MAINT.	200.00	200.00	0.00	3,609.89	0.00	200.00	0.00
101-872-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-872-963.000	BANK FEES	3,500.00	3,500.00	6,634.65	7,580.19	497.85	(3,134.65)	189.56
Net - Dept 872 - OTHER FUNCTIONS		(58,200.00)	(59,200.00)	(36,286.13)	(57,338.49)	(497.85)	(22,913.87)	
Dept 965 - TRANSFERS								
101-965-898.000	TRANSFER TO PARK	30,000.00	30,000.00	30,000.00	50,000.00	0.00	0.00	100.00
101-965-980.000	TRANSFER TO EQUIP PURCHASE	20,000.00	29,000.00	29,000.00	20,000.00	0.00	0.00	100.00
101-965-999.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-965-999.130	TRANSFER TO DEBT SERVICE	128,313.00	128,313.00	128,313.00	128,163.00	0.00	0.00	100.00
Net - Dept 965 - TRANSFERS		(178,313.00)	(187,313.00)	(187,313.00)	(198,163.00)	0.00	0.00	
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		3,074,479.00	3,245,674.87	3,057,530.39	3,245,481.11	54,543.12	188,144.48	94.20
TOTAL EXPENDITURES		2,966,002.00	2,942,147.00	2,109,231.20	2,737,243.21	184,888.15	832,915.80	71.69
NET OF REVENUES & EXPENDITURES		108,477.00	303,527.87	948,299.19	508,237.90	(130,345.03)	(644,771.32)	312.43
Fund 105 - PNBALRSB								
Dept 000								
105-000-589.000	CONTRIBUTIONS	0.00	89,300.00	89,299.75	2,400.00	0.00	0.25	100.00
105-000-665.000	INTEREST EARNED	300.00	300.00	851.79	1,750.39	140.72	(551.79)	283.93
105-000-674.000	GRANTS	0.00	0.00	15,000.00	493,455.76	15,000.00	(15,000.00)	100.00
105-000-698.740	LRSB DISBURSEMENTS	275,000.00	275,000.00	290,673.54	290,954.22	0.00	(15,673.54)	105.70
105-000-807.000	AUDIT	3,920.00	3,920.00	3,920.00	3,920.00	0.00	0.00	100.00
Net - Dept 000		271,380.00	360,680.00	391,905.08	784,640.37	15,140.72	(31,225.08)	

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GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED			MONTH		
Fund 105 - PNBALRSB								
Dept 442 - STREET OPERATING								
105-442-976.100	N. WHITTAKER ST. REVDEVELOPMEN	0.00	0.00	0.00	68,273.12	0.00	0.00	0.00
Net - Dept 442 - STREET OPERATING		0.00	0.00	0.00	(68,273.12)	0.00	0.00	
Dept 670								
105-670-818.000	PROFESSIONAL & CONTRACTUAL	15,000.00	147,000.00	105,250.00	8,022.25	0.00	41,750.00	71.60
105-670-818.200	ENGINEERING	0.00	58,500.00	39,718.16	55,171.66	10,000.00	18,781.84	67.89
105-670-881.110	CAPITAL PROJECTS	50,000.00	50,000.00	0.00	36,470.79	0.00	50,000.00	0.00
105-670-881.500	BUSINESS IMP DISTRICT PLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105-670-881.700	POLICE BOAT,TRAILER,EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105-670-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105-670-970.000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105-670-980.000	TRANSFER TO EQUIP PURCHASE	40,000.00	40,000.00	40,000.00	40,000.00	0.00	0.00	100.00
105-670-999.120	TRANSFER TO SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105-670-999.150	TRANSFER TO DEBT SERVICE (MT)	51,063.00	51,063.00	51,063.00	53,176.00	0.00	0.00	100.00
105-670-999.200	TRANSFER TO MAJOR/LOCAL	0.00	300,000.00	300,000.00	0.00	0.00	0.00	100.00
105-670-999.300	TRANSFER TO GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 670		(156,063.00)	(646,563.00)	(536,031.16)	(192,840.70)	(10,000.00)	(110,531.84)	
Fund 105 - PNBALRSB:								
TOTAL REVENUES		275,300.00	364,600.00	395,825.08	788,560.37	15,140.72	(31,225.08)	108.56
TOTAL EXPENDITURES		159,983.00	650,483.00	539,951.16	265,033.82	10,000.00	110,531.84	83.01
NET OF REVENUES & EXPENDITURES		115,317.00	(285,883.00)	(144,126.08)	523,526.55	5,140.72	(141,756.92)	50.41
Fund 202 - MAJOR STREET FUND								
Dept 000								
202-000-546.000	MOTOR VEHICLE FUND TAX	140,000.00	140,000.00	144,625.06	199,013.74	18,742.73	(4,625.06)	103.30
202-000-566.000	OTHER STATE GRANTS (ACT 207)	0.00	0.00	0.00	26,440.57	0.00	0.00	0.00
202-000-665.000	INTEREST EARNED	600.00	600.00	2,701.87	4,219.95	25.16	(2,101.87)	450.31
202-000-699.100	TRANSFER IN	0.00	300,000.00	300,000.00	0.00	0.00	0.00	100.00
Net - Dept 000		140,600.00	440,600.00	447,326.93	229,674.26	18,767.89	(6,726.93)	
Dept 463 - ROUTINE MAINTENANCE								
202-463-705.000	SALARIES SUPERVISION	3,700.00	3,700.00	478.98	2,798.83	478.98	3,221.02	12.95
202-463-706.000	SALARIES PERMANENT	17,000.00	17,000.00	11,185.92	12,395.08	1,012.47	5,814.08	65.80
202-463-714.000	MEDICARE	225.00	225.00	151.66	183.26	19.84	73.34	67.40
202-463-715.000	SOCIAL SECURITY TAX	1,000.00	1,000.00	648.36	783.79	84.86	351.64	64.84
202-463-751.000	GASOLINE	6,000.00	6,000.00	4,322.25	7,092.28	0.00	1,677.75	72.04
202-463-756.000	OPERATING SUPPLIES	8,500.00	8,500.00	3,741.89	1,634.60	0.00	4,758.11	44.02
202-463-767.000	EQUIPMENT/SMALL TOOLS	2,500.00	2,500.00	0.00	495.00	0.00	2,500.00	0.00
202-463-818.000	PROFESSIONAL & CONTRACTUAL	10,000.00	10,000.00	5,934.00	7,388.06	0.00	4,066.00	59.34
202-463-933.000	EQUIPMENT & MAINTENANCE	6,000.00	6,000.00	2,457.17	17,069.44	801.54	3,542.83	40.95
202-463-939.000	VEHICLE REPAIR & MAINTENANCE	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00

PERIOD ENDING 03/31/2020

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET FUND								
202-463-962.100	TOOLS & EQUIP	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
Net - Dept 463 - ROUTINE MAINTENANCE		(62,425.00)	(62,425.00)	(28,920.23)	(49,840.34)	(2,397.69)	(33,504.77)	
Dept 474 - TRAFFIC SERVICES								
202-474-705.000	SALARIES SUPERVISION	3,700.00	3,700.00	478.94	1,562.72	478.94	3,221.06	12.94
202-474-706.000	SALARIES PERMANENT	17,000.00	17,000.00	11,185.93	12,394.80	1,012.44	5,814.07	65.80
202-474-714.000	MEDICARE	225.00	225.00	151.66	183.29	19.84	73.34	67.40
202-474-715.000	SOCIAL SECURITY TAX	1,000.00	1,000.00	648.35	783.74	84.83	351.65	64.84
202-474-756.000	OPERATING SUPPLIES	5,000.00	5,000.00	3,942.19	(348.76)	0.00	1,057.81	78.84
202-474-767.000	EQUIPMENT/SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
202-474-784.000	OPER SUPP SNOW & ICE	15,000.00	15,000.00	19,301.13	15,656.48	6,484.04	(4,301.13)	128.67
202-474-818.000	PROFESSIONAL & CONTRACTUAL	12,500.00	12,500.00	4,514.00	7,361.96	2,257.00	7,986.00	36.11
202-474-933.000	EQUIPMENT & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 474 - TRAFFIC SERVICES		(54,425.00)	(54,425.00)	(40,222.20)	(37,594.23)	(10,337.09)	(14,202.80)	
Dept 482 - ADMINISTRATIVE								
202-482-705.000	SALARIES SUPERVISION	3,750.00	3,750.00	3,461.45	4,326.90	346.14	288.55	92.31
202-482-714.000	MEDICARE	60.00	60.00	50.19	62.73	5.02	9.81	83.65
202-482-715.000	SOCIAL SECURITY TAX	250.00	250.00	214.64	268.31	21.46	35.36	85.86
202-482-807.000	AUDIT	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
202-482-962.000	MISCELLANEOUS	0.00	0.00	174.42	297.80	0.00	(174.42)	100.00
202-482-999.130	TRANSFER TO DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 482 - ADMINISTRATIVE		(5,060.00)	(5,060.00)	(4,900.70)	(5,955.74)	(372.62)	(159.30)	
Dept 483 - ENGINEERING								
202-483-818.000	PROFESSIONAL & CONTRACTUAL	30,000.00	30,000.00	0.00	6,752.42	0.00	30,000.00	0.00
202-483-818.100	BRIDGE REHABILITATION	0.00	600,000.00	497,682.98	51,700.00	0.00	102,317.02	82.95
202-483-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 483 - ENGINEERING		(30,000.00)	(630,000.00)	(497,682.98)	(58,452.42)	0.00	(132,317.02)	
Fund 202 - MAJOR STREET FUND:								
TOTAL REVENUES		140,600.00	440,600.00	447,326.93	229,674.26	18,767.89	(6,726.93)	101.53
TOTAL EXPENDITURES		151,910.00	751,910.00	571,726.11	151,842.73	13,107.40	180,183.89	76.04
NET OF REVENUES & EXPENDITURES		(11,310.00)	(311,310.00)	(124,399.18)	77,831.53	5,660.49	(186,910.82)	39.96
Fund 203 - LOCAL STREET FUND								
Dept 000								
203-000-546.000	MOTOR VEHICLE FUND TAX	70,000.00	70,000.00	73,254.27	101,169.50	9,489.23	(3,254.27)	104.65
203-000-566.000	OTHER STATE GRANTS (ACT 207)	0.00	0.00	0.00	8,813.53	0.00	0.00	0.00
203-000-578.000	STATE REVENUE METRO ACT	0.00	0.00	0.00	10,036.27	0.00	0.00	0.00
203-000-665.000	INTEREST EARNED	100.00	100.00	1,680.38	2,681.64	33.25	(1,580.38)	1,680.38

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GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED			MONTH		
		BUDGET	BUDGET	03/31/2020	06/30/2019	03/31/20		
Fund 203 - LOCAL STREET FUND								
203-000-698.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
203-000-699.400	TRANSFER FROM MAJOR STREET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		70,100.00	70,100.00	74,934.65	122,700.94	9,522.48	(4,834.65)	
Dept 463 - ROUTINE MAINTENANCE								
203-463-705.000	SALARIES SUPERVISION	3,700.00	3,700.00	478.96	1,562.74	478.96	3,221.04	12.94
203-463-706.000	SALARIES PERMANENT	5,000.00	5,000.00	4,794.08	5,536.97	433.93	205.92	95.88
203-463-714.000	MEDICARE	122.00	122.00	68.82	91.30	12.36	53.18	56.41
203-463-715.000	SOCIAL SECURITY TAX	793.00	793.00	294.47	390.28	52.92	498.53	37.13
203-463-751.000	GASOLINE	1,500.00	1,500.00	864.45	1,533.60	0.00	635.55	57.63
203-463-756.000	OPERATING SUPPLIES	5,000.00	5,000.00	3,992.50	2,409.11	0.00	1,007.50	79.85
203-463-767.000	EQUIPMENT/SMALL TOOLS	1,000.00	1,000.00	0.00	495.00	0.00	1,000.00	0.00
203-463-818.000	PROFESSIONAL & CONTRACTUAL	5,000.00	5,000.00	19,000.00	4,320.00	0.00	(14,000.00)	380.00
203-463-933.000	EQUIPMENT & MAINTENANCE	5,000.00	5,000.00	1,655.62	17,371.21	0.00	3,344.38	33.11
203-463-939.000	VEHICLE REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
203-463-962.100	TOOLS & EQUIP	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Net - Dept 463 - ROUTINE MAINTENANCE		(31,615.00)	(31,615.00)	(31,148.90)	(33,710.21)	(978.17)	(466.10)	
Dept 474 - TRAFFIC SERVICES								
203-474-705.000	SALARIES SUPERVISION	3,700.00	3,700.00	479.00	1,562.68	479.00	3,221.00	12.95
203-474-706.000	SALARIES PERMANENT	5,200.00	5,200.00	4,793.78	5,536.93	433.92	406.22	92.19
203-474-714.000	MEDICARE	200.00	200.00	68.84	91.28	12.37	131.16	34.42
203-474-715.000	SOCIAL SECURITY TAX	750.00	750.00	294.44	390.30	52.91	455.56	39.26
203-474-756.000	OPERATING SUPPLIES	2,000.00	2,000.00	1,343.07	(348.75)	0.00	656.93	67.15
203-474-767.000	EQUIPMENT/SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
203-474-784.000	OPER SUPP SNOW & ICE	10,000.00	10,000.00	19,301.12	15,656.48	6,484.04	(9,301.12)	193.01
203-474-818.000	PROFESSIONAL & CONTRACTUAL	0.00	0.00	68.24	0.00	0.00	(68.24)	100.00
203-474-933.000	EQUIPMENT & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 474 - TRAFFIC SERVICES		(21,850.00)	(21,850.00)	(26,348.49)	(22,888.92)	(7,462.24)	4,498.49	
Dept 478								
203-478-784.000	OPER SUPP SNOW & ICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 478		0.00	0.00	0.00	0.00	0.00	0.00	
Dept 482 - ADMINISTRATIVE								
203-482-703.000	SALARIES APPOINTED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
203-482-705.000	SALARIES SUPERVISION	2,500.00	2,500.00	2,076.95	2,708.03	207.68	423.05	83.08
203-482-714.000	MEDICARE	40.00	40.00	30.14	37.69	3.02	9.86	75.35
203-482-715.000	SOCIAL SECURITY TAX	170.00	170.00	128.80	160.96	12.88	41.20	75.76
203-482-807.000	AUDIT	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
203-482-962.000	MISCELLANEOUS	0.00	0.00	102.44	174.91	0.00	(102.44)	100.00
203-482-999.130	TRANSFER TO DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 482 - ADMINISTRATIVE		(3,710.00)	(3,710.00)	(3,338.33)	(4,081.59)	(223.58)	(371.67)	

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREET FUND								
Dept 483 - ENGINEERING								
203-483-818.000	PROFESSIONAL & CONTRACTUAL	10,000.00	10,000.00	5,125.00	6,752.42	0.00	4,875.00	51.25
Net - Dept 483 - ENGINEERING		(10,000.00)	(10,000.00)	(5,125.00)	(6,752.42)	0.00	(4,875.00)	
Fund 203 - LOCAL STREET FUND:								
TOTAL REVENUES		70,100.00	70,100.00	74,934.65	122,700.94	9,522.48	(4,834.65)	106.90
TOTAL EXPENDITURES		67,175.00	67,175.00	65,960.72	67,433.14	8,663.99	1,214.28	98.19
NET OF REVENUES & EXPENDITURES		2,925.00	2,925.00	8,973.93	55,267.80	858.49	(6,048.93)	306.80
Fund 208 - PARK FUND								
Dept 000								
208-000-566.000	GRANT	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
208-000-587.000	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-000-628.000	SERVICE CHARGE	800.00	800.00	0.00	709.00	0.00	800.00	0.00
208-000-651.100	TRANSIENT MARINA FEES	45,000.00	25,000.00	21,805.32	50,179.04	2,014.92	3,194.68	87.22
208-000-652.000	BOAT LAUNCHING FEES	50,000.00	50,000.00	31,463.00	45,453.75	1,143.00	18,537.00	62.93
208-000-652.100	BOAT LAUNCH FEES-COMMERCIAL	30,000.00	30,000.00	13,286.00	22,666.00	350.00	16,714.00	44.29
208-000-653.000	CONCESSION	12,000.00	12,000.00	2,500.00	8,505.63	0.00	9,500.00	20.83
208-000-653.100	VENDING MACHINE REVENUE	0.00	1,000.00	13.00	682.44	0.00	987.00	1.30
208-000-653.200	ICE/MECHANDISE SALES	0.00	0.00	1,282.00	509.78	0.00	(1,282.00)	100.00
208-000-653.300	VENDOR PERCENTAGE OF SALES	0.00	6,500.00	6,386.75	7,251.00	0.00	113.25	98.26
208-000-654.000	BEACH PARKING FEES	255,000.00	255,000.00	199,926.20	249,412.45	54.23	55,073.80	78.40
208-000-655.100	PAVILION RENTAL	500.00	500.00	350.00	650.00	0.00	150.00	70.00
208-000-657.000	PARKING FINES	0.00	0.00	2,128.46	159.00	0.00	(2,128.46)	100.00
208-000-665.000	INTEREST EARNED	200.00	200.00	586.36	945.69	74.73	(386.36)	293.18
208-000-698.000	MISCELLANEOUS	0.00	0.00	0.00	2,219.25	0.00	0.00	0.00
208-000-699.000	TRANSFER FROM GENERAL	30,000.00	30,000.00	30,000.00	50,000.00	0.00	0.00	100.00
Net - Dept 000		427,000.00	414,500.00	309,727.09	439,343.03	3,636.88	104,772.91	
Dept 691 - PARK								
208-691-705.000	SALARIES SUPERVISION	85,796.00	70,983.00	51,101.52	86,050.23	5,073.56	19,881.48	71.99
208-691-706.000	SALARIES PERMANENT	30,297.00	30,297.00	13,329.36	11,480.41	746.39	16,967.64	44.00
208-691-706.100	SALARIES-OVERTIME	5,000.00	2,500.00	162.72	0.00	162.72	2,337.28	6.51
208-691-706.160	SALARIES-BOAT LAUNCH	28,500.00	30,000.00	17,457.10	28,365.35	353.47	12,542.90	58.19
208-691-706.200	SALARIES- MARINA	21,000.00	21,000.00	11,769.83	9,620.10	0.00	9,230.17	56.05
208-691-706.300	SALARIES-BEACH	52,000.00	52,000.00	41,046.40	34,690.22	896.00	10,953.60	78.94
208-691-707.000	SALARIES PART-TIME	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00	0.00
208-691-707.100	PT - LIFEGUARDS	0.00	42,000.00	25,322.26	19,915.04	398.76	16,677.74	60.29
208-691-714.000	MEDICARE	3,336.00	3,336.00	2,296.18	2,453.88	107.68	1,039.82	68.83
208-691-715.000	SOCIAL SECURITY TAX	14,266.00	14,266.00	9,818.20	10,492.52	460.34	4,447.80	68.82
208-691-716.000	HEALTH INSURANCE	12,787.00	12,787.00	6,081.50	6,194.92	675.71	6,705.50	47.56
208-691-717.000	LIFE & DISABILITY INSURANCE	3,556.00	3,556.00	1,391.30	1,224.40	139.13	2,164.70	39.13
208-691-718.000	RETIREMENT	9,288.00	3,648.00	2,802.41	3,415.75	281.70	845.59	76.82
208-691-720.000	WORKER'S COMPENSATION INS	5,000.00	5,000.00	4,228.26	6,291.14	0.00	771.74	84.57
208-691-721.000	UNEMPLOYMENT COMPENSATION	8,989.00	8,989.00	3,309.01	5,789.77	0.00	5,679.99	36.81

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 03/31/2020	END BALANCE 06/30/2019	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL	2019-20			MONTH		
		BUDGET	AMENDED BUDGET			03/31/20		
Fund 208 - PARK FUND								
208-691-722.000	DRUG TESTING/MEDICAL EXPENSE	2,500.00	2,500.00	70.00	986.00	0.00	2,430.00	2.80
208-691-723.000	STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-691-728.000	OFFICE SUPPLIES	800.00	800.00	1,296.45	642.41	687.08	(496.45)	162.06
208-691-751.000	GASOLINE	6,000.00	6,000.00	1,594.49	3,026.25	153.81	4,405.51	26.57
208-691-756.000	OPERATING SUPPLIES	8,000.00	8,000.00	6,409.32	9,582.48	984.25	1,590.68	80.12
208-691-756.500	MERCHANDISE	0.00	0.00	0.00	1,355.68	0.00	0.00	0.00
208-691-767.000	EQUIPMENT/SMALL TOOLS	6,000.00	6,000.00	4,875.42	5,502.78	669.03	1,124.58	81.26
208-691-768.000	UNIFORMS	2,000.00	2,000.00	811.63	2,197.04	250.13	1,188.37	40.58
208-691-801.000	EDUCATION & TRAINING	800.00	800.00	0.00	35.00	0.00	800.00	0.00
208-691-807.000	AUDIT	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
208-691-818.000	PROFESSIONAL & CONTRACTUAL	25,000.00	40,000.00	27,382.23	44,907.00	1,184.00	12,617.77	68.46
208-691-818.200	ENGINEERING	2,000.00	2,000.00	0.00	3,450.00	0.00	2,000.00	0.00
208-691-831.000	MEMBERSHIPS & DUES	4,000.00	400.00	0.00	30.00	0.00	400.00	0.00
208-691-853.000	TELEPHONE	4,250.00	4,250.00	1,287.52	1,098.45	181.73	2,962.48	30.29
208-691-854.200	SOFTWARE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-691-903.000	PRINTING & PUBLISHING	2,500.00	2,500.00	1,020.51	2,469.45	0.00	1,479.49	40.82
208-691-912.000	FIRE INSURANCE	3,000.00	3,000.00	958.25	909.90	0.00	2,041.75	31.94
208-691-913.000	INSURANCE	3,200.00	3,200.00	1,889.64	1,815.00	0.00	1,310.36	59.05
208-691-916.000	LIABILITY INSURANCE	8,500.00	8,500.00	3,662.25	3,840.45	0.00	4,837.75	43.09
208-691-920.000	UTILITIES	24,925.00	30,000.00	23,421.41	33,740.07	1,175.42	6,578.59	78.07
208-691-931.000	BUILDING REPAIR & MAINTENANCE	8,500.00	8,500.00	24,782.95	11,655.51	913.92	(16,282.95)	291.56
208-691-932.000	GROUNDS REPAIR & MAINT	8,500.00	8,500.00	5,568.13	13,190.07	260.49	2,931.87	65.51
208-691-933.000	EQUIPMENT & MAINTENANCE	6,000.00	6,000.00	1,350.86	5,966.31	0.00	4,649.14	22.51
208-691-933.100	EQUIPMENT MAINT--PARKING SYSTE	0.00	2,760.00	2,925.12	2,460.00	0.00	(165.12)	105.98
208-691-933.200	EQUIPMENT LEASES	0.00	10,767.00	7,943.26	0.00	1,083.60	2,823.74	73.77
208-691-939.000	VEHICLE REPAIR & MAINTENANCE	4,500.00	4,500.00	2,798.89	542.06	107.98	1,701.11	62.20
208-691-943.000	EQUIPMENT RENTAL	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
208-691-956.200	REFUNDS	225.00	225.00	0.00	187.00	0.00	225.00	0.00
208-691-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-691-963.000	BANK FEES	7,000.00	7,000.00	7,446.49	7,207.07	0.00	(446.49)	106.38
208-691-967.000	MISC PROJECTS	7,500.00	7,500.00	3,200.00	3,229.15	0.00	4,300.00	42.67
208-691-970.000	CAPITAL IMPROVEMENTS	5,000.00	5,000.00	4,200.00	5,582.30	1,600.00	800.00	84.00
208-691-971.000	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-691-979.000	EQUIPMENT	5,000.00	5,000.00	66.88	4,832.30	0.00	4,933.12	1.34
208-691-979.200	LIFEGUARD EQUIPMENT	0.00	4,000.00	2,855.12	7,725.21	1,029.34	1,144.88	71.38
208-691-979.300	LIFEGUARD RECRUITMENT & TRAINI	0.00	1,500.00	774.90	2,233.83	149.85	725.10	51.66
208-691-999.500	TRANSFER TO DREDGE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 691 - PARK		(451,015.00)	(507,064.00)	(329,707.77)	(407,382.50)	(19,726.09)	(177,356.23)	
Fund 208 - PARK FUND:								
TOTAL REVENUES		427,000.00	414,500.00	309,727.09	439,343.03	3,636.88	104,772.91	74.72
TOTAL EXPENDITURES		451,015.00	507,064.00	329,707.77	407,382.50	19,726.09	177,356.23	65.02
NET OF REVENUES & EXPENDITURES		(24,015.00)	(92,564.00)	(19,980.68)	31,960.53	(16,089.21)	(72,583.32)	21.59
Fund 209 - PARK IMPROVEMENT FUND								
Dept 000								
209-000-404.000	PROPERTY TAXES	103,000.00	103,000.00	109,079.72	105,429.04	0.00	(6,079.72)	105.90

PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 75.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2020	06/30/2019	MONTH 03/31/20	BALANCE	USED
Fund 209 - PARK IMPROVEMENT FUND								
209-000-445.000	PENALTY & INTEREST	0.00	0.00	248.23	226.91	66.36	(248.23)	100.00
209-000-587.000	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-000-665.000	INTEREST EARNED	100.00	100.00	180.08	685.96	37.13	(80.08)	180.08
209-000-698.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-000-981.300	PARK VEHICLES & EQUIPMENT	0.00	10,000.00	0.00	32,691.89	0.00	10,000.00	0.00
Net - Dept 000		103,100.00	93,100.00	109,508.03	73,650.02	103.49	(16,408.03)	
Dept 691 - PARK								
209-691-999.500	TRANSFER TO DREDGE FUND	36,000.00	36,000.00	0.00	36,288.00	0.00	36,000.00	0.00
Net - Dept 691 - PARK		(36,000.00)	(36,000.00)	0.00	(36,288.00)	0.00	(36,000.00)	
Dept 751								
209-751-818.200	ENGINEERING	0.00	0.00	0.00	4,221.75	0.00	0.00	0.00
209-751-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-974.000	CAPITAL IMPROVEMENTS	0.00	25,000.00	15,350.00	232,736.90	6,400.00	9,650.00	61.40
Net - Dept 751		0.00	(25,000.00)	(15,350.00)	(236,958.65)	(6,400.00)	(9,650.00)	
Fund 209 - PARK IMPROVEMENT FUND:								
TOTAL REVENUES		103,100.00	103,100.00	109,508.03	106,341.91	103.49	(6,408.03)	106.22
TOTAL EXPENDITURES		36,000.00	71,000.00	15,350.00	305,938.54	6,400.00	55,650.00	21.62
NET OF REVENUES & EXPENDITURES		67,100.00	32,100.00	94,158.03	(199,596.63)	(6,296.51)	(62,058.03)	293.33
Fund 225 - DREDGE FUND								
Dept 000								
225-000-566.000	GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225-000-589.000	CONTRIBUTIONS	36,000.00	36,000.00	9,182.00	36,288.00	0.00	26,818.00	25.51
225-000-665.000	INTEREST EARNED	250.00	250.00	1,163.06	1,929.85	56.50	(913.06)	465.22
225-000-699.100	TRANSFER IN	35,800.00	35,800.00	0.00	36,288.00	0.00	35,800.00	0.00
Net - Dept 000		72,050.00	72,050.00	10,345.06	74,505.85	56.50	61,704.94	
Dept 806 - HARBOR DREDGING								
225-806-818.000	PROFESSIONAL & CONTRACTUAL	200,000.00	200,000.00	2,073.75	4,590.00	0.00	197,926.25	1.04
Net - Dept 806 - HARBOR DREDGING		(200,000.00)	(200,000.00)	(2,073.75)	(4,590.00)	0.00	(197,926.25)	
Fund 225 - DREDGE FUND:								

PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 75.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2020	06/30/2019	MONTH 03/31/20	BALANCE	USED
Fund 225 - DREDGE FUND								
TOTAL REVENUES		72,050.00	72,050.00	10,345.06	74,505.85	56.50	61,704.94	14.36
TOTAL EXPENDITURES		200,000.00	200,000.00	2,073.75	4,590.00	0.00	197,926.25	1.04
NET OF REVENUES & EXPENDITURES		(127,950.00)	(127,950.00)	8,271.31	69,915.85	56.50	(136,221.31)	6.46
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Dept 000								
248-000-404.000	PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-405.000	PROPERTY TAXES - COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-445.000	PENALTY & INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED	0.00	0.00	0.87	2.93	0.04	(0.87)	100.00
248-000-675.000	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-678.000	REIMBURSEMENTS	0.00	0.00	0.00	540.00	0.00	0.00	0.00
248-000-699.100	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-818.000	PROFESSIONAL & CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-818.200	ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-962.000	MISCELLANEOUS	0.00	0.00	0.00	741.77	0.00	0.00	0.00
Net - Dept 000		0.00	0.00	0.87	(198.84)	0.04	(0.87)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		0.00	0.00	0.87	542.93	0.04	(0.87)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	741.77	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.87	(198.84)	0.04	(0.87)	100.00
Fund 351 - DEBT SERVICE								
Dept 000								
351-000-665.000	INTEREST EARNED	100.00	100.00	745.47	804.12	38.83	(645.47)	745.47
351-000-699.000	TRANSFER FROM GENERAL	128,313.00	128,313.00	128,313.00	128,163.00	0.00	0.00	100.00
351-000-699.100	TRANSFER IN FROM WATER	85,338.00	85,338.00	85,338.00	85,238.00	0.00	0.00	100.00
351-000-699.200	TRANSFER IN FROM SEWER	127,699.00	127,699.00	127,699.00	127,549.00	0.00	0.00	100.00
351-000-699.312	TRANSFER FROM LRSB FOR 2010 SE	51,063.00	51,063.00	51,063.00	53,176.00	0.00	0.00	100.00
Net - Dept 000		392,513.00	392,513.00	393,158.47	394,930.12	38.83	(645.47)	
Dept 906 - DEBT SERVICE								
351-906-991.100	2017 CAP IMPROV BOND PRINCIPLE	235,000.00	235,000.00	235,000.00	230,000.00	235,000.00	0.00	100.00
351-906-992.100	2017 CAP IMPROV BOND INTEREST	106,350.00	106,350.00	106,350.00	110,950.00	53,175.00	0.00	100.00
351-906-993.700	2010 SEAWALL - PRINCIPAL	50,000.00	50,000.00	50,000.00	50,000.00	0.00	0.00	100.00
351-906-993.800	2010 SEAWALL - INTEREST	1,063.00	1,063.00	1,087.50	3,250.00	0.00	(24.50)	102.30
351-906-998.000	FEES	750.00	750.00	0.00	750.00	0.00	750.00	0.00
Net - Dept 906 - DEBT SERVICE		(393,163.00)	(393,163.00)	(392,437.50)	(394,950.00)	(288,175.00)	(725.50)	

DB: New Buffalo

REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

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PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 75.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2020	06/30/2019	MONTH 03/31/20	BALANCE	USED
Fund 351 - DEBT SERVICE								
Fund 351 - DEBT SERVICE:								
TOTAL REVENUES		392,513.00	392,513.00	393,158.47	394,930.12	38.83	(645.47)	100.16
TOTAL EXPENDITURES		393,163.00	393,163.00	392,437.50	394,950.00	288,175.00	725.50	99.82
NET OF REVENUES & EXPENDITURES		(650.00)	(650.00)	720.97	(19.88)	(288,136.17)	(1,370.97)	110.92
Fund 402 - EQUIPMENT PURCHASE FUND								
Dept 000								
402-000-566.000	GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-000-665.000	INTEREST EARNED	0.00	0.00	263.86	293.44	46.86	(263.86)	100.00
402-000-678.000	REIMBURSEMENTS	20,000.00	20,000.00	30,518.00	34,483.00	(10,750.00)	(10,518.00)	152.59
402-000-695.000	TRANSFER FROM GENERAL	20,000.00	20,000.00	29,000.00	20,000.00	0.00	(9,000.00)	145.00
402-000-695.200	TRANSFER FROM WATER	0.00	0.00	0.00	26,700.00	0.00	0.00	0.00
402-000-695.300	TRANSFER FROM LRSB	40,000.00	40,000.00	40,000.00	40,000.00	0.00	0.00	100.00
402-000-695.400	TRANSFER IN GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-000-697.300	POLICE PROCEEDS	0.00	0.00	10,750.00	0.00	10,750.00	(10,750.00)	100.00
402-000-698.100	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		80,000.00	80,000.00	110,531.86	121,476.44	46.86	(30,531.86)	
Dept 872 - OTHER FUNCTIONS								
402-872-942.000	EQUIPMENT	5,000.00	5,000.00	0.00	12,356.16	0.00	5,000.00	0.00
Net - Dept 872 - OTHER FUNCTIONS		(5,000.00)	(5,000.00)	0.00	(12,356.16)	0.00	(5,000.00)	
Dept 902 - CAPITAL								
402-902-974.000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-981.000	POLICE VEHICLES&EQUIPMENT	20,466.00	32,437.40	32,437.40	20,465.67	0.00	0.00	100.00
402-902-981.100	FIRE VEHICLES & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-981.200	STREET VEHICLES & EQUIPMENT	37,278.00	37,278.00	33,878.44	36,857.40	0.00	3,399.56	90.88
402-902-981.300	PARK VEHICLES & EQUIPMENT	5,720.00	5,720.00	3,932.20	5,719.56	0.00	1,787.80	68.74
402-902-981.400	WATER VEHICLES & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-981.500	CITY HALL OFFICE EQUIPMENT	5,000.00	5,000.00	1,035.18	8,784.89	0.00	3,964.82	20.70
402-902-998.000	FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-999.910	UNDESIGNATED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 902 - CAPITAL		(68,464.00)	(80,435.40)	(71,283.22)	(71,827.52)	0.00	(9,152.18)	
Fund 402 - EQUIPMENT PURCHASE FUND:								
TOTAL REVENUES		80,000.00	80,000.00	110,531.86	121,476.44	46.86	(30,531.86)	138.16
TOTAL EXPENDITURES		73,464.00	85,435.40	71,283.22	84,183.68	0.00	14,152.18	83.44
NET OF REVENUES & EXPENDITURES		6,536.00	(5,435.40)	39,248.64	37,292.76	46.86	(44,684.04)	722.09
Fund 590 - SEWER FUND								

PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 75.14

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 03/31/2020	END BALANCE 06/30/2019	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			MONTH 03/31/20		
Fund 590 - SEWER FUND								
Dept 000								
590-000-566.000	GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-000-641.000	TAP IN FEES	15,000.00	15,000.00	5,462.43	5,758.09	499.23	9,537.57	36.42
590-000-641.100	TAP BUY INS	35,000.00	35,000.00	28,788.00	8,805.00	3,364.00	6,212.00	82.25
590-000-641.300	INSPECTION FEES	1,100.00	1,100.00	316.00	474.00	0.00	784.00	28.73
590-000-641.400	CONNECTION FEE	2,200.00	2,200.00	1,400.00	1,750.00	0.00	800.00	63.64
590-000-650.000	USAGE	386,000.00	386,000.00	338,364.84	429,619.68	19,220.51	47,635.16	87.66
590-000-650.100	READY TO SERVE	530,000.00	530,000.00	412,835.57	552,645.58	37,833.39	117,164.43	77.89
590-000-662.000	PENALTIES	8,500.00	8,500.00	8,180.19	10,070.45	969.32	319.81	96.24
590-000-665.000	INTEREST EARNED	1,500.00	1,500.00	3,377.15	5,220.46	85.49	(1,877.15)	225.14
590-000-670.000	INCOME FROM JOINT VENTURE	0.00	0.00	0.00	229,464.00	0.00	0.00	0.00
590-000-695.100	TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-000-698.000	MISCELLANEOUS	0.00	0.00	740.58	(916.65)	0.00	(740.58)	100.00
590-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		979,300.00	979,300.00	799,464.76	1,242,890.61	61,971.94	179,835.24	
Dept 537 - SEWER								
590-537-705.000	SALARIES SUPERVISION	28,840.00	28,840.00	12,471.22	20,759.54	1,685.00	16,368.78	43.24
590-537-706.000	SALARIES PERMANENT	27,500.00	27,500.00	22,906.30	26,413.83	2,162.34	4,593.70	83.30
590-537-706.100	SALARIES-OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-537-714.000	MEDICARE	750.00	750.00	489.02	622.34	53.34	260.98	65.20
590-537-715.000	SOCIAL SECURITY TAX	3,000.00	3,000.00	2,090.94	2,661.12	227.98	909.06	69.70
590-537-730.000	POSTAGE	1,850.00	1,850.00	1,800.00	1,000.00	800.00	50.00	97.30
590-537-751.000	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-537-756.000	OPERATING SUPPLIES	300.00	300.00	0.00	312.03	0.00	300.00	0.00
590-537-807.000	AUDIT	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	100.00
590-537-818.000	PROFESSIONAL & CONTRACTUAL	7,500.00	7,500.00	86.48	300.00	0.00	7,413.52	1.15
590-537-818.200	ENGINEERING	10,000.00	10,000.00	46,847.44	750.00	0.00	(36,847.44)	468.47
590-537-836.000	GALIEN RIVER SANITARY DISTRICT	850,000.00	850,000.00	630,587.40	708,194.29	125,619.36	219,412.60	74.19
590-537-836.100	GRSD MAINTENANCE	35,000.00	35,000.00	14,314.98	2,530.36	422.00	20,685.02	40.90
590-537-836.300	GRSD - CAPITAL IMPROVEMENT	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
590-537-836.500	GRSD-CONNECTION FEES	4,000.00	4,000.00	1,050.00	1,050.00	0.00	2,950.00	26.25
590-537-916.000	LIABILITY INSURANCE	3,000.00	3,000.00	1,286.23	1,304.05	0.00	1,713.77	42.87
590-537-920.000	UTILITIES	6,500.00	6,500.00	9,862.21	6,302.29	1,919.64	(3,362.21)	151.73
590-537-933.000	EQUIPMENT & MAINTENANCE	4,000.00	4,000.00	13.71	1,080.00	0.00	3,986.29	0.34
590-537-935.000	SEWER REPAIR & MAINTENANCE	10,000.00	10,000.00	13,047.10	50,757.08	12,913.74	(3,047.10)	130.47
590-537-935.200	N. WHITTKER REDEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-537-937.000	SEWER CONNECTIONS/MAINTENANCE	1,000.00	1,000.00	11,400.00	266.01	0.00	(10,400.00)	1,140.00
590-537-943.000	EQUIPMENT RENTAL	400.00	400.00	0.00	0.00	0.00	400.00	0.00
590-537-956.200	REFUNDS	700.00	700.00	0.00	0.00	0.00	700.00	0.00
590-537-962.000	MISCELLANEOUS	0.00	0.00	282.63	481.54	0.00	(282.63)	100.00
590-537-991.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	47,105.31	0.00	0.00	0.00
590-537-995.000	INTERFUND TRANSFERS	26,473.00	26,473.00	13,590.23	26,986.31	0.00	12,882.77	51.34
590-537-995.100	TRANSFER TO DEBT SERVICE 2017	127,699.00	127,699.00	127,699.00	127,549.00	0.00	0.00	100.00
590-537-998.000	FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 537 - SEWER		(1,152,512.00)	(1,152,512.00)	(911,824.89)	(1,028,425.10)	(145,803.40)	(240,687.11)	

PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 75.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET				MONTH 03/31/20		
			AMENDED BUDGET	03/31/2020	06/30/2019		BALANCE	USED
Fund 590 - SEWER FUND								
Fund 590 - SEWER FUND:								
TOTAL REVENUES		979,300.00	979,300.00	799,464.76	1,242,890.61	61,971.94	179,835.24	81.64
TOTAL EXPENDITURES		1,152,512.00	1,152,512.00	911,824.89	1,028,425.10	145,803.40	240,687.11	79.12
NET OF REVENUES & EXPENDITURES		(173,212.00)	(173,212.00)	(112,360.13)	214,465.51	(83,831.46)	(60,851.87)	64.87
Fund 591 - WATER FUND								
Dept 000								
591-000-626.000	SERVICES RENDERED	4,000.00	4,000.00	125.00	2,919.00	0.00	3,875.00	3.13
591-000-641.000	TAP IN FEES	22,000.00	22,000.00	13,422.07	11,433.06	2,000.00	8,577.93	61.01
591-000-641.100	TAP BUY INS	10,000.00	10,000.00	7,966.00	5,946.00	991.00	2,034.00	79.66
591-000-641.200	WATER TAP SUPPLY REIM	0.00	0.00	6,122.55	4,386.75	0.00	(6,122.55)	100.00
591-000-648.000	USAGE - CASINO	340,000.00	340,000.00	260,779.65	316,565.20	28,869.50	79,220.35	76.70
591-000-649.000	USAGE-TWP	10,000.00	10,000.00	8,253.37	9,421.74	1,152.96	1,746.63	82.53
591-000-650.000	USAGE	325,000.00	325,000.00	242,908.40	301,294.11	12,625.10	82,091.60	74.74
591-000-650.100	READY TO SERVE	385,000.00	385,000.00	306,525.81	419,173.50	26,238.30	78,474.19	79.62
591-000-650.200	RTS - CASINO	23,000.00	23,000.00	19,488.40	23,386.08	1,948.84	3,511.60	84.73
591-000-651.000	ON/OFF FEES	750.00	750.00	2,305.00	3,779.63	105.00	(1,555.00)	307.33
591-000-662.000	PENALTIES	6,500.00	6,500.00	5,390.99	6,481.84	645.56	1,109.01	82.94
591-000-665.000	INTEREST EARNED	5,000.00	5,000.00	15,850.41	29,989.48	96.50	(10,850.41)	317.01
591-000-670.000	RENTAL/LEASE	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00	100.00
591-000-680.000	HYDRANT RENTAL	200.00	200.00	80.50	20.50	0.00	119.50	40.25
591-000-698.000	MISCELLANEOUS	0.00	0.00	645.00	(880.19)	0.00	(645.00)	100.00
Net - Dept 000		1,146,450.00	1,146,450.00	904,863.15	1,148,916.70	89,672.76	241,586.85	
Dept 536 - WATER								
591-536-705.000	SALARIES SUPERVISION	114,769.00	114,769.00	87,923.45	121,117.40	8,687.17	26,845.55	76.61
591-536-706.000	SALARIES PERMANENT	172,285.00	172,285.00	138,311.67	164,546.22	13,133.20	33,973.33	80.28
591-536-706.100	SALARIES-OVERTIME	22,000.00	22,000.00	13,848.62	16,477.58	687.90	8,151.38	62.95
591-536-714.000	MEDICARE	4,481.00	4,481.00	3,361.51	4,034.19	302.85	1,119.49	75.02
591-536-715.000	SOCIAL SECURITY TAX	19,161.00	19,161.00	14,373.49	17,249.59	1,294.91	4,787.51	75.01
591-536-716.000	HEALTH INSURANCE	75,000.00	75,000.00	58,600.71	63,187.61	6,366.62	16,399.29	78.13
591-536-717.000	LIFE & DISABILITY INSURANCE	7,055.00	7,055.00	6,512.10	5,891.50	651.21	542.90	92.30
591-536-718.000	RETIREMENT	21,550.00	21,550.00	15,111.36	3,995.71	1,513.34	6,438.64	70.12
591-536-720.000	WORKER'S COMPENSATION INS	6,900.00	6,900.00	7,770.96	11,503.88	0.00	(870.96)	112.62
591-536-721.000	UNEMPLOYMENT COMPENSATION	1,925.00	1,925.00	0.00	1,510.47	0.00	1,925.00	0.00
591-536-723.000	STIPENDS	4,900.00	4,900.00	4,900.00	4,900.00	0.00	0.00	100.00
591-536-728.000	OFFICE SUPPLIES	1,450.00	1,450.00	700.53	369.32	416.95	749.47	48.31
591-536-730.000	POSTAGE	2,700.00	2,700.00	2,095.94	1,056.07	1,000.00	604.06	77.63
591-536-743.000	CHEMICALS	0.00	0.00	0.00	2,227.70	0.00	0.00	0.00
591-536-751.000	GASOLINE	6,300.00	6,300.00	2,766.20	4,828.83	267.44	3,533.80	43.91
591-536-753.000	PROCESS CHEMICALS	23,500.00	23,500.00	9,827.67	15,553.52	0.00	13,672.33	41.82
591-536-756.000	OPERATING SUPPLIES	22,000.00	22,000.00	22,650.86	15,653.42	1,611.56	(650.86)	102.96
591-536-756.100	SUPPLIES - WATER TAPS	7,500.00	7,500.00	5,545.52	5,851.65	0.00	1,954.48	73.94
591-536-756.200	METER REPLACEMENT	16,500.00	16,500.00	2,623.05	11,404.94	6.85	13,876.95	15.90
591-536-756.300	MISC TESTING SUPPLIES&TESTING	7,500.00	7,500.00	3,692.38	7,008.49	269.79	3,807.62	49.23
591-536-756.400	LAB SUPPLIES	21,000.00	21,000.00	7,952.11	15,523.55	1,338.26	13,047.89	37.87
591-536-767.000	EQUIPMENT/SMALL TOOLS	5,000.00	5,000.00	559.85	4,065.70	0.00	4,440.15	11.20
591-536-768.000	UNIFORMS	1,600.00	1,600.00	475.92	1,006.06	0.00	1,124.08	29.75
591-536-801.000	EDUCATION & TRAINING	3,600.00	3,600.00	1,951.66	2,377.20	394.53	1,648.34	54.21
591-536-807.000	AUDIT	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	100.00

PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 75.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET			MONTH		
		BUDGET		03/31/2020	06/30/2019	03/31/20	BALANCE	USED
Fund 591 - WATER FUND								
591-536-818.000	PROFESSIONAL & CONTRACTUAL	27,500.00	27,500.00	8,904.35	29,923.60	1,061.00	18,595.65	32.38
591-536-818.200	ENGINEERING	15,000.00	15,000.00	2,981.66	5,049.66	142.00	12,018.34	19.88
591-536-818.600	CONTRACTUAL-WATER TAPS	7,500.00	7,500.00	9,760.96	1,956.00	0.00	(2,260.96)	130.15
591-536-818.700	SLUDGE REMOVAL	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00
591-536-818.800	WATER INTAKE SERVICE	0.00	12,000.00	11,500.00	8,450.00	0.00	500.00	95.83
591-536-819.500	PERMIT FEE	150.00	150.00	226.50	150.00	0.00	(76.50)	151.00
591-536-824.000	LAB CERTIFICATION FEE	4,000.00	4,000.00	4,076.42	1,546.05	0.00	(76.42)	101.91
591-536-831.000	MEMBERSHIPS & DUES	1,500.00	1,500.00	1,444.49	474.87	0.00	55.51	96.30
591-536-853.000	TELEPHONE	10,000.00	10,000.00	6,953.64	10,621.45	920.77	3,046.36	69.54
591-536-873.000	TRAVEL/MILEAGE REIMB	400.00	400.00	0.00	0.00	0.00	400.00	0.00
591-536-903.000	PRINTING & PUBLISHING	800.00	800.00	512.00	219.92	0.00	288.00	64.00
591-536-912.000	FIRE INSURANCE	13,000.00	13,000.00	6,420.28	6,096.32	0.00	6,579.72	49.39
591-536-913.000	INSURANCE	3,000.00	3,000.00	1,133.77	907.46	0.00	1,866.23	37.79
591-536-916.000	LIABILITY INSURANCE	3,500.00	3,500.00	1,220.75	1,280.15	0.00	2,279.25	34.88
591-536-920.000	UTILITIES	48,000.00	48,000.00	34,848.08	49,504.59	4,279.54	13,151.92	72.60
591-536-930.000	PLANT REPAIR & MAINTENANCE	4,000.00	4,000.00	407.62	29,113.37	0.00	3,592.38	10.19
591-536-931.000	BUILDING REPAIR & MAINTENANCE	5,000.00	5,000.00	16,092.28	256,702.91	124.50	(11,092.28)	321.85
591-536-933.000	EQUIPMENT & MAINTENANCE	30,000.00	30,000.00	25,730.34	12,339.37	2,856.28	4,269.66	85.77
591-536-934.000	OTHER REPAIRS & MAINT	10,000.00	10,000.00	0.00	1,823.36	0.00	10,000.00	0.00
591-536-939.000	VEHICLE REPAIR & MAINTENANCE	6,500.00	6,500.00	956.65	2,549.92	4.53	5,543.35	14.72
591-536-943.000	EQUIPMENT RENTAL	250.00	250.00	0.00	0.00	0.00	250.00	0.00
591-536-955.000	CUSTOMER DEPOSIT REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
591-536-956.200	REFUNDS	1,000.00	1,000.00	0.00	(1,420.51)	0.00	1,000.00	0.00
591-536-962.000	MISCELLANEOUS	0.00	0.00	(83.00)	950.00	0.00	83.00	100.00
591-536-963.000	BANK FEES	3,000.00	3,000.00	1,566.74	2,820.51	0.00	1,433.26	52.22
591-536-974.700	PLANT SECURITY EXPENSE	2,500.00	2,500.00	430.00	419.90	0.00	2,070.00	17.20
591-536-979.000	EQUIPMENT	5,000.00	5,000.00	(359.79)	28,421.65	0.00	5,359.79	(7.20)
591-536-979.400	WATER METER REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
591-536-979.500	HYDRANT REPLACEMENT	7,500.00	7,500.00	1,120.00	4,560.00	1,120.00	6,380.00	14.93
591-536-987.000	WATER MAIN EXTENSIONS	50,000.00	50,000.00	38,696.85	0.00	0.00	11,303.15	77.39
591-536-987.100	WATER MAIN REPLACEMENT--MECHAN	0.00	458,316.00	458,315.51	0.00	0.00	0.49	100.00
591-536-987.200	WATER MAINS N. WHITTAKER PROJE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
591-536-991.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	189,700.96	0.00	0.00	0.00
591-536-991.500	PRINCIPLE	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.00
591-536-991.600	2010 WATER SYS IMPR-INTEREST	24,686.00	24,686.00	24,685.60	26,560.60	11,874.05	0.40	100.00
591-536-991.700	LIGHTHOUSE CREEK PAYMENT	85,931.00	85,931.00	77,542.06	29,903.55	0.00	8,388.94	90.24
591-536-995.000	INTERFUND TRANSFERS	0.00	0.00	0.00	26,700.00	0.00	0.00	0.00
591-536-995.100	TRANSFER TO DEBT SERVICE 2017	85,338.00	85,338.00	85,338.00	85,238.00	0.00	0.00	100.00
Net - Dept 536 - WATER		(1,135,731.00)	(1,606,047.00)	(1,233,977.32)	(1,315,904.26)	(60,325.25)	(372,069.68)	
Fund 591 - WATER FUND:								
TOTAL REVENUES		1,146,450.00	1,146,450.00	904,863.15	1,148,916.70	89,672.76	241,586.85	78.93
TOTAL EXPENDITURES		1,135,731.00	1,606,047.00	1,233,977.32	1,315,904.26	60,325.25	372,069.68	76.83
NET OF REVENUES & EXPENDITURES		10,719.00	(459,597.00)	(329,114.17)	(166,987.56)	29,347.51	(130,482.83)	71.61

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 03/31/2020	END BALANCE 06/30/2019	ACTIVITY FOR		
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			MONTH 03/31/20	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES - ALL FUNDS		6,760,892.00	7,308,887.87	6,613,216.34	7,915,364.27	253,501.51	695,671.53	90.48
TOTAL EXPENDITURES - ALL FUNDS		6,786,955.00	8,426,936.40	6,243,523.64	6,763,668.75	737,089.28	2,183,412.76	74.09
NET OF REVENUES & EXPENDITURES		(26,063.00)	(1,118,048.53)	369,692.70	1,151,695.52	(483,587.77)	(1,487,741.23)	33.07



33 N. Thompson St
New Buffalo, MI 49117
269-469-2933

Board Minutes February 11, 2020

1. Call to Order-Roll Call

Vice President Mary McPherson called the meeting to order at 4:15 pm.

Members present: Mary McPherson, Paul Ciccarelli, Nancy Mrozek, Kathie Butler, Mary Donnelly and Becky Borglin. Sandy Sporleder attended via FaceTime.

Absent: Donna Salerno and Janie Campbell.

2. Approval of the Agenda

Motion made by Kathie Butler and seconded by Nancy Mrozek to approve the February agenda. All ayes, motion carried.

3. Approval of the January Minutes

Motion made by Paul Ciccarelli and seconded by Mary McPherson to approve the January minutes.

All ayes, motion carried.

4. Treasurer's Report

Kathie Butler gave the report starting with the balances. At the end of January there was \$197,531.88 in the general fund and \$836,378.20 in the capital fund. Julie told the board about two CDs that would mature in February. Kathie made a motion to close the CD at 5/3 and move it to Chemical/TCF to renew at 1.64%. The Chemical CD would also be renewed at the same rate. Paul seconded the motion. All ayes, motion passed.

Julie told the board that the change to PayEntry payroll service was complete, but she is still working out some issues with QuickBooks. The direct deposit with Horizon Bank will be canceled, which will also save a monthly fee.

Paul made a motion to accept the January treasurer's report, Mary Donnelly seconded. All ayes, motion passed.

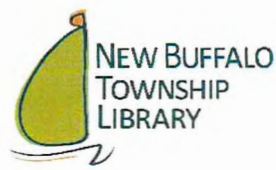
5. Privilege of the Audience: none

6. Business

Library update: Julie told the board that the new DVD display was being used.

The Afternoon Tea event was a success, and everyone had a wonderful time. Joan Putzke and Kathy Martus organized this event and did a great job.

Jackie would like to do a "Dinner and a Movie" here at the library. We are looking at April 20th and the theme would be cuisine of the Downton Abby period. Julie will get a waiver so we could serve wine with the meal.



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New Buffalo, MI 49117
269-469-2933

Chikaming: The board discussed the letter that was written to David Bunte at Chikaming Township. David responded that the letter would be discussed at their budget meeting, and he would be willing to meet with us on Friday, March 6th at 4:30. Julie plans on attending the Chikaming Twp. meetings at the direction of the library board.

7. Director's Report: The Southwestern Library Cooperative Director, Andrea Estelle visited our library on Friday, February 7th. She seemed very impressed and we had a nice discussion about library services and how the coop supports all our libraries.

8. Board Comments: Kathie and Mary D. won't be here in March because of the elections.

9. Adjournment: Mary Donnelly made a motion to adjourn, Nancy Mrozek supported. All Ayes. The meeting ended at 4:58 pm.

Respectfully submitted,
Nancy Mrozek, Secretary



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New Buffalo, MI 49117
269-469-2933

Board Minutes March 12, 2020

1. Call to Order-Roll Call

Vice President Sandra Sporleder called the meeting to order at 4:15 pm.

Present: Sandy Sporleder, Nancy Mrozek, Kathie Butler, Mary Donnelly, Becky Borglin, Donna Salerno and Janie Campbell.

Absent: Mary McPherson and Paul Ciccarelli.

2. Approval of the Agenda

Motion made by Janie Campbell and seconded by Becky Borglin to approve the March agenda.

All ayes, motion carried.

3. Approval of the February Minutes

Motion made by Mary Donnelly and seconded by Nancy Mrozek to approve the February minutes.

All ayes, motion carried.

4. Treasurer's Report

Kathie Butler reported the balances for the end of February. We ended with \$336,962.67 in the general fund and \$837,004.22 in the capital fund. Kathie, Mary and Sandy moved a CD from Fifth Third Bank to Chemical Bank at 1.51% interest until May. The CD that we have currently at Chemical was renewed at 1.63% interest.

Janie made a motion to accept the February treasurer's report, Becky seconded. All ayes, motion passed.

5. Privilege of the Audience: none

6. Business

Library update: Julie asked the board to consider a plan for closure due to the Covid-19 pandemic. She said many classes and programs were closing or rescheduling throughout the area and would like the authority to cancel programs. She said if we had to close the staff could remain at the library to do special projects and inventory. After discussion the board decided it would be best to close if the school district made the decision to close.

The Friends of the Library may pay to build an extension to the DVD display, as we need more space to shelve our DVD's.

Julie met with two people from Campus for Creative Aging. They would like to put a kiosk in our library that would connect seniors to services. The maintenance fee for this service would be \$500 per year. Julie will check to see if the first year would be free to give us a chance to see if it will be used.

We replaced all of our access points for our WIFI, as we were having issues keeping a WIFI



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signal throughout the building. We also had to upgrade to 1GB speed with Comcast. This will be more expensive but there will be money reimbursed through E-rate. Most of the major technology upgrades are done.

Chikaming: Kathie, Sandy and Julie attended a meeting with David Bunte and the Chikaming Township Treasurer. After some discussion on fair library support, David asked if the libraries would be willing to charge Chikaming patrons a \$20 per year library card fee. The other libraries would have to agree to this change, and it would have to be added to the contract. Our board felt this was a step in the right direction. Julie will contact the other library directors.

7. Director's Report: All area libraries are planning to promote and help out with the 2020 Census. We aren't sure now what that role will be if we have to limit meetings or close the library. We will still try to get the word out for people to make sure they are counted.

8. Board Comments:

9. Adjournment: Nancy Mrozek made a motion to adjourn Mary Donnelly supported. All ayes; motion passed. The meeting ended at 5:18 pm.

Respectfully submitted,
Nancy Mrozek, Secretary

Special Event Application Form



224 W. Buffalo St.
New Buffalo, MI 49117
Phone: 269-469-1500
Fax: 269-469-7917

Important: Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Manager's Office, at the address shown at the left.

Special Events must be approved by the City Council, which meets on the Third Tuesday each month. We recommend submitting your application at least two months before your organization, to allow time *for review and satisfy all requirements before approval.*

Applicant Information

Name of Special Event: Sidewalk Sales

Sponsoring Organization (if applicable): New Buffalo Business Association

Mailing/billing Address: [REDACTED]

City/State/ZIP Code [REDACTED]

TIN [REDACTED]

Contact Person(s): Blagica Bottiglierio-[REDACTED] (President) , Abby Voss-[REDACTED] (VP/Events

Business Phone: _____ Cell Phone: _____ Fax: _____

E-mail Address(es): [REDACTED]

Event Information

**A separate event schedule and/or description may be attached in response to questions 1 through 5.*

***For any question, if there is not room to include a complete response, please include the response on a separate attachment and not "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.*

1. What is the requested day(s), date(s), and time(s) of the Special Event: May 22-25th, 2020
September 4th-6th 11th-13th

2. Is there a requested alternative date(s)? [YES] ☒ [NO]

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Retailers displaying products & specials on sidewalks for the weekend.

Downtown New Buffalo

1,000-3,000

Please complete the following checklist regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

- | | | | |
|---|-----|---|----|
| 6. Is this event expected to be a reoccurring event in a future calendar year? | Yes | X | No |
| Normal Annual Date? _____ | | | |
| Weekend BEFORE Memorial Day AFTER Labor Day | | | |
| 7. Have you included a map indicating the location of your event and schedule?* | Yes | | X |
| 8. Will this event include the use of signs? | Yes | | X |
| • Directional _____ | Yes | | X |
| • Other Flags/Signs _____ | Yes | X | No |
| 9. Is the applicant seeking special parking arrangements, such as reserved parking?* | Yes | | X |
| 10. Is the applicant requiring utility connections, such as electric or water services? | Yes | | X |
| 11. Does the applicant require other public services? | Yes | | X |
| • Barricades Date Installed: _____ Date Removed: _____ | Yes | | X |
| • Fencing Date Installed: _____ Date Removed: _____ | Yes | | X |
| • Street Sweeping | Yes | | X |
| • Mowing | Yes | | X |
| • Rubbish Containers Date Installed: _____ Date Removed: _____ | Yes | | X |
| • Recycling Containers Date Installed: _____ Date Removed: _____ | Yes | | X |
| • Police | Yes | | X |
| • Other: _____ | Yes | | X |
| • Map included indicating locations of these services/facilities?* | Yes | | X |
| 12. Does the applicant have any security or safety concerns/requirements? | Yes | | X |
| 13. Are you requesting assistance from the Police Department? | Yes | | X |
| 14. Are you requesting assistance from the Fire Department? | Yes | | X |
| 15. Is the applicant requesting assistance from an outside agency or contractor
For providing services and/or facilities? | Yes | | X |
| 16. Will the event include loud or unusual sounds?* | Yes | | X |
| • Musicians | Yes | | X |
| • Singers | Yes | | X |
| • Amplified Announcers | Yes | | X |
| • Carnival Rides | Yes | | X |
| • Motor Vehicle Noises | Yes | | X |
| • Generators | Yes | | X |
| • Other _____ | Yes | | X |
| 7. Will the event include food/vendors?* | Yes | | X |
| 8. Will the event require sanitation services?* | Yes | | X |
| 9. Will the event require transportation services?* | Yes | | X |
| 10. Will the event include unusual lighting beyond what is normal at that location? | Yes | | X |
| 11. Are alcoholic beverages proposed to be served as part of the event?* | Yes | | X |
| • Have all necessary liquor licenses been obtained or applied for? | Yes | | X |
| 12. Does the applicant have any other requests that are not listed in this form? | Yes | | X |
| 13. The applicant is required to provide \$1,000,000 of general liability insurance coverage with
Respect to the event; have you attached a Certificate of Insurance listing the
City of New Buffalo as an additional name insured? | Yes | | X |

**Indicates attachments required*

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. *Note:* Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map and Schedule of event** – If your event will use streets, sidewalks, or parks will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), security, signage, exits, port-o-johns, remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request. (Please see page 7 to complete the map(s) and schedule information in greater detail)
8. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
9. **Is the applicant requesting special parking arrangements – such as limiting parking areas to certain groups of users?** No special event request will be inclusive of any guaranteed reserved parking. Applicants may submit a detailed request defining the reason and specific need for the designated parking request. The only vehicles permitted inside of the venue will be utilized for the containment and preservation of perishable goods.
10. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Park Superintendent to review what utilities are available in requested area, and provide a description or map showing the utilities requested. The City will call Miss Dig to identify utility lines 2 weeks before event.
11. **Does the applicant have any other requests for public services?** If yes, you must coordinate with the Park Superintendent to determine if assistance from Public Services is appropriate and available. The applicant may be charged for these services.
12. **Does the applicant have any security or safety needs?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and then provide a description of services or security plan the Police Department has for approval. The applicant shall be charged for these services.
13. **Is the applicant requesting assistance from the Police Department?** If yes, you must contact the Police Chief to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant shall be charged for these services.
14. **Is the applicant requesting assistance from the Fire Department in addressing these concerns?** If yes, you must contact the Fire Chief to determine what assistance from the Fire Department is appropriate and available, and provide a description of the services the Fire Department has indicated it could provide. The applicant may be charged for these services.

- 15. Is the applicant requesting assistance from an outside agency or contractor for providing services and/or facilities?** If yes, you must please attach information indicating all of these contractors on this application. It is your responsibility to make sure each agency or contractor has a minimum of 1,000,000 liabilities policies and has named you or your organization as a rider of a special event.
- 16. Will the event include loud or unusual sounds, such as musicians, singers, amplified announcers, carnival rides, motor vehicle noises, generators beyond those regularly present in the location, etc.?** If yes, you must please attach information indicating all of these on this application along with a detailed schedule and hours of event date(s).
- 17. Will the event include Food Vendors?** If yes, please include a list of food vendors with any and all pertinent information. In addition, the following are also required:
- Special Waste:** All grease, charcoal, etc., must be disposed of properly – not left in the street/park or poured down a sewer. The producer or city employee will review the space, if a vendor is not present, the City reserves the right to determine the cleanliness of the space and charge for clean-up.
 - Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multipurpose dry chemical, a minimum of twenty pounds.
 - You must fill out and mail in the TFE License Application to the Berrien County Health Dept. 2106 S M-139 Benton Harbor, MI 49022 (P: 269.927.5623 / F: 269.927.2960). License must be posted at booth when in operation.
 - All water and/or electrical requirements need to be discussed and planned for prior to the event. Only approved electrical hook-ups are allowed, generators, use of city 110/220 outlets, etc. At no time is a vendor or producer allowed to rig an electrical hook-up without a licensed electrician.
- 18. Will the event require Sanitation Services?** If yes, the producer must indicate the location of waste bins inside and dumpster outside of the event on the site map and include the vendor name and contact information.
- 19. Will the event require transportation services?** If yes, the drop off/pick up locations, vehicles used and vendor name and contact information must be indicated on the site map.
- 20. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?** If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, electrical needs, and whether the lighting is constant or intermittent during those times.
- 21. Will alcoholic beverages be served as part of the event?** If yes, you must complete the LCC temp liquor license application then receive approval from the Police Department of your intention to serve alcoholic beverages. This approval will be based on site map, security provided, hours, and status of applicant and along with board approval (non-profit, church, military only). Approval of the special event by the City does not constitute final approval to serve alcoholic beverages; any necessary approval of a liquor license is a separate process through the State MI Liquor Commission.
- MI Liquor Control Commission:** www.michigan.gov/lara/0,4601,7-154-10570---,00.html
You must have necessary paperwork completed and approved by Police Dept for a liquor license by 30 (thirty) days out from your event date(s). Please provide timeframe of expected receipt of license.

22. Please **attach a separate sheet detailing** any aspects of the event that are not specifically addressed in this form which the City should be aware to make a fully informed decision with regard to approval of the proposed event.
23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be filed at City Hall at least one calendar month before the event.

The City of New Buffalo **PROHIBITS** any and all painting of any city property, unless written authorization is given by the City. The City of New Buffalo **PROHIBITS** tent stakes to be driven into asphalt surfaces, use of weights is preferred unless written authorization is given by the City of New Buffalo. Events of those persons violating this policy will be canceled and no future event will be allowed.

In the event that a Special Events Permit is issued, Applicant shall supply to the City Clerk at the time it receives the Special Events Permit, the name, address and telephone number of the individual who is in charge of and/or responsible for the Applicant's activities which are subject to the Special Events Permit. Applicant shall be responsible for communicating all permit requirements and directions of the City to all vendors, concessionaires, workers, volunteers, attendees, invitees, and all others on City property pursuant to the permit. Applicant also covenants and agrees to fully cooperate with the City's officers and employees concerning or relating to any activity or use of City property conducted under the Special Events Permit. Permit will need to be posted on each event date(s) at the promoters/management station.

Applicant covenants and agrees to indemnify, protect, defend and save the City, its officers and employees harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or the City, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action or suit. In the event of any incident occurring on the premises resulting in any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Special Events Permit, which may be issued for the event covered by this application. All approvals are binding between the City and Applicant, no changes will be made or allowed after approval process is complete unless City is notified and approved changes in writing.

For any activity, event, carnival, or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the City office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service. A licensed electrician in MI must provide all electrical needs or set up.

Applicant shall deposit with the City Clerk a clean-up, parking, and performance bond in the form of cash or cashier's check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. Partial or full modification of deposit may be considered. This will correlate with the type of insurance required. The performance bond should be deposited with the City Clerk at the time the application is submitted. The performance bond shall be returned

to Applicant, without interest, within 60 (sixty) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an "as-is" or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up, parking, and performance bond and if the amount thereof is insufficient, pursue all other remedies.

Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses related to the event. Expenses may include but is not limited to overtime of City employees, including police, street and park employees and trash disposal tipping fees at landfills. The performance bond deposit will be applied to said expenses and any remaining balance will be refunded to applicant. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days of billing.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to complete his or her responsibilities as sponsor of a special event.

The undersigned states he/she has full authority to execute this application on behalf of the Applicant and acknowledges receipt of a copy of the City's Special Events Policy and Procedures.

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of New Buffalo, and that the event takes place in accordance with the application as approved by the New Buffalo City Council, including any conditions placed thereon. The applicant agrees and is responsible to communicate and enforce the information in this application to all vendors, contactors, outside agencies, or other parties working under applicants authority.

Applicant signature: Abby Voss

Applicant printed Name: Abby Voss Date: 2/3/2020

MAPS/LOCATION – mark event items on map(s)

Check items below that apply to your event. All items checked below must be indicated on the MAP(S). Please note, map(s) must be submitted with the Special Events & Festivals Application.

- ☐ City property or city park use. Show locations of fencing, barriers, or barricades. Include streets and/or Sidewalks to be closed or barricaded on map(s). To ensure requested items, such as cones or barricades, are reserved and available for the day of the event, please complete the **CONES AND BARRICADE REQUEST FORM** and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 8:00 a.m. and 4:00 p.m. should you require an alternate time a **\$50 After Hour Charge** will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the City of New Buffalo cannot guarantee the requested items will be available for the event, **first come – first served, limited quantity available**.

- ☐ Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Street Department will be charged \$85.00 per barricade.
- ☐ Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Street Department will be charged \$35.00 per cone.

Explain closure _____

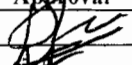
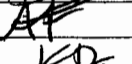

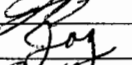
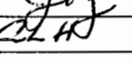
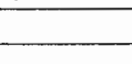
- ☐ Entertainment, dance, tent or stage. Mark locations on maps.
- ☐ Event Command Post. Mark location on maps.
- ☐ Dumpsters and/or trash containers. Mark location on maps. Vendor name and contact info
- ☐ Portable toilet facilities. Mark locations on maps.
The City requires the use of portable toilet facilities for events expecting over 100 attendants. There must be a **minimum of 3 per 1,000 with 1 of the 3 being handicapped accessible**. Vendor name and contact info must be included.
- ☐ Parade. Mark beginning area, the route* (with arrows) and finish area on maps
- ☐ Relay event. Indicate "hand-off" points and areas of participant equipment impact.
- ☐ Fireworks/pyrotechnics site. Mark location on maps. Vendor name and contact info
- ☐ Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)
Promoter must have a list of all vendors, food, general contacts available at all times on site of event

Note: Number/permit will be given for all vendor inquiries. It is required that the Sponsoring Organization issue a paper permit to be displayed by vendor to let city and event staff know they are an approved vendor.

Event Schedule – Site Map(s)

Name: Blagica Bottigliero (President), Telephone: _____
Abby Voss (VP/Events)

City of New Buffalo Review

Department	Reviewed – Recommend Approval	Reviewed – Recommend Denial	Reviewed – See Comments
City Manager			
City Clerk			
Park Superintendent			
Street Superintendent			
Police Chief			
Fire Chief			
Other			

Comments

Merchant event, Not NBBA

Post – Approval Follow-up

Event Application completed in full [YES] [NO]

Performance bond received by City [YES] [NO] Amount \$ _____

Park fees received [YES] [NO] Amount \$ _____

Fees waived [YES] [NO] Reason: _____

Liquor License Application filed with Police/City and approval received [YES] [NO]

Insurance Policy of Promoter Received with Application [YES] [NO]

New Buffalo City Council Approval/Denial

City Council Action: [APPROVED] [DENIED]

Date of City Council Action: _____

Festival Category: [1] [2] [3] [4] determined correctly [APPROVED] [DENIED]

City Manager Signature: _____

Date: _____

If denied by City Council, reason for denial: _____

Conditions or changes from application: _____

Copy to:

City Manager _____

City Clerk _____

Street Superintendent _____

Park Superintendent _____

Police Chief _____

Fire Chief _____

Other _____

CITY of NEW BUFFALO
SPECIAL EVENTS POLICIES AND PROCEDURES

1. PURPOSE

The public health, safety and/or financial welfare of the citizens of New Buffalo.

2. DEFINITIONS

Special Events Committee Members: City Clerk, City Manager, Park Superintendent, Street Superintendent, Police Chief or their designees.

Special Events: Any activities conducted upon or involving the use of City-owned streets, halls, buildings, grounds and other property. They include but are not limited to, any enterprise, temporary gathering or any similar event, such as: a theatrical exhibition, musical performance, markets, community activities, public show, entertainment, parades, races, walk/runs, bicycle/motorcycle/car tours, amusement or other exhibition conducted in or on any City property.

Special Event Categories:

- a. Low Hazard. No physical activity by participants and no severe exposure to spectators, such as: indoor and outdoor meetings, small theatrical performances, auctions and social gatherings.
- b. Medium Hazard. Limited physical activity by participants and no severe exposure to spectators, such as: dances, animal shows, political rallies, art fairs, flea markets, retail sales activities, picnics and parades with no floats.
- c. High Hazard. Major participation by participants and/or moderate or severe exposure to spectators, such as: team or individual non-professional sporting events, circuses and carnivals with rides, parades with floats, and marathons or similar races.
- d. Special Hazard. Concerts, professional or collegiate sport events, rodeos, all vehicle races, power boat races, fireworks displays, all functions where alcoholic beverages are served.

3. PROCEDURES & REQUIREMENTS

- a. Special Events Committee/Coordinator Meeting. For new large or unique events, or for substantial changes in any current/annual event, a meeting with the Special Events Committee, Special Events Coordinator, and Event Sponsor may need to be held prior to application being submitted for approval. Applicants may request a meeting prior to the submittal of completed application.
- b. Application for Permit. Application for a permit to conduct a special event must be made on the Application for Special Events Permit form. The application for a permit must be received by the City Clerk's office a minimum of ninety (90) days before the date of the proposed special event.
- c. It shall be the responsibility of the Applicant to designate a specific location on the premises as its headquarters and to have available at that location, at all times the premises are open to the public and during set up or construction, at least one person who has the knowledge and authority to represent Applicant concerning all activities conducted under the term or condition of any permit which may be issued.
- d. For any event, carnival or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National

Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the Clerk's office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service.

- e. Alcohol Sales. All sale or furnishing of alcohol shall stop at the designated time stipulated on the LCC application and shall not go later than 12:00 a.m. (midnight), except on Sunday, when such sale and furnishing shall stop at 8:00 p.m.
- f. Music. Applicant shall be solely responsible for obtaining the appropriate license to present music covered by copyright, whether by live performance, recorded music or retransmission of any radio and/or television broadcast. All music shall cease being played as set forth in the City's noise ordinance or the Special Events Permit.
- g. Expenses. Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses, which includes but is not limited to overtime of City employees and trash disposal tipping fees at landfills. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.
- h. Vacation of Property. All City property shall be vacated no later than 2 hours past the designated closing time on the Special Events Application.
- i. Costs. All utility, tipping fees for trash disposal, wash stations, and port-a-john costs will be the responsibility of the Applicant.
- j. Insurance and Indemnity. All applicants and permittees shall be required to execute a written indemnity agreement in favor of the City. The certificates and policies of the required comprehensive general liability insurance shall provide and be endorsed as follows:

The City shall be named an additional insured and this coverage shall be endorsed on the certificate and policy "as being primary to the City, and not excess of any other insurance, similar protection (e.g. risk management association) or any other valid, applicable, or collectable insurance or self-insurance which is or may be available to or carried by the City."

The insurance policy cannot be cancelled without providing a thirty (30) day written notice to the City. The amounts of coverage required are listed below. Upon the issuance of any permit, the Applicant shall immediately provide the City with a certificate or other evidence that all required insurance coverage has been obtained. Failure to provide this insurance and indemnity agreement will forfeit the approval.

- l. Insurance Requirements
 - 1. Low Hazard: A minimum of \$500,000 per occurrence and aggregate limit of liability for personal injury, bodily injury and property damage.
 - 2. Medium Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 3. High Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 4. Special Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage. The City Manager/City Clerk may require higher limits.
 - 5. Liquor Liability: A minimum of \$500,000 per occurrence aggregate limit of liability.
- m. Attendance at Meetings. Applicant shall attend any meeting required by the City, which concerns or relates to the conduct of activities permitted by the Special Event Permit.

- n. Clean-up and Damage Bond. Applicant shall deposit with the City Clerk a clean-up and damage bond in the form of cash or check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. This will correlate with the type of insurance required. The bond should be deposited with the City Clerk at the time the application is submitted, when possible, but is required prior to the permit being presented to the City Council for approval. The bond shall be returned to Applicant, without interest, within sixty (60) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an “as-is” or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up and damage bond and if the amount thereof is insufficient, pursue all other remedies.
- o. Power to Act, Modify or Revoke. The City Manager, or his designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The City, through its City Manager, Chief of Police, Fire Chief, or their designees, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the City.
- p. Issuance or Denial of Permit. The completed application shall be submitted to the Special Events Committee (Committee) for its review. Upon receipt of the application, the Committee will either; approve, approve with conditions, or deny the request. Upon approval of the Special Event from the Committee, it will be forwarded to the City Manager and/or Council for final approval.
- q. All permits and/or licenses must be on display on day of the event(s) and a copy should be available at the producer/management tent or area for review at any time by city or other officials.

Special Event Application Form



224 W. Buffalo St.
New Buffalo, MI 49117
Phone: 269-469-1500
Fax: 269-469-7917

Important: Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Manager's Office, at the address shown at the left.

Special Events must be approved by the City Council, which meets on the Third Tuesday each month. We recommend submitting your application at least two months before your organization, to allow time *for review and satisfy all requirements before approval.*

Applicant Information

Name of Special Event: Holiday Celebration & Shop Small Saturday

Sponsoring Organization (if applicable): New Buffalo Business Association

Mailing/billing Address: [REDACTED]

City/State/ZIP Code: [REDACTED]

TIN: [REDACTED]

Contact Person(s): Blagica Bottigliero- [REDACTED] (President),
Abby Voss- [REDACTED] (VP/Events)

Business Phone: _____ Cell Phone: _____ Fax: _____

E-mail Address(es): [REDACTED]

Event Information

**A separate event schedule and/or description may be attached in response to questions 1 through 5.*

***For any question, if there is not room to include a complete response, please include the response on a separate attachment and not "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.*

1. What is the requested day(s), date(s), and time(s) of the Special Event: November 28th, 2020

2. Is there a requested alternative date(s)? [YES] ☒ [NO]

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Holiday festivities, Santa Claus, lighting of the tree,
Small business sales

4. What is the requested location(s) of the event(s): _____

5. Provide estimate number of people attending this event: 200-300

Please complete the following checklist regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

6. Is this event expected to be a reoccurring event in a future calendar year?
Normal Annual Date? Saturday after Thanksgiving Yes ☒ No ☐
7. Have you included a map indicating the location of your event and schedule?* Yes ☒ No ☐
8. Will this event include the use of signs?
• Directional _____ Yes ☒ No ☐
• Other _____ Yes ☐ No ☒
9. Is the applicant seeking special parking arrangements, such as reserved parking?* Yes ☐ No ☒
10. Is the applicant requiring utility connections, such as electric or water services? Yes ☐ No ☒
11. Does the applicant require other public services?
• Barricades Date Installed: _____ Date Removed: _____ Yes ☐ No ☒
• Fencing Date Installed: _____ Date Removed: _____ Yes ☐ No ☒
• Street Sweeping Yes ☐ No ☒
• Mowing Yes ☐ No ☒
• Rubbish Containers Date Installed: _____ Date Removed: _____ Yes ☐ No ☒
• Recycling Containers Date Installed: _____ Date Removed: _____ Yes ☐ No ☒
• Police Yes ☐ No ☒
• Other: _____ Yes ☐ No ☒
• Map included indicating locations of these services/facilities?* Yes ☐ No ☒
12. Does the applicant have any security or safety concerns/requirements? Yes ☐ No ☒
13. Are you requesting assistance from the Police Department? Yes ☐ No ☒
14. Are you requesting assistance from the Fire Department? Yes ☐ No ☒
15. Is the applicant requesting assistance from an outside agency or contractor for providing services and/or facilities? Yes ☐ No ☒
16. Will the event include loud or unusual sounds?*
- Musicians Yes ☐ No ☒
- Singers Yes ☐ No ☒
- Amplified Announcers Yes ☐ No ☒
- Carnival Rides Yes ☐ No ☒
- Motor Vehicle Noises Yes ☐ No ☒
- Generators Yes ☐ No ☒
- Other _____ Yes ☐ No ☒
17. Will the event include food/vendors?* Yes ☐ No ☒
18. Will the event require sanitation services?* Yes ☐ No ☒
19. Will the event require transportation services?* Yes ☐ No ☒
20. Will the event include unusual lighting beyond what is normal at that location? Yes ☐ No ☒
21. Are alcoholic beverages proposed to be served as part of the event?*
- Have all necessary liquor licenses been obtained or applied for? Yes ☐ No ☒
22. Does the applicant have any other requests that are not listed in this form? Yes ☐ No ☒
23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of New Buffalo as an additional name insured? Yes ☐ No ☐

**Indicates attachments required*

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. *Note:* Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map and Schedule of event** – If your event will use streets, sidewalks, or parks will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), security, signage, exits, port-o-johns, remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request. (Please see page 7 to complete the map(s) and schedule information in greater detail)
8. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
9. **Is the applicant requesting special parking arrangements – such as limiting parking areas to certain groups of users?** No special event request will be inclusive of any guaranteed reserved parking. Applicants may submit a detailed request defining the reason and specific need for the designated parking request. The only vehicles permitted inside of the venue will be utilized for the containment and preservation of perishable goods.
10. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Park Superintendent to review what utilities are available in requested area, and provide a description or map showing the utilities requested. The City will call Miss Dig to identify utility lines 2 weeks before event.
11. **Does the applicant have any other requests for public services?** If yes, you must coordinate with the Park Superintendent to determine if assistance from Public Services is appropriate and available. The applicant may be charged for these services.
12. **Does the applicant have any security or safety needs?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and then provide a description of services or security plan the Police Department has for approval. The applicant shall be charged for these services.
13. **Is the applicant requesting assistance from the Police Department?** If yes, you must contact the Police Chief to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant shall be charged for these services.
14. **Is the applicant requesting assistance from the Fire Department in addressing these concerns?** If yes, you must contact the Fire Chief to determine what assistance from the Fire Department is appropriate and available, and provide a description of the services the Fire Department has indicated it could provide. The applicant may be charged for these services.

- 15. Is the applicant requesting assistance from an outside agency or contractor for providing services and/or facilities?** If yes, you must please attach information indicating all of these contractors on this application. It is your responsibility to make sure each agency or contractor has a minimum of 1,000,000 liabilities policies and has named you or your organization as a rider of a special event.
- 16. Will the event include loud or unusual sounds, such as musicians, singers, amplified announcers, carnival rides, motor vehicle noises, generators beyond those regularly present in the location, etc.?** If yes, you must please attach information indicating all of these on this application along with a detailed schedule and hours of event date(s).
- 17. Will the event include Food Vendors?** If yes, please include a list of food vendors with any and all pertinent information. In addition, the following are also required:
- a. **Special Waste:** All grease, charcoal, etc., must be disposed of properly – not left in the street/park or poured down a sewer. The producer or city employee will review the space, if a vendor is not present, the City reserves the right to determine the cleanliness of the space and charge for clean-up.
 - b. **Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multipurpose dry chemical, a minimum of twenty pounds.
 - c. You must fill out and mail in the TFE License Application to the Berrien County Health Dept. 2106 S M-139 Benton Harbor, MI 49022 (P: 269.927.5623 / F: 269.927.2960). License must be posted at booth when in operation.
 - d. All water and/or electrical requirements need to be discussed and planned for prior to the event. Only approved electrical hook-ups are allowed, generators, use of city 110/220 outlets, etc. At no time is a vendor or producer allowed to rig an electrical hook-up without a licensed electrician.
- 18. Will the event require Sanitation Services?** If yes, the producer must indicate the location of waste bins inside and dumpster outside of the event on the site map and include the vendor name and contact information.
- 19. Will the event require transportation services?** If yes, the drop off/pick up locations, vehicles used and vendor name and contact information must be indicated on the site map.
- 20. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?** If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, electrical needs, and whether the lighting is constant or intermittent during those times.
- 21. Will alcoholic beverages be served as part of the event?** If yes, you must complete the LCC temp liquor license application then receive approval from the Police Department of your intention to serve alcoholic beverages. This approval will be based on site map, security provided, hours, and status of applicant and along with board approval (non-profit, church, military only). Approval of the special event by the City does not constitute final approval to serve alcoholic beverages; any necessary approval of a liquor license is a separate process through the State MI Liquor Commission.
- MI Liquor Control Commission:** www.michigan.gov/lara/0,4601,7-154-10570---,00.html
You must have necessary paperwork completed and approved by Police Dept for a liquor license by 30 (thirty) days out from your event date(s). Please provide timeframe of expected receipt of license.

22. Please **attach a separate sheet detailing** any aspects of the event that are not specifically addressed in this form which the City should be aware to make a fully informed decision with regard to approval of the proposed event.
23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be filed at City Hall at least one calendar month before the event.

The City of New Buffalo **PROHIBITS** any and all painting of any city property, unless written authorization is given by the City. The City of New Buffalo **PROHIBITS** tent stakes to be driven into asphalt surfaces, use of weights is preferred unless written authorization is given by the City of New Buffalo. Events of those persons violating this policy will be canceled and no future event will be allowed.

In the event that a Special Events Permit is issued, Applicant shall supply to the City Clerk at the time it receives the Special Events Permit, the name, address and telephone number of the individual who is in charge of and/or responsible for the Applicant's activities which are subject to the Special Events Permit. Applicant shall be responsible for communicating all permit requirements and directions of the City to all vendors, concessionaires, workers, volunteers, attendees, invitees, and all others on City property pursuant to the permit. Applicant also covenants and agrees to fully cooperate with the City's officers and employees concerning or relating to any activity or use of City property conducted under the Special Events Permit. Permit will need to be posted on each event date(s) at the promoters/management station.

Applicant covenants and agrees to indemnify, protect, defend and save the City, its officers and employees harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or the City, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action or suit. In the event of any incident occurring on the premises resulting in any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Special Events Permit, which may be issued for the event covered by this application. All approvals are binding between the City and Applicant, no changes will be made or allowed after approval process is complete unless City is notified and approved changes in writing.

For any activity, event, carnival, or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the City office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service. A licensed electrician in MI must provide all electrical needs or set up.

Applicant shall deposit with the City Clerk a clean-up, parking, and performance bond in the form of cash or cashier's check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. Partial or full modification of deposit may be considered. This will correlate with the type of insurance required. The performance bond should be deposited with the City Clerk at the time the application is submitted. The performance bond shall be returned

to Applicant, without interest, within 60 (sixty) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an "as-is" or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up, parking, and performance bond and if the amount thereof is insufficient, pursue all other remedies.


Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses related to the event. Expenses may include but is not limited to overtime of City employees, including police, street and park employees and trash disposal tipping fees at landfills. The performance bond deposit will be applied to said expenses and any remaining balance will be refunded to applicant. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days of billing.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to complete his or her responsibilities as sponsor of a special event.

The undersigned states he/she has full authority to execute this application on behalf of the Applicant and acknowledges receipt of a copy of the City's Special Events Policy and Procedures.

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of New Buffalo, and that the event takes place in accordance with the application as approved by the New Buffalo City Council, including any conditions placed thereon. The applicant agrees and is responsible to communicate and enforce the information in this application to all vendors, contactors, outside agencies, or other parties working under applicants authority.

Applicant signature: 
Applicant printed Name: Abby Voss Date: 2/24/2020

MAPS/LOCATION – mark event items on map(s)

Check items below that apply to your event. **All items checked below must be indicated on the MAP(S).** Please note, **map(s) must be submitted with the Special Events & Festivals Application.**

- ☐ City property or city park use. **Show locations of fencing, barriers, or barricades. Include streets and/or Sidewalks to be closed or barricaded on map(s).** To ensure requested items, such as cones or barricades, are reserved and available for the day of the event, please complete the **CONES AND BARRICADE REQUEST FORM** and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 8:00 a.m. and 4:00 p.m. should you require an alternate time a **\$50 After Hour Charge** will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the City of New Buffalo cannot guarantee the requested items will be available for the event, **first come – first served, limited quantity available.**

☐ Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Street Department will be charged \$85.00 per barricade.

☐ Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Street Department will be charged \$35.00 per cone.

Explain closure _____

☐ Entertainment, dance, tent or stage. Mark locations on maps.

☐ Event Command Post. Mark location on maps.

☐ Dumpsters and/or trash containers. Mark location on maps. Vendor name and contact info

☐ Portable toilet facilities. Mark locations on maps.

The City requires the use of portable toilet facilities for events expecting over 100 attendants. There must be a **minimum of 3 per 1,000** with 1 of the 3 being handicapped accessible. Vendor name and contact info must be included.

☐ Parade. Mark beginning area, the route* (with arrows) and finish area on maps

☐ Relay event. Indicate “hand-off” points and areas of participant equipment impact.

☐ Fireworks/pyrotechnics site. Mark location on maps. Vendor name and contact info

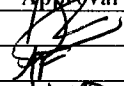
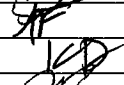
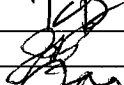
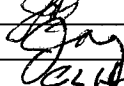
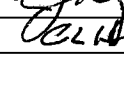
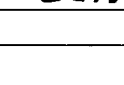
☐ Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)
Promoter must have a list of all vendors, food, general contacts available at all times on site of event

Note: Number/permit will be given for all vendor inquiries. It is required that the Sponsoring Organization issue a paper permit to be displayed by vendor to let city and event staff know they are an approved vendor.

Event Schedule – Site Map(s)

Name: _____ Telephone: _____

City of New Buffalo Review

Department	Reviewed – Recommend Approval	Reviewed – Recommend Denial	Reviewed – See Comments
City Manager			
City Clerk			
Park Superintendent			
Street Superintendent			
Police Chief			
Fire Chief			
Other			

Comments

Post – Approval Follow-up

Event Application completed in full [YES] [NO]

Performance bond received by City [YES] [NO] Amount \$ _____

Park fees received [YES] [NO] Amount \$ _____

Fees waived [YES] [NO] Reason: _____

Liquor License Application filed with Police/City and approval received [YES] [NO]

Insurance Policy of Promoter Received with Application [YES] [NO]

New Buffalo City Council Approval/Denial

City Council Action: [APPROVED] [DENIED]

Date of City Council Action: _____

Festival Category: [1] [2] [3] [4] determined correctly [APPROVED] [DENIED]

City Manager Signature: _____

Date: _____

If denied by City Council, reason for denial: _____

Conditions or changes from application: _____

Copy to:

City Manager _____

City Clerk _____

Street Superintendent _____

Park Superintendent _____

Police Chief _____

Fire Chief _____

Other _____

CITY of NEW BUFFALO
SPECIAL EVENTS POLICIES AND PROCEDURES

1. PURPOSE

The public health, safety and/or financial welfare of the citizens of New Buffalo.

2. DEFINITIONS

Special Events Committee Members: City Clerk, City Manager, Park Superintendent, Street Superintendent, Police Chief or their designees.

Special Events: Any activities conducted upon or involving the use of City-owned streets, halls, buildings, grounds and other property. They include but are not limited to, any enterprise, temporary gathering or any similar event, such as: a theatrical exhibition, musical performance, markets, community activities, public show, entertainment, parades, races, walk/runs, bicycle/motorcycle/car tours, amusement or other exhibition conducted in or on any City property.

Special Event Categories:

- a. Low Hazard. No physical activity by participants and no severe exposure to spectators, such as: indoor and outdoor meetings, small theatrical performances, auctions and social gatherings.
- b. Medium Hazard. Limited physical activity by participants and no severe exposure to spectators, such as: dances, animal shows, political rallies, art fairs, flea markets, retail sales activities, picnics and parades with no floats.
- c. High Hazard. Major participation by participants and/or moderate or severe exposure to spectators, such as: team or individual non-professional sporting events, circuses and carnivals with rides, parades with floats, and marathons or similar races.
- d. Special Hazard. Concerts, professional or collegiate sport events, rodeos, all vehicle races, power boat races, fireworks displays, all functions where alcoholic beverages are served.

3. PROCEDURES & REQUIREMENTS

- a. Special Events Committee/Coordinator Meeting. For new large or unique events, or for substantial changes in any current/annual event, a meeting with the Special Events Committee, Special Events Coordinator, and Event Sponsor may need to be held prior to application being submitted for approval. Applicants may request a meeting prior to the submittal of completed application.
- b. Application for Permit. Application for a permit to conduct a special event must be made on the Application for Special Events Permit form. The application for a permit must be received by the City Clerk's office a minimum of ninety (90) days before the date of the proposed special event.
- c. It shall be the responsibility of the Applicant to designate a specific location on the premises as its headquarters and to have available at that location, at all times the premises are open to the public and during set up or construction, at least one person who has the knowledge and authority to represent Applicant concerning all activities conducted under the term or condition of any permit which may be issued.
- d. For any event, carnival or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National

Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the Clerk's office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service.

- e. Alcohol Sales. All sale or furnishing of alcohol shall stop at the designated time stipulated on the LCC application and shall not go later than 12:00 a.m. (midnight), except on Sunday, when such sale and furnishing shall stop at 8:00 p.m.
- f. Music. Applicant shall be solely responsible for obtaining the appropriate license to present music covered by copyright, whether by live performance, recorded music or retransmission of any radio and/or television broadcast. All music shall cease being played as set forth in the City's noise ordinance or the Special Events Permit.
- g. Expenses. Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses, which includes but is not limited to overtime of City employees and trash disposal tipping fees at landfills. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.
- h. Vacation of Property. All City property shall be vacated no later than 2 hours past the designated closing time on the Special Events Application.
- i. Costs. All utility, tipping fees for trash disposal, wash stations, and port-a-john costs will be the responsibility of the Applicant.
- j. Insurance and Indemnity. All applicants and permittees shall be required to execute a written indemnity agreement in favor of the City. The certificates and policies of the required comprehensive general liability insurance shall provide and be endorsed as follows:

The City shall be named an additional insured and this coverage shall be endorsed on the certificate and policy "as being primary to the City, and not excess of any other insurance, similar protection (e.g. risk management association) or any other valid, applicable, or collectable insurance or self-insurance which is or may be available to or carried by the City."

The insurance policy cannot be cancelled without providing a thirty (30) day written notice to the City. The amounts of coverage required are listed below. Upon the issuance of any permit, the Applicant shall immediately provide the City with a certificate or other evidence that all required insurance coverage has been obtained. Failure to provide this insurance and indemnity agreement will forfeit the approval.

- l. Insurance Requirements
 - 1. Low Hazard: A minimum of \$500,000 per occurrence and aggregate limit of liability for personal injury, bodily injury and property damage.
 - 2. Medium Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 3. High Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 4. Special Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage. The City Manager/City Clerk may require higher limits.
 - 5. Liquor Liability: A minimum of \$500,000 per occurrence aggregate limit of liability.
- m. Attendance at Meetings. Applicant shall attend any meeting required by the City, which concerns or relates to the conduct of activities permitted by the Special Event Permit.

- n. Clean-up and Damage Bond. Applicant shall deposit with the City Clerk a clean-up and damage bond in the form of cash or check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. This will correlate with the type of insurance required. The bond should be deposited with the City Clerk at the time the application is submitted, when possible, but is required prior to the permit being presented to the City Council for approval. The bond shall be returned to Applicant, without interest, within sixty (60) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an “as-is” or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up and damage bond and if the amount thereof is insufficient, pursue all other remedies.
- o. Power to Act, Modify or Revoke. The City Manager, or his designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The City, through its City Manager, Chief of Police, Fire Chief, or their designees, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the City.
- p. Issuance or Denial of Permit. The completed application shall be submitted to the Special Events Committee (Committee) for its review. Upon receipt of the application, the Committee will either; approve, approve with conditions, or deny the request. Upon approval of the Special Event from the Committee, it will be forwarded to the City Manager and/or Council for final approval.
- q. All permits and/or licenses must be on display on day of the event(s) and a copy should be available at the producer/management tent or area for review at any time by city or other officials.

Special Event Application Form



224 W. Buffalo St.
New Buffalo, MI 49117
Phone: 269-469-1500
Fax: 269-469-7917

Important: Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Manager's Office, at the address shown at the left.

Special Events must be approved by the City Council, which meets on the Third Tuesday each month. We recommend submitting your application at least two months before your organization, to allow time for review and satisfy all requirements before approval.

Applicant Information

Name of Special Event: New Buffalo Ship & Shore

Sponsoring Organization (if applicable): New Buffalo Business Association

Mailing/billing Address: [REDACTED] Text

City/State/ZIP Code: [REDACTED]

TIN: [REDACTED]

Contact Person(s): Blagica Bottigliero (President), Abby Voss (VP/Event Coordinator), Colleen Ryan, Nathan Van Allen (Open Air Events)

Business Phone: _____ Cell Phone: _____ Fax: _____

E-mail Address(es): [REDACTED]

Event Information

**A separate event schedule and/or description may be attached in response to questions 1 through 5.*

***For any question, if there is not room to include a complete response, please include the response on a separate attachment and not "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.*

1. What is the requested day(s), date(s), and time(s) of the Special Event: Aug 7-9th
Friday 5pm-12:00 a.m., Saturday Noon-12:00 a.m., Sunday 1pm-7pm.
5 pm - midnite 12:00 a.m. Noon - midnite 12:00 p.m.

2. Is there a requested alternative date(s)? [YES] ☒ [NO]

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Family Friendly music, food & wine festival

Whittaker St

4,000-5,000

Please complete the following checklist regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

- [illegible]

****Indicates attachments required***

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. **Note:** Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map and Schedule of event** – If your event will use streets, sidewalks, or parks will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), security, signage, exits, port-o-johns, remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request. (Please see page 7 to complete the map(s) and schedule information in greater detail)
8. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
9. **Is the applicant requesting special parking arrangements – such as limiting parking areas to certain groups of users?** No special event request will be inclusive of any guaranteed reserved parking. Applicants may submit a detailed request defining the reason and specific need for the designated parking request. The only vehicles permitted inside of the venue will be utilized for the containment and preservation of perishable goods.
10. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Park Superintendent to review what utilities are available in requested area, and provide a description or map showing the utilities requested. The City will call Miss Dig to identify utility lines 2 weeks before event.
11. **Does the applicant have any other requests for public services?** If yes, you must coordinate with the Park Superintendent to determine if assistance from Public Services is appropriate and available. The applicant may be charged for these services.
12. **Does the applicant have any security or safety needs?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and then provide a description of services or security plan the Police Department has for approval. The applicant shall be charged for these services.
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14. **Is the applicant requesting assistance from the Fire Department in addressing these concerns?** If yes, you must contact the Fire Chief to determine what assistance from the Fire Department is appropriate and available, and provide a description of the services the Fire Department has indicated it could provide. The applicant may be charged for these services.

- 15. Is the applicant requesting assistance from an outside agency or contractor for providing services and/or facilities?** If yes, you must please attach information indicating all of these contractors on this application. It is your responsibility to make sure each agency or contractor has a minimum of 1,000,000 liabilities policies and has named you or your organization as a rider of a special event.
- 16. Will the event include loud or unusual sounds, such as musicians, singers, amplified announcers, carnival rides, motor vehicle noises, generators beyond those regularly present in the location, etc.?** If yes, you must please attach information indicating all of these on this application along with a detailed schedule and hours of event date(s).
- 17. Will the event include Food Vendors?** If yes, please include a list of food vendors with any and all pertinent information. In addition, the following are also required:
- a. **Special Waste:** All grease, charcoal, etc., must be disposed of properly – not left in the street/park or poured down a sewer. The producer or city employee will review the space, if a vendor is not present, the City reserves the right to determine the cleanliness of the space and charge for clean-up.
 - b. **Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multipurpose dry chemical, a minimum of twenty pounds.
 - c. You must fill out and mail in the TFE License Application to the Berrien County Health Dept. 2106 S M-139 Benton Harbor, MI 49022 (P: 269.927.5623 / F: 269.927.2960). License must be posted at booth when in operation.
 - d. All water and/or electrical requirements need to be discussed and planned for prior to the event. Only approved electrical hook-ups are allowed, generators, use of city 110/220 outlets, etc. At no time is a vendor or producer allowed to rig an electrical hook-up without a licensed electrician.
- 18. Will the event require Sanitation Services?** If yes, the producer must indicate the location of waste bins inside and dumpster outside of the event on the site map and include the vendor name and contact information.
- 19. Will the event require transportation services?** If yes, the drop off/pick up locations, vehicles used and vendor name and contact information must be indicated on the site map.
- 20. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?** If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, electrical needs, and whether the lighting is constant or intermittent during those times.
- 21. Will alcoholic beverages be served as part of the event?** If yes, you must complete the LCC temp liquor license application then receive approval from the Police Department of your intention to serve alcoholic beverages. This approval will be based on site map, security provided, hours, and status of applicant and along with board approval (non-profit, church, military only). Approval of the special event by the City does not constitute final approval to serve alcoholic beverages; any necessary approval of a liquor license is a separate process through the State MI Liquor Commission.
- MI Liquor Control Commission:** www.michigan.gov/lara/0,4601,7-154-10570---,00.html
You must have necessary paperwork completed and approved by Police Dept for a liquor license by 30 (thirty) days out from your event date(s). Please provide timeframe of expected receipt of license.

22. Please **attach a separate sheet detailing** any aspects of the event that are not specifically addressed in this form which the City should be aware to make a fully informed decision with regard to approval of the proposed event.
23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be filed at City Hall at least one calendar month before the event.

The City of New Buffalo **PROHIBITS** any and all painting of any city property, unless written authorization is given by the City. The City of New Buffalo **PROHIBITS** tent stakes to be driven into asphalt surfaces, use of weights is preferred unless written authorization is given by the City of New Buffalo. Events of those persons violating this policy will be canceled and no future event will be allowed.

In the event that a Special Events Permit is issued, Applicant shall supply to the City Clerk at the time it receives the Special Events Permit, the name, address and telephone number of the individual who is in charge of and/or responsible for the Applicant's activities which are subject to the Special Events Permit. Applicant shall be responsible for communicating all permit requirements and directions of the City to all vendors, concessionaires, workers, volunteers, attendees, invitees, and all others on City property pursuant to the permit. Applicant also covenants and agrees to fully cooperate with the City's officers and employees concerning or relating to any activity or use of City property conducted under the Special Events Permit. Permit will need to be posted on each event date(s) at the promoters/management station.

Applicant covenants and agrees to indemnify, protect, defend and save the City, its officers and employees harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or the City, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action or suit. In the event of any incident occurring on the premises resulting in any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Special Events Permit, which may be issued for the event covered by this application. All approvals are binding between the City and Applicant, no changes will be made or allowed after approval process is complete unless City is notified and approved changes in writing.

For any activity, event, carnival, or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the City office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service. A licensed electrician in MI must provide all electrical needs or set up.

Applicant shall deposit with the City Clerk a clean-up, parking, and performance bond in the form of cash or cashier's check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. Partial or full modification of deposit may be considered. This will correlate with the type of insurance required. The performance bond should be deposited with the City Clerk at the time the application is submitted. The performance bond shall be returned

to Applicant, without interest, within 60 (sixty) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an "as-is" or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up, parking, and performance bond and if the amount thereof is insufficient, pursue all other remedies.

Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses related to the event. Expenses may include but is not limited to overtime of City employees, including police, street and park employees and trash disposal tipping fees at landfills. The performance bond deposit will be applied to said expenses and any remaining balance will be refunded to applicant. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days of billing.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to complete his or her responsibilities as sponsor of a special event.

The undersigned states he/she has full authority to execute this application on behalf of the Applicant and acknowledges receipt of a copy of the City's Special Events Policy and Procedures.

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of New Buffalo, and that the event takes place in accordance with the application as approved by the New Buffalo City Council, including any conditions placed thereon. The applicant agrees and is responsible to communicate and enforce the information in this application to all vendors, contactors, outside agencies, or other parties working under applicants authority.

Applicant signature: _____

Applicant printed Name: Abby Voss

Date: 2/3/2020

MAPS/LOCATION – mark event items on map(s)

Check items below that apply to your event. **All items checked below must be indicated on the MAP(S).** Please note, **map(s) must be submitted with the Special Events & Festivals Application.**

- ☒ City property or city park use. Show locations of fencing, barriers, or barricades. Include streets and/or Sidewalks to be closed or barricaded on map(s). To ensure requested items, such as cones or barricades, are reserved and available for the day of the event, please complete the **CONES AND BARRICADE REQUEST FORM** and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 8:00 a.m. and 4:00 p.m. should you require an alternate time a **\$50 After Hour Charge** will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the City of New Buffalo cannot guarantee the requested items will be available for the event, **first come – first served, limited quantity available.**

- ☐ Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Street Department will be charged \$85.00 per barricade.
- ☐ Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Street Department will be charged \$35.00 per cone.

Explain closure _____

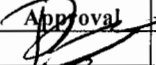
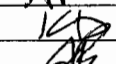
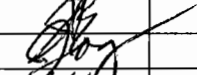
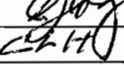
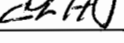
- ☒ Entertainment, dance, tent or stage. Mark locations on maps.
- ☒ Event Command Post. Mark location on maps.
- ☒ Dumpsters and/or trash containers. Mark location on maps. Vendor name and contact info
- ☒ Portable toilet facilities. Mark locations on maps.
The City requires the use of portable toilet facilities for events expecting over 100 attendants. There must be a **minimum of 3 per 1,000** with 1 of the 3 being handicapped accessible. Vendor name and contact info must be included.
- ☐ Parade. Mark beginning area, the route* (with arrows) and finish area on maps
- ☐ Relay event. Indicate “hand-off” points and areas of participant equipment impact.
- ☐ Fireworks/pyrotechnics site. Mark location on maps. Vendor name and contact info
- ☒ Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)
Promoter must have a list of all vendors, food, general contacts available at all times on site of event

Note: Number/permit will be given for all vendor inquiries. It is required that the Sponsoring Organization issue a paper permit to be displayed by vendor to let city and event staff know they are an approved vendor.

Event Schedule – Site Map(s)

Name: Blagica Bottiglieri- [REDACTED] (President),
Abby Voss- [REDACTED] (VP/Events)

City of New Buffalo Review

Department	Reviewed – Recommend Approval	Reviewed – Recommend Denial	Reviewed – See Comments
City Manager			
City Clerk	AF		
Park Superintendent			
Street Superintendent			
Police Chief			
Fire Chief			
Other			

Comments

* No holes in the road.

Post – Approval Follow-up

Event Application completed in full [YES] [NO]

Performance bond received by City [YES] [NO] Amount \$ _____

Park fees received [YES] [NO] Amount \$ _____

Fees waived [YES] [NO] Reason: _____

Liquor License Application filed with Police/City and approval received [YES] [NO]

Insurance Policy of Promoter Received with Application [YES] [NO]

New Buffalo City Council Approval/Denial

City Council Action: [APPROVED] [DENIED]

Date of City Council Action: _____

Festival Category: [1] [2] [3] [4] determined correctly [APPROVED] [DENIED]

City Manager Signature: _____

Date: _____

If denied by City Council, reason for denial: _____

Conditions or changes from application: _____

Copy to:

City Manager _____

City Clerk _____

Street Superintendent _____

Park Superintendent _____

Police Chief _____

Fire Chief _____

Other _____

CITY of NEW BUFFALO
SPECIAL EVENTS POLICIES AND PROCEDURES

1. PURPOSE

The public health, safety and/or financial welfare of the citizens of New Buffalo.

2. DEFINITIONS

Special Events Committee Members: City Clerk, City Manager, Park Superintendent, Street Superintendent, Police Chief or their designees.

Special Events: Any activities conducted upon or involving the use of City-owned streets, halls, buildings, grounds and other property. They include but are not limited to, any enterprise, temporary gathering or any similar event, such as: a theatrical exhibition, musical performance, markets, community activities, public show, entertainment, parades, races, walk/runs, bicycle/motorcycle/car tours, amusement or other exhibition conducted in or on any City property.

Special Event Categories:

- a. Low Hazard. No physical activity by participants and no severe exposure to spectators, such as: indoor and outdoor meetings, small theatrical performances, auctions and social gatherings.
- b. Medium Hazard. Limited physical activity by participants and no severe exposure to spectators, such as: dances, animal shows, political rallies, art fairs, flea markets, retail sales activities, picnics and parades with no floats.
- c. High Hazard. Major participation by participants and/or moderate or severe exposure to spectators, such as: team or individual non-professional sporting events, circuses and carnivals with rides, parades with floats, and marathons or similar races.
- d. Special Hazard. Concerts, professional or collegiate sport events, rodeos, all vehicle races, power boat races, fireworks displays, all functions where alcoholic beverages are served.

3. PROCEDURES & REQUIREMENTS

- a. Special Events Committee/Coordinator Meeting. For new large or unique events, or for substantial changes in any current/annual event, a meeting with the Special Events Committee, Special Events Coordinator, and Event Sponsor may need to be held prior to application being submitted for approval. Applicants may request a meeting prior to the submittal of completed application.
- b. Application for Permit. Application for a permit to conduct a special event must be made on the Application for Special Events Permit form. The application for a permit must be received by the City Clerk's office a minimum of ninety (90) days before the date of the proposed special event.
- c. It shall be the responsibility of the Applicant to designate a specific location on the premises as its headquarters and to have available at that location, at all times the premises are open to the public and during set up or construction, at least one person who has the knowledge and authority to represent Applicant concerning all activities conducted under the term or condition of any permit which may be issued.
- d. For any event, carnival or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National

Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the Clerk's office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service.

- e. Alcohol Sales. All sale or furnishing of alcohol shall stop at the designated time stipulated on the LCC application and shall not go later than 12:00 a.m. (midnight), except on Sunday, when such sale and furnishing shall stop at 8:00 p.m.
- f. Music. Applicant shall be solely responsible for obtaining the appropriate license to present music covered by copyright, whether by live performance, recorded music or retransmission of any radio and/or television broadcast. All music shall cease being played as set forth in the City's noise ordinance or the Special Events Permit.
- g. Expenses. Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses, which includes but is not limited to overtime of City employees and trash disposal tipping fees at landfills. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.
- h. Vacation of Property. All City property shall be vacated no later than 2 hours past the designated closing time on the Special Events Application.
- i. Costs. All utility, tipping fees for trash disposal, wash stations, and port-a-john costs will be the responsibility of the Applicant.
- j. Insurance and Indemnity. All applicants and permittees shall be required to execute a written indemnity agreement in favor of the City. The certificates and policies of the required comprehensive general liability insurance shall provide and be endorsed as follows:

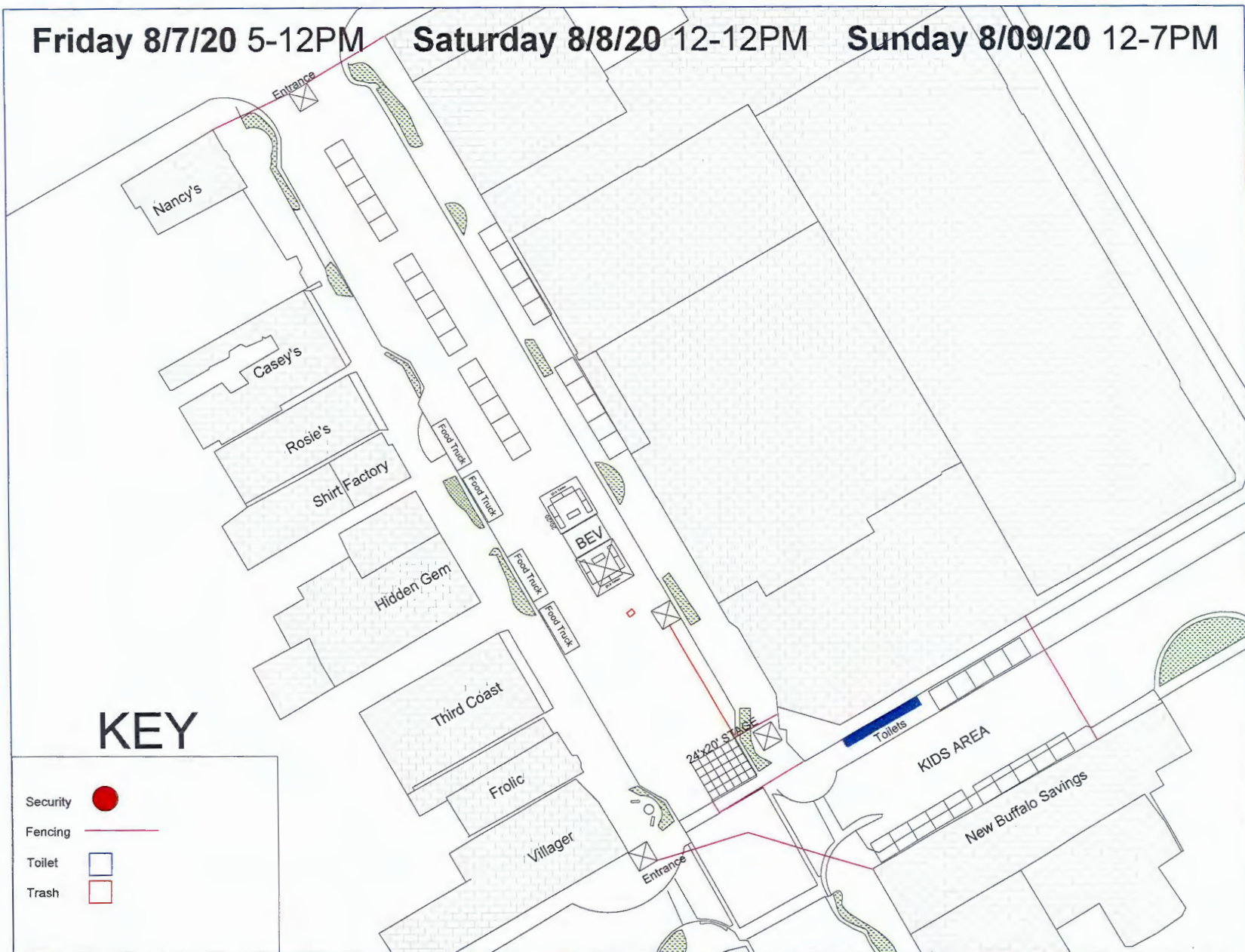
The City shall be named an additional insured and this coverage shall be endorsed on the certificate and policy "as being primary to the City, and not excess of any other insurance, similar protection (e.g. risk management association) or any other valid, applicable, or collectable insurance or self-insurance which is or may be available to or carried by the City."

The insurance policy cannot be cancelled without providing a thirty (30) day written notice to the City. The amounts of coverage required are listed below. Upon the issuance of any permit, the Applicant shall immediately provide the City with a certificate or other evidence that all required insurance coverage has been obtained. Failure to provide this insurance and indemnity agreement will forfeit the approval.

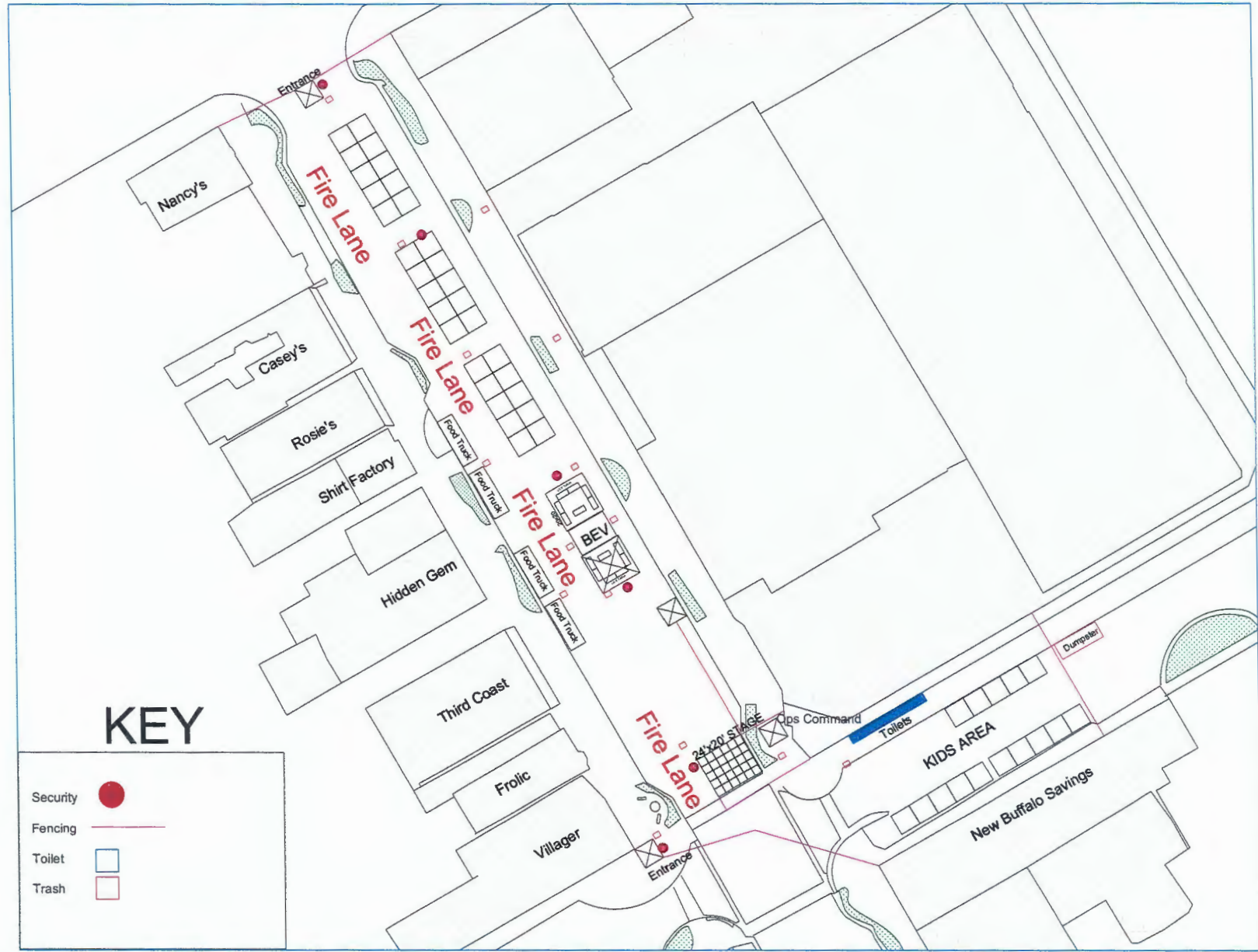
- l. Insurance Requirements
 - 1. Low Hazard: A minimum of \$500,000 per occurrence and aggregate limit of liability for personal injury, bodily injury and property damage.
 - 2. Medium Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 3. High Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 4. Special Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage. The City Manager/City Clerk may require higher limits.
 - 5. Liquor Liability: A minimum of \$500,000 per occurrence aggregate limit of liability.
- m. Attendance at Meetings. Applicant shall attend any meeting required by the City, which concerns or relates to the conduct of activities permitted by the Special Event Permit.

- n. Clean-up and Damage Bond. Applicant shall deposit with the City Clerk a clean-up and damage bond in the form of cash or check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. This will correlate with the type of insurance required. The bond should be deposited with the City Clerk at the time the application is submitted, when possible, but is required prior to the permit being presented to the City Council for approval. The bond shall be returned to Applicant, without interest, within sixty (60) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an “as-is” or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up and damage bond and if the amount thereof is insufficient, pursue all other remedies.
- o. Power to Act, Modify or Revoke. The City Manager, or his designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The City, through its City Manager, Chief of Police, Fire Chief, or their designees, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the City.
- p. Issuance or Denial of Permit. The completed application shall be submitted to the Special Events Committee (Committee) for its review. Upon receipt of the application, the Committee will either; approve, approve with conditions, or deny the request. Upon approval of the Special Event from the Committee, it will be forwarded to the City Manager and/or Council for final approval.
- q. All permits and/or licenses must be on display on day of the event(s) and a copy should be available at the producer/management tent or area for review at any time by city or other officials.

New Buffalo Ship & Shore Festival



New Buffalo Ship & Shore Festival



Friday 8/7/20 5-12AM
Saturday 8/8/20 12-12AM
Sunday 8/09/20 12-7PM

© 2020 Open Air Events LLC www.oairevents.com info@oairevents.com

Special Event Application Form



224 W. Buffalo St.
New Buffalo, MI 49117
Phone: 269-469-1500
Fax: 269-469-7917

Important: Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Manager's Office, at the address shown at the left.

Special Events must be approved by the City Council, which meets on the Third Tuesday each month. We recommend submitting your application at least two months before your organization, to allow time *for review and satisfy all requirements before approval.*

Applicant Information

Name of Special Event: Independence Celebration

Sponsoring Organization (if applicable): New Buffalo Business Association

Mailing/billing Address: [REDACTED]

City/State/ZIP Code: [REDACTED]

TIN: [REDACTED]

Contact Person(s): Blagica Bottiglierio-[REDACTED] (President) , Abby Voss-[REDACTED] (VP/Events)

Business Phone: _____ Cell Phone: _____ Fax: _____

E-mail Address(es): [REDACTED]

Event Information

**A separate event schedule and/or description may be attached in response to questions 1 through 5.*

***For any question, if there is not room to include a complete response, please include the response on a separate attachment and not "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.*

1. What is the requested day(s), date(s), and time(s) of the Special Event: _____

2. Is there a requested alternative date(s)? [YES] ☒ [NO]

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): _____

4. What is the requested location(s) of the event(s): City Beach & Lions Park

5. Provide estimate number of people attending this event: 5000 or more for Fireworks

Please complete the following checklist regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

- | | |
|---|------------------------------------|
| 6. Is this event expected to be a reoccurring event in a future calendar year?
Normal Annual Date? <u>July 3rd</u> | Yes <u>X</u> No <u> </u> |
| 7. Have you included a map indicating the location of your event and schedule?* | Yes <u>X</u> No <u> </u> |
| 8. Will this event include the use of signs? | Yes <u>X</u> No <u> </u> |
| • Directional _____ | Yes <u> </u> No <u>X</u> |
| • Other _____ | Yes <u>X</u> No <u> </u> |
| 9. Is the applicant seeking special parking arrangements, such as reserved parking?* | Yes <u>X</u> No <u> </u> |
| 10. Is the applicant requiring utility connections, such as electric or water services? | Yes <u>X</u> No <u> </u> |
| 11. Does the applicant require other public services? | Yes <u>X</u> No <u> </u> |
| • Barricades Date Installed: _____ Date Removed: _____ | Yes <u> </u> No <u>X</u> |
| • Fencing Date Installed: _____ Date Removed: _____ | Yes <u>X</u> No <u> </u> |
| • Street Sweeping | Yes <u> </u> No <u> </u> |
| • Mowing | Yes <u> </u> No <u>X</u> |
| • Rubbish Containers Date Installed: _____ Date Removed: _____ | Yes <u>X</u> No <u> </u> |
| • Recycling Containers Date Installed: _____ Date Removed: _____ | Yes <u>X</u> No <u> </u> |
| • Police | Yes <u>X</u> No <u> </u> |
| • Other: _____ | Yes <u> </u> No <u>X</u> |
| • Map included indicating locations of these services/facilities?* | Yes <u>X</u> No <u> </u> |
| 12. Does the applicant have any security or safety concerns/requirements? | Yes <u>X</u> No <u> </u> |
| 13. Are you requesting assistance from the Police Department? | Yes <u>X</u> No <u> </u> |
| 14. Are you requesting assistance from the Fire Department? | Yes <u>X</u> No <u> </u> |
| 15. Is the applicant requesting assistance from an outside agency or contractor
For providing services and/or facilities? | Yes <u>X</u> No <u> </u> |
| 16. Will the event include loud or unusual sounds?* | Yes <u>X</u> No <u> </u> |
| • Musicians | Yes <u>X</u> No <u> </u> |
| • Singers | Yes <u> </u> No <u>X</u> |
| • Amplified Announcers | Yes <u>X</u> No <u> </u> |
| • Carnival Rides | Yes <u> </u> No <u>X</u> |
| • Motor Vehicle Noises | Yes <u> </u> No <u>X</u> |
| • Generators | Yes <u> </u> No <u>X</u> |
| • Other <u>Fireworks</u> | Yes <u>X</u> No <u> </u> |
| 17. Will the event include food/vendors?* | Yes <u>X</u> No <u> </u> |
| 18. Will the event require sanitation services?* | Yes <u> </u> No <u> </u> |
| 19. Will the event require transportation services?* | Yes <u> </u> No <u>X</u> |
| 20. Will the event include unusual lighting beyond what is normal at that location? | Yes <u> </u> No <u>X</u> |
| 21. Are alcoholic beverages proposed to be served as part of the event?* | Yes <u> </u> No <u>X</u> |
| • Have all necessary liquor licenses been obtained or applied for? | Yes <u> </u> No <u>X</u> |
| 22. Does the applicant have any other requests that are not listed in this form? | Yes <u> </u> No <u>X</u> |
| 23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with
Respect to the event; have you attached a Certificate of Insurance listing the
City of New Buffalo as an additional name insured? | Yes <u>X</u> No <u> </u> |

****Indicates attachments required***

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. **Note:** Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map and Schedule of event** – If your event will use streets, sidewalks, or parks will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), security, signage, exits, port-o-johns, remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request. (Please see page 7 to complete the map(s) and schedule information in greater detail)
8. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
9. **Is the applicant requesting special parking arrangements – such as limiting parking areas to certain groups of users?** No special event request will be inclusive of any guaranteed reserved parking. Applicants may submit a detailed request defining the reason and specific need for the designated parking request. The only vehicles permitted inside of the venue will be utilized for the containment and preservation of perishable goods.
10. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Park Superintendent to review what utilities are available in requested area, and provide a description or map showing the utilities requested. The City will call Miss Dig to identify utility lines 2 weeks before event.
11. **Does the applicant have any other requests for public services?** If yes, you must coordinate with the Park Superintendent to determine if assistance from Public Services is appropriate and available. The applicant may be charged for these services.
12. **Does the applicant have any security or safety needs?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and then provide a description of services or security plan the Police Department has for approval. The applicant shall be charged for these services.
13. **Is the applicant requesting assistance from the Police Department?** If yes, you must contact the Police Chief to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant shall be charged for these services.
14. **Is the applicant requesting assistance from the Fire Department in addressing these concerns?** If yes, you must contact the Fire Chief to determine what assistance from the Fire Department is appropriate and available, and provide a description of the services the Fire Department has indicated it could provide. The applicant may be charged for these services.

- 15. Is the applicant requesting assistance from an outside agency or contractor for providing services and/or facilities?** If yes, you must please attach information indicating all of these contractors on this application. It is your responsibility to make sure each agency or contractor has a minimum of 1,000,000 liabilities policies and has named you or your organization as a rider of a special event.
- 16. Will the event include loud or unusual sounds, such as musicians, singers, amplified announcers, carnival rides, motor vehicle noises, generators beyond those regularly present in the location, etc.?** If yes, you must please attach information indicating all of these on this application along with a detailed schedule and hours of event date(s).
- 17. Will the event include Food Vendors?** If yes, please include a list of food vendors with any and all pertinent information. In addition, the following are also required:
- Special Waste:** All grease, charcoal, etc., must be disposed of properly – not left in the street/park or poured down a sewer. The producer or city employee will review the space, if a vendor is not present, the City reserves the right to determine the cleanliness of the space and charge for clean-up.
 - Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multipurpose dry chemical, a minimum of twenty pounds.
 - You must fill out and mail in the TFE License Application to the Berrien County Health Dept. 2106 S M-139 Benton Harbor, MI 49022 (P: 269.927.5623 / F: 269.927.2960). License must be posted at booth when in operation.
 - All water and/or electrical requirements need to be discussed and planned for prior to the event. Only approved electrical hook-ups are allowed, generators, use of city 110/220 outlets, etc. At no time is a vendor or producer allowed to rig an electrical hook-up without a licensed electrician.
- 18. Will the event require Sanitation Services?** If yes, the producer must indicate the location of waste bins inside and dumpster outside of the event on the site map and include the vendor name and contact information.
- 19. Will the event require transportation services?** If yes, the drop off/pick up locations, vehicles used and vendor name and contact information must be indicated on the site map.
- 20. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?** If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, electrical needs, and whether the lighting is constant or intermittent during those times.
- 21. Will alcoholic beverages be served as part of the event?** If yes, you must complete the LCC temp liquor license application then receive approval from the Police Department of your intention to serve alcoholic beverages. This approval will be based on site map, security provided, hours, and status of applicant and along with board approval (non-profit, church, military only). Approval of the special event by the City does not constitute final approval to serve alcoholic beverages; any necessary approval of a liquor license is a separate process through the State MI Liquor Commission.
- MI Liquor Control Commission:** www.michigan.gov/lara/0,4601,7-154-10570---,00.html
You must have necessary paperwork completed and approved by Police Dept for a liquor license by 30 (thirty) days out from your event date(s). Please provide timeframe of expected receipt of license.

22. Please **attach a separate sheet detailing** any aspects of the event that are not specifically addressed in this form which the City should be aware to make a fully informed decision with regard to approval of the proposed event.
23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be filed at City Hall at least one calendar month before the event.

The City of New Buffalo **PROHIBITS** any and all painting of any city property, unless written authorization is given by the City. The City of New Buffalo **PROHIBITS** tent stakes to be driven into asphalt surfaces, use of weights is preferred unless written authorization is given by the City of New Buffalo. Events of those persons violating this policy will be canceled and no future event will be allowed.

In the event that a Special Events Permit is issued, Applicant shall supply to the City Clerk at the time it receives the Special Events Permit, the name, address and telephone number of the individual who is in charge of and/or responsible for the Applicant's activities which are subject to the Special Events Permit. Applicant shall be responsible for communicating all permit requirements and directions of the City to all vendors, concessionaires, workers, volunteers, attendees, invitees, and all others on City property pursuant to the permit. Applicant also covenants and agrees to fully cooperate with the City's officers and employees concerning or relating to any activity or use of City property conducted under the Special Events Permit. Permit will need to be posted on each event date(s) at the promoters/management station.

Applicant covenants and agrees to indemnify, protect, defend and save the City, its officers and employees harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or the City, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action or suit. In the event of any incident occurring on the premises resulting in any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Special Events Permit, which may be issued for the event covered by this application. All approvals are binding between the City and Applicant, no changes will be made or allowed after approval process is complete unless City is notified and approved changes in writing.

For any activity, event, carnival, or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the City office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service. A licensed electrician in MI must provide all electrical needs or set up.

Applicant shall deposit with the City Clerk a clean-up, parking, and performance bond in the form of cash or cashier's check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. Partial or full modification of deposit may be considered. This will correlate with the type of insurance required. The performance bond should be deposited with the City Clerk at the time the application is submitted. The performance bond shall be returned

to Applicant, without interest, within 60 (sixty) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an "as-is" or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up, parking, and performance bond and if the amount thereof is insufficient, pursue all other remedies.

Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses related to the event. Expenses may include but is not limited to overtime of City employees, including police, street and park employees and trash disposal tipping fees at landfills. The performance bond deposit will be applied to said expenses and any remaining balance will be refunded to applicant. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days of billing.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to complete his or her responsibilities as sponsor of a special event.

The undersigned states he/she has full authority to execute this application on behalf of the Applicant and acknowledges receipt of a copy of the City's Special Events Policy and Procedures.

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of New Buffalo, and that the event takes place in accordance with the application as approved by the New Buffalo City Council, including any conditions placed thereon. The applicant agrees and is responsible to communicate and enforce the information in this application to all vendors, contactors, outside agencies, or other parties working under applicants authority.

Applicant signature: Abby Voss

Applicant printed Name: Abby Voss Date: 2/3/2020

MAPS/LOCATION – mark event items on map(s)

Check items below that apply to your event. All items checked below must be indicated on the MAP(S). Please note, map(s) must be submitted with the Special Events & Festivals Application.

- ☒ City property or city park use. Show locations of fencing, barriers, or barricades. Include streets and/or Sidewalks to be closed or barricaded on map(s). To ensure requested items, such as cones or barricades, are reserved and available for the day of the event, please complete the **CONES AND BARRICADE REQUEST FORM** and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 8:00 a.m. and 4:00 p.m. should you require an alternate time a **\$50 After Hour Charge** will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the City of New Buffalo cannot guarantee the requested items will be available for the event, **first come – first served, limited quantity available**.

- ☐ Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Street Department will be charged \$85.00 per barricade.
- ☐ Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Street Department will be charged \$35.00 per cone.

Explain closure _____


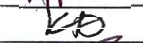


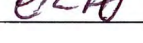

- ☒ Entertainment, dance, tent or stage. Mark locations on maps.
- ☒ Event Command Post. Mark location on maps.
- ☐ Dumpsters and/or trash containers. Mark location on maps. Vendor name and contact info
- ☒ Portable toilet facilities. Mark locations on maps.
The City requires the use of portable toilet facilities for events expecting over 100 attendants. There must be a **minimum of 3 per 1,000 with 1 of the 3 being handicapped accessible**. Vendor name and contact info must be included.
- ☐ Parade. Mark beginning area, the route* (with arrows) and finish area on maps
- ☐ Relay event. Indicate "hand-off" points and areas of participant equipment impact.
- ☐ Fireworks/pyrotechnics site. Mark location on maps. Vendor name and contact info
- ☐ Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)
Promoter must have a list of all vendors, food, general contacts available at all times on site of event

Note: Number/permit will be given for all vendor inquiries. It is required that the Sponsoring Organization issue a paper permit to be displayed by vendor to let city and event staff know they are an approved vendor.

Event Schedule – Site Map(s)

Name: Blagica Bottigliero (President) Phone: _____
Abby Voss (VP/Events)

City of New Buffalo Review

Department	Reviewed – Recommend Approval	Reviewed – Recommend Denial	Reviewed – See Comments
City Manager			
City Clerk			
Park Superintendent			
Street Superintendent			
Police Chief			
Fire Chief			
Other			

Comments

Make a decision by May 15, 2020 if we
will have the fireworks.

Post – Approval Follow-up

Event Application completed in full [YES] [NO]

Performance bond received by City [YES] [NO] Amount \$ _____

Park fees received [YES] [NO] Amount \$ _____

Fees waived [YES] [NO] Reason: _____

Liquor License Application filed with Police/City and approval received [YES] [NO]

Insurance Policy of Promoter Received with Application [YES] [NO]

New Buffalo City Council Approval/Denial

City Council Action: [APPROVED] [DENIED]

Date of City Council Action: _____

Festival Category: [1] [2] [3] [4] determined correctly [APPROVED] [DENIED]

City Manager Signature: _____

Date: _____

If denied by City Council, reason for denial: _____

Conditions or changes from application: _____

Copy to:

City Manager _____

City Clerk _____

Street Superintendent _____

Park Superintendent _____

Police Chief _____

Fire Chief _____

Other _____

CITY of NEW BUFFALO
SPECIAL EVENTS POLICIES AND PROCEDURES

1. PURPOSE

The public health, safety and/or financial welfare of the citizens of New Buffalo.

2. DEFINITIONS

Special Events Committee Members: City Clerk, City Manager, Park Superintendent, Street Superintendent, Police Chief or their designees.

Special Events: Any activities conducted upon or involving the use of City-owned streets, halls, buildings, grounds and other property. They include but are not limited to, any enterprise, temporary gathering or any similar event, such as: a theatrical exhibition, musical performance, markets, community activities, public show, entertainment, parades, races, walk/runs, bicycle/motorcycle/car tours, amusement or other exhibition conducted in or on any City property.

Special Event Categories:

- a. Low Hazard. No physical activity by participants and no severe exposure to spectators, such as: indoor and outdoor meetings, small theatrical performances, auctions and social gatherings.
- b. Medium Hazard. Limited physical activity by participants and no severe exposure to spectators, such as: dances, animal shows, political rallies, art fairs, flea markets, retail sales activities, picnics and parades with no floats.
- c. High Hazard. Major participation by participants and/or moderate or severe exposure to spectators, such as: team or individual non-professional sporting events, circuses and carnivals with rides, parades with floats, and marathons or similar races.
- d. Special Hazard. Concerts, professional or collegiate sport events, rodeos, all vehicle races, power boat races, fireworks displays, all functions where alcoholic beverages are served.

3. PROCEDURES & REQUIREMENTS

- a. Special Events Committee/Coordinator Meeting. For new large or unique events, or for substantial changes in any current/annual event, a meeting with the Special Events Committee, Special Events Coordinator, and Event Sponsor may need to be held prior to application being submitted for approval. Applicants may request a meeting prior to the submittal of completed application.
- b. Application for Permit. Application for a permit to conduct a special event must be made on the Application for Special Events Permit form. The application for a permit must be received by the City Clerk's office a minimum of ninety (90) days before the date of the proposed special event.
- c. It shall be the responsibility of the Applicant to designate a specific location on the premises as its headquarters and to have available at that location, at all times the premises are open to the public and during set up or construction, at least one person who has the knowledge and authority to represent Applicant concerning all activities conducted under the term or condition of any permit which may be issued.
- d. For any event, carnival or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National

Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the Clerk's office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service.

- e. Alcohol Sales. All sale or furnishing of alcohol shall stop at the designated time stipulated on the LCC application and shall not go later than 12:00 a.m. (midnight), except on Sunday, when such sale and furnishing shall stop at 8:00 p.m.
- f. Music. Applicant shall be solely responsible for obtaining the appropriate license to present music covered by copyright, whether by live performance, recorded music or retransmission of any radio and/or television broadcast. All music shall cease being played as set forth in the City's noise ordinance or the Special Events Permit.
- g. Expenses. Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses, which includes but is not limited to overtime of City employees and trash disposal tipping fees at landfills. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.
- h. Vacation of Property. All City property shall be vacated no later than 2 hours past the designated closing time on the Special Events Application.
- i. Costs. All utility, tipping fees for trash disposal, wash stations, and port-a-john costs will be the responsibility of the Applicant.
- j. Insurance and Indemnity. All applicants and permittees shall be required to execute a written indemnity agreement in favor of the City. The certificates and policies of the required comprehensive general liability insurance shall provide and be endorsed as follows:

The City shall be named an additional insured and this coverage shall be endorsed on the certificate and policy "as being primary to the City, and not excess of any other insurance, similar protection (e.g. risk management association) or any other valid, applicable, or collectable insurance or self-insurance which is or may be available to or carried by the City."

The insurance policy cannot be cancelled without providing a thirty (30) day written notice to the City. The amounts of coverage required are listed below. Upon the issuance of any permit, the Applicant shall immediately provide the City with a certificate or other evidence that all required insurance coverage has been obtained. Failure to provide this insurance and indemnity agreement will forfeit the approval.

- l. Insurance Requirements
 - 1. Low Hazard: A minimum of \$500,000 per occurrence and aggregate limit of liability for personal injury, bodily injury and property damage.
 - 2. Medium Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 3. High Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 4. Special Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage. The City Manager/City Clerk may require higher limits.
 - 5. Liquor Liability: A minimum of \$500,000 per occurrence aggregate limit of liability.
- m. Attendance at Meetings. Applicant shall attend any meeting required by the City, which concerns or relates to the conduct of activities permitted by the Special Event Permit.

- n. Clean-up and Damage Bond. Applicant shall deposit with the City Clerk a clean-up and damage bond in the form of cash or check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. This will correlate with the type of insurance required. The bond should be deposited with the City Clerk at the time the application is submitted, when possible, but is required prior to the permit being presented to the City Council for approval. The bond shall be returned to Applicant, without interest, within sixty (60) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an “as-is” or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up and damage bond and if the amount thereof is insufficient, pursue all other remedies.
- o. Power to Act, Modify or Revoke. The City Manager, or his designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The City, through its City Manager, Chief of Police, Fire Chief, or their designees, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the City.
- p. Issuance or Denial of Permit. The completed application shall be submitted to the Special Events Committee (Committee) for its review. Upon receipt of the application, the Committee will either; approve, approve with conditions, or deny the request. Upon approval of the Special Event from the Committee, it will be forwarded to the City Manager and/or Council for final approval.
- q. All permits and/or licenses must be on display on day of the event(s) and a copy should be available at the producer/management tent or area for review at any time by city or other officials.

Special Event Application Form



224 W. Buffalo St.
New Buffalo, MI 49117
Phone: 269-469-1500
Fax: 269-469-7917

Important: Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Manager's Office, at the address shown at the left.

Special Events must be approved by the City Council, which meets on the Third Tuesday each month. We recommend submitting your application at least two months before your organization, to allow time *for review and satisfy all requirements before approval.*

Applicant Information

Name of Special Event: New Buffalo Farmer's Market

Sponsoring Organization (if applicable): New Buffalo Business Association

Mailing/billing Address: [REDACTED]

City/State/ZIP Code: [REDACTED]

TIN: [REDACTED]

Contact Person(s): Blagica Bottigliero-[REDACTED] (President) , Abby Voss-[REDACTED] (VP/Event


Business Phone: _____ Cell Phone: _____ Fax: _____

E-mail Address(es): [REDACTED]

Event Information

**A separate event schedule and/or description may be attached in response to questions 1 through 5.*

***For any question, if there is not room to include a complete response, please include the response on a separate attachment and not "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.*

1. What is the requested day(s), date(s), and time(s) of the Special Event: Every Thursday ^{Text} ^{3-8 pm} 
May 28th-September 7th

2. Is there a requested alternative date(s)? [YES] ☒ [NO]

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Farmers, Artisans & Harbor country businesses
selling produce & handmade goods.

4. What is the requested location(s) of the event(s): 2nd block of N Whittaker St

5. Provide estimate number of people attending this event: 500-1000 per week

Please complete the following checklist regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

6. Is this event expected to be a reoccurring event in a future calendar year? Yes ☒ No ☐
Normal Annual Date? Every Thursday from Memorial Day to Labor Day
7. Have you included a map indicating the location of your event and schedule?* Yes ☒ No ☐
8. Will this event include the use of signs? Yes ☒ No ☐
• Directional Road closures & restricted parking Yes ☒ No ☐
• Other Event banners & market signs on barricades Yes ☒ No ☐
9. Is the applicant seeking special parking arrangements, such as reserved parking?* Yes ☒ No ☐
10. Is the applicant requiring utility connections, such as electric or water services? Yes ☒ No ☐
11. Does the applicant require other public services? Yes ☒ No ☐
• Barricades Date Installed: Thursday 1pm Date Removed: Same day 9pm Yes ☒ No ☐
• Fencing Date Installed: _____ Date Removed: _____ Yes ☐ No ☒
• Street Sweeping Yes ☐ No ☒
• Mowing Yes ☐ No ☒
• Rubbish Containers Date Installed: _____ Date Removed: _____ Yes ☐ No ☒
• Recycling Containers Date Installed: _____ Date Removed: _____ Yes ☐ No ☒
• Police Yes ☐ No ☒
• Other: _____ Yes ☐ No ☒
• Map included indicating locations of these services/facilities?* Yes ☒ No ☐
12. Does the applicant have any security or safety concerns/requirements? Yes ☐ No ☒
13. Are you requesting assistance from the Police Department? Yes ☐ No ☒
14. Are you requesting assistance from the Fire Department? Yes ☐ No ☒
15. Is the applicant requesting assistance from an outside agency or contractor
For providing services and/or facilities? Yes ☒ No ☐
16. Will the event include loud or unusual sounds?* Yes ☒ No ☐
• Musicians Yes ☒ No ☐
• Singers Yes ☒ No ☐
• Amplified Announcers Yes ☒ No ☐
• Carnival Rides Yes ☐ No ☒
• Motor Vehicle Noises Yes ☐ No ☒
• Generators Yes ☐ No ☒
• Other _____ Yes ☐ No ☒
17. Will the event include food/vendors?* Yes ☒ No ☐
18. Will the event require sanitation services?* Yes ☒ No ☐
19. Will the event require transportation services?* Yes ☐ No ☒
20. Will the event include unusual lighting beyond what is normal at that location? Yes ☐ No ☒
21. Are alcoholic beverages proposed to be served as part of the event?* Yes ☐ No ☒
• Have all necessary liquor licenses been obtained or applied for? Yes ☐ No ☒
22. Does the applicant have any other requests that are not listed in this form? Yes ☐ No ☒
23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with
Respect to the event; have you attached a Certificate of Insurance listing the
City of New Buffalo as an additional name insured? Yes ☐ No ☒

****Indicates attachments required***

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. ***Note:*** Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map and Schedule of event** – If your event will use streets, sidewalks, or parks will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), security, signage, exits, port-o-johns, remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request. (Please see page 7 to complete the map(s) and schedule information in greater detail)
8. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
9. **Is the applicant requesting special parking arrangements – such as limiting parking areas to certain groups of users?** No special event request will be inclusive of any guaranteed reserved parking. Applicants may submit a detailed request defining the reason and specific need for the designated parking request. The only vehicles permitted inside of the venue will be utilized for the containment and preservation of perishable goods.
10. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Park Superintendent to review what utilities are available in requested area, and provide a description or map showing the utilities requested. The City will call Miss Dig to identify utility lines 2 weeks before event.
11. **Does the applicant have any other requests for public services?** If yes, you must coordinate with the Park Superintendent to determine if assistance from Public Services is appropriate and available. The applicant may be charged for these services.
12. **Does the applicant have any security or safety needs?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and then provide a description of services or security plan the Police Department has for approval. The applicant shall be charged for these services.
13. **Is the applicant requesting assistance from the Police Department?** If yes, you must contact the Police Chief to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant shall be charged for these services.
14. **Is the applicant requesting assistance from the Fire Department in addressing these concerns?** If yes, you must contact the Fire Chief to determine what assistance from the Fire Department is appropriate and available, and provide a description of the services the Fire Department has indicated it could provide. The applicant may be charged for these services.

- 15. Is the applicant requesting assistance from an outside agency or contractor for providing services and/or facilities?** If yes, you must please attach information indicating all of these contractors on this application. It is your responsibility to make sure each agency or contractor has a minimum of 1,000,000 liabilities policies and has named you or your organization as a rider of a special event.
- 16. Will the event include loud or unusual sounds, such as musicians, singers, amplified announcers, carnival rides, motor vehicle noises, generators beyond those regularly present in the location, etc.?** If yes, you must please attach information indicating all of these on this application along with a detailed schedule and hours of event date(s).
- 17. Will the event include Food Vendors?** If yes, please include a list of food vendors with any and all pertinent information. In addition, the following are also required:
- Special Waste:** All grease, charcoal, etc., must be disposed of properly – not left in the street/park or poured down a sewer. The producer or city employee will review the space, if a vendor is not present, the City reserves the right to determine the cleanliness of the space and charge for clean-up.
 - Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multipurpose dry chemical, a minimum of twenty pounds.
 - You must fill out and mail in the TFE License Application to the Berrien County Health Dept. 2106 S M-139 Benton Harbor, MI 49022 (P: 269.927.5623 / F: 269.927.2960). License must be posted at booth when in operation.
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- 18. Will the event require Sanitation Services?** If yes, the producer must indicate the location of waste bins inside and dumpster outside of the event on the site map and include the vendor name and contact information.
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- MI Liquor Control Commission:** www.michigan.gov/lara/0,4601,7-154-10570---,00.html
You must have necessary paperwork completed and approved by Police Dept for a liquor license by 30 (thirty) days out from your event date(s). Please provide timeframe of expected receipt of license.

22. Please **attach a separate sheet detailing** any aspects of the event that are not specifically addressed in this form which the City should be aware to make a fully informed decision with regard to approval of the proposed event.
23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be filed at City Hall at least one calendar month before the event.

The City of New Buffalo **PROHIBITS** any and all painting of any city property, unless written authorization is given by the City. The City of New Buffalo **PROHIBITS** tent stakes to be driven into asphalt surfaces, use of weights is preferred unless written authorization is given by the City of New Buffalo. Events of those persons violating this policy will be canceled and no future event will be allowed.

In the event that a Special Events Permit is issued, Applicant shall supply to the City Clerk at the time it receives the Special Events Permit, the name, address and telephone number of the individual who is in charge of and/or responsible for the Applicant's activities which are subject to the Special Events Permit. Applicant shall be responsible for communicating all permit requirements and directions of the City to all vendors, concessionaires, workers, volunteers, attendees, invitees, and all others on City property pursuant to the permit. Applicant also covenants and agrees to fully cooperate with the City's officers and employees concerning or relating to any activity or use of City property conducted under the Special Events Permit. Permit will need to be posted on each event date(s) at the promoters/management station.

Applicant covenants and agrees to indemnify, protect, defend and save the City, its officers and employees harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or the City, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action or suit. In the event of any incident occurring on the premises resulting in any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Special Events Permit, which may be issued for the event covered by this application. All approvals are binding between the City and Applicant, no changes will be made or allowed after approval process is complete unless City is notified and approved changes in writing.

For any activity, event, carnival, or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the City office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service. A licensed electrician in MI must provide all electrical needs or set up.

Applicant shall deposit with the City Clerk a clean-up, parking, and performance bond in the form of cash or cashier's check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. Partial or full modification of deposit may be considered. This will correlate with the type of insurance required. The performance bond should be deposited with the City Clerk at the time the application is submitted. The performance bond shall be returned

to Applicant, without interest, within 60 (sixty) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an "as-is" or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up, parking, and performance bond and if the amount thereof is insufficient, pursue all other remedies.

Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses related to the event. Expenses may include but is not limited to overtime of City employees, including police, street and park employees and trash disposal tipping fees at landfills. The performance bond deposit will be applied to said expenses and any remaining balance will be refunded to applicant. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days of billing.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to complete his or her responsibilities as sponsor of a special event.

The undersigned states he/she has full authority to execute this application on behalf of the Applicant and acknowledges receipt of a copy of the City's Special Events Policy and Procedures.

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of New Buffalo, and that the event takes place in accordance with the application as approved by the New Buffalo City Council, including any conditions placed thereon. The applicant agrees and is responsible to communicate and enforce the information in this application to all vendors, contactors, outside agencies, or other parties working under applicants authority.

Applicant signature: Abby Voss

Applicant printed Name: Abby Voss Date: 2/3/2020

MAPS/LOCATION – mark event items on map(s)

Check items below that apply to your event. **All items checked below must be indicated on the MAP(S).** Please note, **map(s) must be submitted with the Special Events & Festivals Application.**

- ☒ City property or city park use. Show locations of fencing, barriers, or barricades. Include streets and/or Sidewalks to be closed or barricaded on map(s). To ensure requested items, such as cones or barricades, are reserved and available for the day of the event, please complete the **CONES AND BARRICADE REQUEST FORM** and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 8:00 a.m. and 4:00 p.m. should you require an alternate time a **\$50 After Hour Charge** will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the City of New Buffalo cannot guarantee the requested items will be available for the event, **first come – first served, limited quantity available.**

- ☒ Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Street Department will be charged \$85.00 per barricade.
- ☒ Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Street Department will be charged \$35.00 per cone.

Explain closure _____

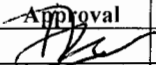
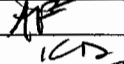

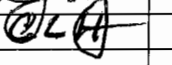
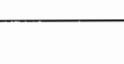
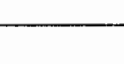
- ☒ Entertainment, dance, tent or stage. Mark locations on maps.
- ☒ Event Command Post. Mark location on maps.
- ☒ Dumpsters and/or trash containers. Mark location on maps. Vendor name and contact info
- ☒ Portable toilet facilities. Mark locations on maps.
The City requires the use of portable toilet facilities for events expecting over 100 attendants. There must be a **minimum of 3 per 1,000** with 1 of the 3 being handicapped accessible. Vendor name and contact info must be included.
- ☐ Parade. Mark beginning area, the route* (with arrows) and finish area on maps
- ☐ Relay event. Indicate “hand-off” points and areas of participant equipment impact.
- ☐ Fireworks/pyrotechnics site. Mark location on maps. Vendor name and contact info
- ☒ Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)
Promoter must have a list of all vendors, food, general contacts available at all times on site of event

Note: Number/permit will be given for all vendor inquiries. It is required that the Sponsoring Organization issue a paper permit to be displayed by vendor to let city and event staff know they are an approved vendor.

Event Schedule – Site Map(s)

Name: Blagica Bottiglieri- [REDACTED] Telephone: [REDACTED]
(President), Abby Voss- [REDACTED] (VP/Events)

City of New Buffalo Review

Department	Reviewed – Recommend Approval	Reviewed – Recommend Denial	Reviewed – See Comments
City Manager			
City Clerk			
Park Superintendent			
Street Superintendent			
Police Chief			
Fire Chief			
Other			

Comments

** Need an updated map.*

Post – Approval Follow-up

Event Application completed in full [YES] [NO]

Performance bond received by City [YES] [NO] Amount \$ _____

Park fees received [YES] [NO] Amount \$ _____

Fees waived [YES] [NO] Reason: _____

Liquor License Application filed with Police/City and approval received [YES] [NO]

Insurance Policy of Promoter Received with Application [YES] [NO]

New Buffalo City Council Approval/Denial

City Council Action: [APPROVED] [DENIED]

Date of City Council Action: _____

Festival Category: [1] [2] [3] [4] determined correctly [APPROVED] [DENIED]

City Manager Signature: _____

Date: _____

If denied by City Council, reason for denial: _____

Conditions or changes from application: _____

Copy to:

City Manager _____

City Clerk _____

Street Superintendent _____

Park Superintendent _____

Police Chief _____

Fire Chief _____

Other _____

CITY of NEW BUFFALO
SPECIAL EVENTS POLICIES AND PROCEDURES

1. PURPOSE

The public health, safety and/or financial welfare of the citizens of New Buffalo.

2. DEFINITIONS

Special Events Committee Members: City Clerk, City Manager, Park Superintendent, Street Superintendent, Police Chief or their designees.

Special Events: Any activities conducted upon or involving the use of City-owned streets, halls, buildings, grounds and other property. They include but are not limited to, any enterprise, temporary gathering or any similar event, such as: a theatrical exhibition, musical performance, markets, community activities, public show, entertainment, parades, races, walk/runs, bicycle/motorcycle/car tours, amusement or other exhibition conducted in or on any City property.

Special Event Categories:

- a. Low Hazard. No physical activity by participants and no severe exposure to spectators, such as: indoor and outdoor meetings, small theatrical performances, auctions and social gatherings.
- b. Medium Hazard. Limited physical activity by participants and no severe exposure to spectators, such as: dances, animal shows, political rallies, art fairs, flea markets, retail sales activities, picnics and parades with no floats.
- c. High Hazard. Major participation by participants and/or moderate or severe exposure to spectators, such as: team or individual non-professional sporting events, circuses and carnivals with rides, parades with floats, and marathons or similar races.
- d. Special Hazard. Concerts, professional or collegiate sport events, rodeos, all vehicle races, power boat races, fireworks displays, all functions where alcoholic beverages are served.

3. PROCEDURES & REQUIREMENTS

- a. Special Events Committee/Coordinator Meeting. For new large or unique events, or for substantial changes in any current/annual event, a meeting with the Special Events Committee, Special Events Coordinator, and Event Sponsor may need to be held prior to application being submitted for approval. Applicants may request a meeting prior to the submittal of completed application.
- b. Application for Permit. Application for a permit to conduct a special event must be made on the Application for Special Events Permit form. The application for a permit must be received by the City Clerk's office a minimum of ninety (90) days before the date of the proposed special event.
- c. It shall be the responsibility of the Applicant to designate a specific location on the premises as its headquarters and to have available at that location, at all times the premises are open to the public and during set up or construction, at least one person who has the knowledge and authority to represent Applicant concerning all activities conducted under the term or condition of any permit which may be issued.
- d. For any event, carnival or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National

Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the Clerk's office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service.

- e. Alcohol Sales. All sale or furnishing of alcohol shall stop at the designated time stipulated on the LCC application and shall not go later than 12:00 a.m. (midnight), except on Sunday, when such sale and furnishing shall stop at 8:00 p.m.
- f. Music. Applicant shall be solely responsible for obtaining the appropriate license to present music covered by copyright, whether by live performance, recorded music or retransmission of any radio and/or television broadcast. All music shall cease being played as set forth in the City's noise ordinance or the Special Events Permit.
- g. Expenses. Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses, which includes but is not limited to overtime of City employees and trash disposal tipping fees at landfills. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.
- h. Vacation of Property. All City property shall be vacated no later than 2 hours past the designated closing time on the Special Events Application.
- i. Costs. All utility, tipping fees for trash disposal, wash stations, and port-a-john costs will be the responsibility of the Applicant.
- j. Insurance and Indemnity. All applicants and permittees shall be required to execute a written indemnity agreement in favor of the City. The certificates and policies of the required comprehensive general liability insurance shall provide and be endorsed as follows:

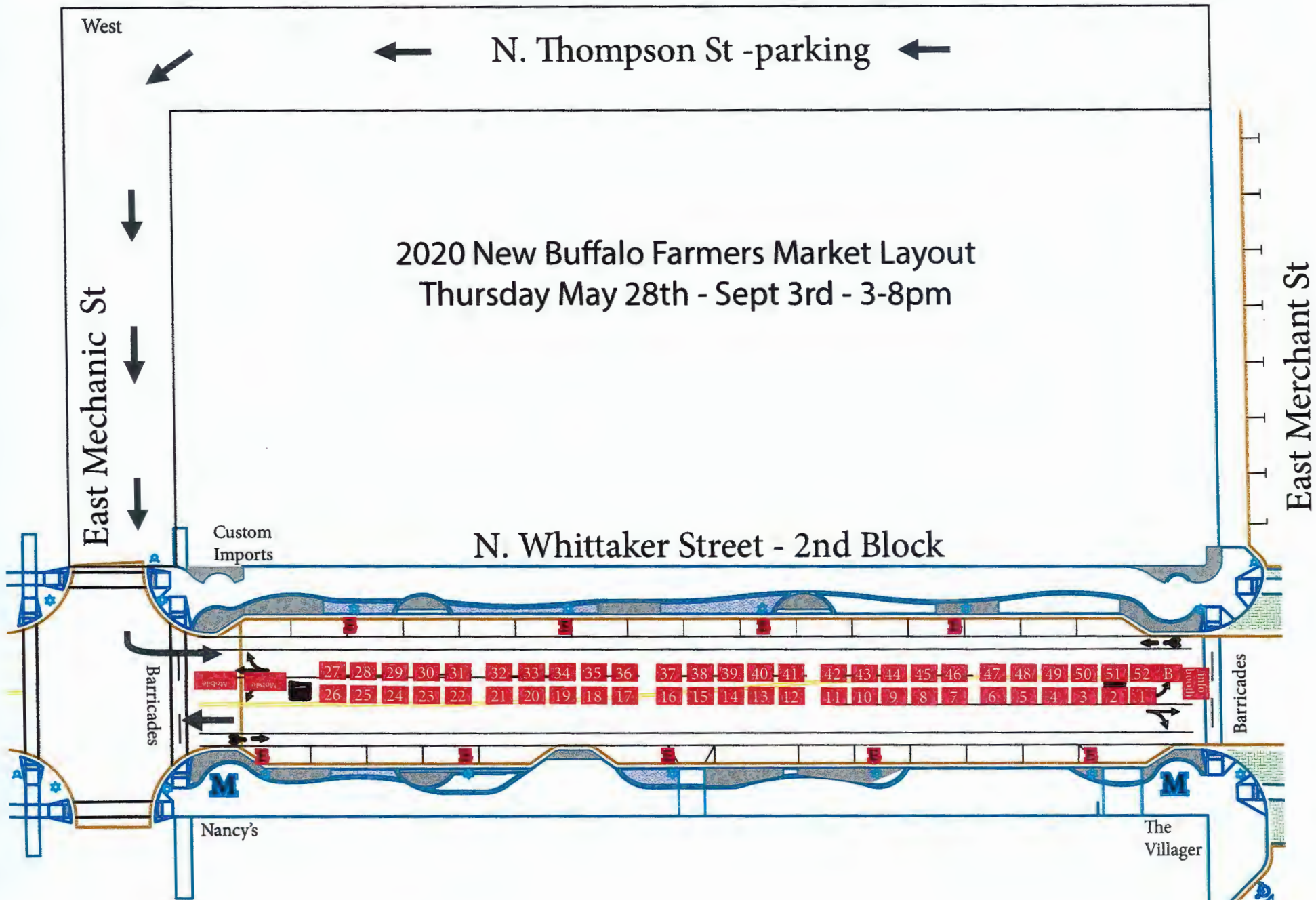
The City shall be named an additional insured and this coverage shall be endorsed on the certificate and policy "as being primary to the City, and not excess of any other insurance, similar protection (e.g. risk management association) or any other valid, applicable, or collectable insurance or self-insurance which is or may be available to or carried by the City."

The insurance policy cannot be cancelled without providing a thirty (30) day written notice to the City. The amounts of coverage required are listed below. Upon the issuance of any permit, the Applicant shall immediately provide the City with a certificate or other evidence that all required insurance coverage has been obtained. Failure to provide this insurance and indemnity agreement will forfeit the approval.

- l. Insurance Requirements
 - 1. Low Hazard: A minimum of \$500,000 per occurrence and aggregate limit of liability for personal injury, bodily injury and property damage.
 - 2. Medium Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 3. High Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 4. Special Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage. The City Manager/City Clerk may require higher limits.
 - 5. Liquor Liability: A minimum of \$500,000 per occurrence aggregate limit of liability.
- m. Attendance at Meetings. Applicant shall attend any meeting required by the City, which concerns or relates to the conduct of activities permitted by the Special Event Permit.

- n. Clean-up and Damage Bond. Applicant shall deposit with the City Clerk a clean-up and damage bond in the form of cash or check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. This will correlate with the type of insurance required. The bond should be deposited with the City Clerk at the time the application is submitted, when possible, but is required prior to the permit being presented to the City Council for approval. The bond shall be returned to Applicant, without interest, within sixty (60) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an "as-is" or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up and damage bond and if the amount thereof is insufficient, pursue all other remedies.
- o. Power to Act, Modify or Revoke. The City Manager, or his designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The City, through its City Manager, Chief of Police, Fire Chief, or their designees, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the City.
- p. Issuance or Denial of Permit. The completed application shall be submitted to the Special Events Committee (Committee) for its review. Upon receipt of the application, the Committee will either; approve, approve with conditions, or deny the request. Upon approval of the Special Event from the Committee, it will be forwarded to the City Manager and/or Council for final approval.
- q. All permits and/or licenses must be on display on day of the event(s) and a copy should be available at the producer/management tent or area for review at any time by city or other officials.

East
North + South



Special Event Application Form



224 W. Buffalo St.
New Buffalo, MI 49117
Phone: 269-469-1500
Fax: 269-469-7917

Important: Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Manager's Office, at the address shown at the left.

Special Events must be approved by the City Council, which meets on the Third Tuesday each month. We recommend submitting your application at least two months before your organization, to allow time *for review and satisfy all requirements before approval.*

Applicant Information

Name of Special Event: Harvest & Wine Fest

Sponsoring Organization (if applicable): New Buffalo Business Association

Mailing/billing Address: [REDACTED]

City/State/ZIP Code: [REDACTED]

TIN: [REDACTED]

Contact Person(s): Blagica Bottigliero-[REDACTED] (President) , Abby Voss-[REDACTED] (VP/Event

Business Phone: _____ Cell Phone: _____ Fax: _____

E-mail Address(es): [REDACTED]

Event Information

**A separate event schedule and/or description may be attached in response to questions 1 through 5.*

***For any question, if there is not room to include a complete response, please include the response on a separate attachment and not "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.*

1. What is the requested day(s), date(s), and time(s) of the Special Event: _____

October 10th, 2020

2. Is there a requested alternative date(s)? [YES] ☒ [NO]

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Tastings with over 21 wineries, breweries., arts & crafts vendors, food vendor:
Kids section

4. What is the requested location(s) of the event(s): Lions Park

5. Provide estimate number of people attending this event: 3000-4000

Please complete the following checklist regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

6. Is this event expected to be a reoccurring event in a future calendar year?
Normal Annual Date? Saturday of Columbus Day Weekend Yes ☒ No ☐
7. Have you included a map indicating the location of your event and schedule?* Yes ☒ No ☐
8. Will this event include the use of signs?
• Directional Event banners & signs Yes ☐ No ☒
• Other _____ Yes ☒ No ☐
9. Is the applicant seeking special parking arrangements, such as reserved parking?* Yes ☒ No ☐
10. Is the applicant requiring utility connections, such as electric or water services? Yes ☒ No ☐
11. Does the applicant require other public services?
• Barricades Date Installed: 10/8/2020 Date Removed: 10/11/20 Yes ☒ No ☐
• Fencing Date Installed: 10/8/2020 Date Removed: 10/11/20 Yes ☒ No ☐
• Street Sweeping Yes ☒ No ☐
• Mowing Yes ☒ No ☐
• Rubbish Containers Date Installed: 10/8/2020 Date Removed: 10/11/20 Yes ☒ No ☐
• Recycling Containers Date Installed: 10/8/2020 Date Removed: 10/11/20 Yes ☒ No ☐
• Police WILL HIRE PRIVATE SECURITY Yes ☒ No ☒
• Other: Street & Parks Dept. Yes ☒ No ☐
• Map included indicating locations of these services/facilities?* Yes ☒ No ☐
12. Does the applicant have any security or safety concerns/requirements? Yes ☒ No ☐
13. Are you requesting assistance from the Police Department? Yes ☒ No ☐
14. Are you requesting assistance from the Fire Department? Yes ☐ No ☒
15. Is the applicant requesting assistance from an outside agency or contractor
For providing services and/or facilities? Yes ☒ No ☐
16. Will the event include loud or unusual sounds?*
- Musicians Yes ☒ No ☐
• Singers Yes ☒ No ☐
• Amplified Announcers Yes ☒ No ☐
• Carnival Rides Yes ☐ No ☒
• Motor Vehicle Noises Yes ☐ No ☒
• Generators Yes ☐ No ☒
• Other _____ Yes ☐ No ☐
17. Will the event include food/vendors?* Yes ☒ No ☐
18. Will the event require sanitation services?* Yes ☒ No ☐
19. Will the event require transportation services?* Yes ☒ No ☐
20. Will the event include unusual lighting beyond what is normal at that location? Yes ☒ No ☐
21. Are alcoholic beverages proposed to be served as part of the event?*
- Have all necessary liquor licenses been obtained or applied for? Yes ☒ No ☐
22. Does the applicant have any other requests that are not listed in this form? Yes ☐ No ☒
23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with
Respect to the event; have you attached a Certificate of Insurance listing the
City of New Buffalo as an additional name insured? Yes ☒ No ☐

****Indicates attachments required***

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. ***Note:*** Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map and Schedule of event** – If your event will use streets, sidewalks, or parks will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), security, signage, exits, port-o-johns, remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request. (Please see page 7 to complete the map(s) and schedule information in greater detail)
8. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
9. **Is the applicant requesting special parking arrangements – such as limiting parking areas to certain groups of users?** No special event request will be inclusive of any guaranteed reserved parking. Applicants may submit a detailed request defining the reason and specific need for the designated parking request. The only vehicles permitted inside of the venue will be utilized for the containment and preservation of perishable goods.
10. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Park Superintendent to review what utilities are available in requested area, and provide a description or map showing the utilities requested. The City will call Miss Dig to identify utility lines 2 weeks before event.
11. **Does the applicant have any other requests for public services?** If yes, you must coordinate with the Park Superintendent to determine if assistance from Public Services is appropriate and available. The applicant may be charged for these services.
12. **Does the applicant have any security or safety needs?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and then provide a description of services or security plan the Police Department has for approval. The applicant shall be charged for these services.
13. **Is the applicant requesting assistance from the Police Department?** If yes, you must contact the Police Chief to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant shall be charged for these services.
14. **Is the applicant requesting assistance from the Fire Department in addressing these concerns?** If yes, you must contact the Fire Chief to determine what assistance from the Fire Department is appropriate and available, and provide a description of the services the Fire Department has indicated it could provide. The applicant may be charged for these services.

- 15. Is the applicant requesting assistance from an outside agency or contractor for providing services and/or facilities?** If yes, you must please attach information indicating all of these contractors on this application. It is your responsibility to make sure each agency or contractor has a minimum of 1,000,000 liabilities policies and has named you or your organization as a rider of a special event.
- 16. Will the event include loud or unusual sounds, such as musicians, singers, amplified announcers, carnival rides, motor vehicle noises, generators beyond those regularly present in the location, etc.?** If yes, you must please attach information indicating all of these on this application along with a detailed schedule and hours of event date(s).
- 17. Will the event include Food Vendors?** If yes, please include a list of food vendors with any and all pertinent information. In addition, the following are also required:
- a. **Special Waste:** All grease, charcoal, etc., must be disposed of properly – not left in the street/park or poured down a sewer. The producer or city employee will review the space, if a vendor is not present, the City reserves the right to determine the cleanliness of the space and charge for clean-up.
 - b. **Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multipurpose dry chemical, a minimum of twenty pounds.
 - c. You must fill out and mail in the TFE License Application to the Berrien County Health Dept. 2106 S M-139 Benton Harbor, MI 49022 (P: 269.927.5623 / F: 269.927.2960). License must be posted at booth when in operation.
 - d. All water and/or electrical requirements need to be discussed and planned for prior to the event. Only approved electrical hook-ups are allowed, generators, use of city 110/220 outlets, etc. At no time is a vendor or producer allowed to rig an electrical hook-up without a licensed electrician.
- 18. Will the event require Sanitation Services?** If yes, the producer must indicate the location of waste bins inside and dumpster outside of the event on the site map and include the vendor name and contact information.
- 19. Will the event require transportation services?** If yes, the drop off/pick up locations, vehicles used and vendor name and contact information must be indicated on the site map.
- 20. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?** If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, electrical needs, and whether the lighting is constant or intermittent during those times.
- 21. Will alcoholic beverages be served as part of the event?** If yes, you must complete the LCC temp liquor license application then receive approval from the Police Department of your intention to serve alcoholic beverages. This approval will be based on site map, security provided, hours, and status of applicant and along with board approval (non-profit, church, military only). Approval of the special event by the City does not constitute final approval to serve alcoholic beverages; any necessary approval of a liquor license is a separate process through the State MI Liquor Commission.
- MI Liquor Control Commission:** www.michigan.gov/lara/0,4601,7-154-10570---,00.html
You must have necessary paperwork completed and approved by Police Dept for a liquor license by 30 (thirty) days out from your event date(s). Please provide timeframe of expected receipt of license.

22. Please **attach a separate sheet detailing** any aspects of the event that are not specifically addressed in this form which the City should be aware to make a fully informed decision with regard to approval of the proposed event.
23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be filed at City Hall at least one calendar month before the event.

The City of New Buffalo **PROHIBITS** any and all painting of any city property, unless written authorization is given by the City. The City of New Buffalo **PROHIBITS** tent stakes to be driven into asphalt surfaces, use of weights is preferred unless written authorization is given by the City of New Buffalo. Events of those persons violating this policy will be canceled and no future event will be allowed.

In the event that a Special Events Permit is issued, Applicant shall supply to the City Clerk at the time it receives the Special Events Permit, the name, address and telephone number of the individual who is in charge of and/or responsible for the Applicant's activities which are subject to the Special Events Permit. Applicant shall be responsible for communicating all permit requirements and directions of the City to all vendors, concessionaires, workers, volunteers, attendees, invitees, and all others on City property pursuant to the permit. Applicant also covenants and agrees to fully cooperate with the City's officers and employees concerning or relating to any activity or use of City property conducted under the Special Events Permit. Permit will need to be posted on each event date(s) at the promoters/management station.

Applicant covenants and agrees to indemnify, protect, defend and save the City, its officers and employees harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or the City, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action or suit. In the event of any incident occurring on the premises resulting in any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Special Events Permit, which may be issued for the event covered by this application. All approvals are binding between the City and Applicant, no changes will be made or allowed after approval process is complete unless City is notified and approved changes in writing.

For any activity, event, carnival, or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the City office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service. A licensed electrician in MI must provide all electrical needs or set up.

Applicant shall deposit with the City Clerk a clean-up, parking, and performance bond in the form of cash or cashier's check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. Partial or full modification of deposit may be considered. This will correlate with the type of insurance required. The performance bond should be deposited with the City Clerk at the time the application is submitted. The performance bond shall be returned

to Applicant, without interest, within 60 (sixty) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an "as-is" or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up, parking, and performance bond and if the amount thereof is insufficient, pursue all other remedies.

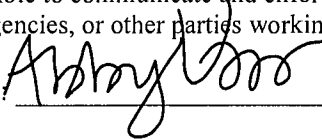
Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses related to the event. Expenses may include but is not limited to overtime of City employees, including police, street and park employees and trash disposal tipping fees at landfills. The performance bond deposit will be applied to said expenses and any remaining balance will be refunded to applicant. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days of billing.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to complete his or her responsibilities as sponsor of a special event.

The undersigned states he/she has full authority to execute this application on behalf of the Applicant and acknowledges receipt of a copy of the City's Special Events Policy and Procedures.

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of New Buffalo, and that the event takes place in accordance with the application as approved by the New Buffalo City Council, including any conditions placed thereon. The applicant agrees and is responsible to communicate and enforce the information in this application to all vendors, contactors, outside agencies, or other parties working under applicants authority.

Applicant signature:  _____

Applicant printed Name: Abby Voss Date: 2/3/2020

MAPS/LOCATION – mark event items on map(s)

Check items below that apply to your event. All items checked below must be indicated on the MAP(S). Please note, map(s) must be submitted with the Special Events & Festivals Application.

- ☒ City property or city park use. Show locations of fencing, barriers, or barricades. Include streets and/or Sidewalks to be closed or barricaded on map(s). To ensure requested items, such as cones or barricades, are reserved and available for the day of the event, please complete the **CONES AND BARRICADE REQUEST FORM** and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 8:00 a.m. and 4:00 p.m. should you require an alternate time a **\$50 After Hour Charge** will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the City of New Buffalo cannot guarantee the requested items will be available for the event, **first come – first served, limited quantity available.**

☒ Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Street Department will be charged \$85.00 per barricade.

☐ Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Street Department will be charged \$35.00 per cone.

Explain closure Fencing Only

☒ Entertainment, dance, tent or stage. Mark locations on maps.

☒ Event Command Post. Mark location on maps.

☒ Dumpsters and/or trash containers. Mark location on maps. Vendor name and contact info

☒ Portable toilet facilities. Mark locations on maps.

The City requires the use of portable toilet facilities for events expecting over 100 attendants. There must be a **minimum of 3 per 1,000** with 1 of the 3 being handicapped accessible. Vendor name and contact info must be included.

☐ Parade. Mark beginning area, the route* (with arrows) and finish area on maps

☐ Relay event. Indicate “hand-off” points and areas of participant equipment impact.

☐ Fireworks/pyrotechnics site. Mark location on maps. Vendor name and contact info

☒ Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)
Promoter must have a list of all vendors, food, general contacts available at all times on site of event

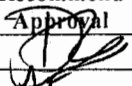


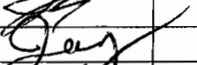
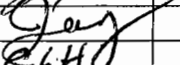
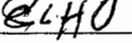
Note: Number/permit will be given for all vendor inquiries. It is required that the Sponsoring Organization issue a paper permit to be displayed by vendor to let city and event staff know they are an approved vendor.

Event Schedule – Site Map(s)

Name: Abby Voss

Telephone: [REDACTED]

City of New Buffalo Review

Department	Reviewed – Recommend Approval	Reviewed – Recommend Denial	Reviewed – See Comments
City Manager			
City Clerk			
Park Superintendent			
Street Superintendent			
Police Chief			
Fire Chief			
Other			

Comments

* Need an updated map for Plan B

Post – Approval Follow-up

Event Application completed in full [YES] [NO]

Performance bond received by City [YES] [NO] Amount \$ _____

Park fees received [YES] [NO] Amount \$ _____

Fees waived [YES] [NO] Reason: _____

Liquor License Application filed with Police/City and approval received [YES] [NO]

Insurance Policy of Promoter Received with Application [YES] [NO]

New Buffalo City Council Approval/Denial

City Council Action: [APPROVED] [DENIED]

Date of City Council Action: _____

Festival Category: [1] [2] [3] [4] determined correctly [APPROVED] [DENIED]

City Manager Signature: _____

Date: _____

If denied by City Council, reason for denial: _____

Conditions or changes from application: _____

Copy to:

City Manager _____

City Clerk _____

Street Superintendent _____

Park Superintendent _____

Police Chief _____

Fire Chief _____

Other _____

CITY of NEW BUFFALO
SPECIAL EVENTS POLICIES AND PROCEDURES

1. PURPOSE

The public health, safety and/or financial welfare of the citizens of New Buffalo.

2. DEFINITIONS

Special Events Committee Members: City Clerk, City Manager, Park Superintendent, Street Superintendent, Police Chief or their designees.

Special Events: Any activities conducted upon or involving the use of City-owned streets, halls, buildings, grounds and other property. They include but are not limited to, any enterprise, temporary gathering or any similar event, such as: a theatrical exhibition, musical performance, markets, community activities, public show, entertainment, parades, races, walk/runs, bicycle/motorcycle/car tours, amusement or other exhibition conducted in or on any City property.

Special Event Categories:

- a. Low Hazard. No physical activity by participants and no severe exposure to spectators, such as: indoor and outdoor meetings, small theatrical performances, auctions and social gatherings.
- b. Medium Hazard. Limited physical activity by participants and no severe exposure to spectators, such as: dances, animal shows, political rallies, art fairs, flea markets, retail sales activities, picnics and parades with no floats.
- c. High Hazard. Major participation by participants and/or moderate or severe exposure to spectators, such as: team or individual non-professional sporting events, circuses and carnivals with rides, parades with floats, and marathons or similar races.
- d. Special Hazard. Concerts, professional or collegiate sport events, rodeos, all vehicle races, power boat races, fireworks displays, all functions where alcoholic beverages are served.

3. PROCEDURES & REQUIREMENTS

- a. Special Events Committee/Coordinator Meeting. For new large or unique events, or for substantial changes in any current/annual event, a meeting with the Special Events Committee, Special Events Coordinator, and Event Sponsor may need to be held prior to application being submitted for approval. Applicants may request a meeting prior to the submittal of completed application.
- b. Application for Permit. Application for a permit to conduct a special event must be made on the Application for Special Events Permit form. The application for a permit must be received by the City Clerk's office a minimum of ninety (90) days before the date of the proposed special event.
- c. It shall be the responsibility of the Applicant to designate a specific location on the premises as its headquarters and to have available at that location, at all times the premises are open to the public and during set up or construction, at least one person who has the knowledge and authority to represent Applicant concerning all activities conducted under the term or condition of any permit which may be issued.
- d. For any event, carnival or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National

Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the Clerk's office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service.

- e. Alcohol Sales. All sale or furnishing of alcohol shall stop at the designated time stipulated on the LCC application and shall not go later than 12:00 a.m. (midnight), except on Sunday, when such sale and furnishing shall stop at 8:00 p.m.
- f. Music. Applicant shall be solely responsible for obtaining the appropriate license to present music covered by copyright, whether by live performance, recorded music or retransmission of any radio and/or television broadcast. All music shall cease being played as set forth in the City's noise ordinance or the Special Events Permit.
- g. Expenses. Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses, which includes but is not limited to overtime of City employees and trash disposal tipping fees at landfills. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.
- h. Vacation of Property. All City property shall be vacated no later than 2 hours past the designated closing time on the Special Events Application.
- i. Costs. All utility, tipping fees for trash disposal, wash stations, and port-a-john costs will be the responsibility of the Applicant.
- j. Insurance and Indemnity. All applicants and permittees shall be required to execute a written indemnity agreement in favor of the City. The certificates and policies of the required comprehensive general liability insurance shall provide and be endorsed as follows:

The City shall be named an additional insured and this coverage shall be endorsed on the certificate and policy "as being primary to the City, and not excess of any other insurance, similar protection (e.g. risk management association) or any other valid, applicable, or collectable insurance or self-insurance which is or may be available to or carried by the City."

The insurance policy cannot be cancelled without providing a thirty (30) day written notice to the City. The amounts of coverage required are listed below. Upon the issuance of any permit, the Applicant shall immediately provide the City with a certificate or other evidence that all required insurance coverage has been obtained. Failure to provide this insurance and indemnity agreement will forfeit the approval.

- l. Insurance Requirements
 - 1. Low Hazard: A minimum of \$500,000 per occurrence and aggregate limit of liability for personal injury, bodily injury and property damage.
 - 2. Medium Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 3. High Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 - 4. Special Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage. The City Manager/City Clerk may require higher limits.
 - 5. Liquor Liability: A minimum of \$500,000 per occurrence aggregate limit of liability.
- m. Attendance at Meetings. Applicant shall attend any meeting required by the City, which concerns or relates to the conduct of activities permitted by the Special Event Permit.

- n. Clean-up and Damage Bond. Applicant shall deposit with the City Clerk a clean-up and damage bond in the form of cash or check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. This will correlate with the type of insurance required. The bond should be deposited with the City Clerk at the time the application is submitted, when possible, but is required prior to the permit being presented to the City Council for approval. The bond shall be returned to Applicant, without interest, within sixty (60) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an "as-is" or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up and damage bond and if the amount thereof is insufficient, pursue all other remedies.
- o. Power to Act, Modify or Revoke. The City Manager, or his designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The City, through its City Manager, Chief of Police, Fire Chief, or their designees, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the City.
- p. Issuance or Denial of Permit. The completed application shall be submitted to the Special Events Committee (Committee) for its review. Upon receipt of the application, the Committee will either; approve, approve with conditions, or deny the request. Upon approval of the Special Event from the Committee, it will be forwarded to the City Manager and/or Council for final approval.
- q. All permits and/or licenses must be on display on day of the event(s) and a copy should be available at the producer/management tent or area for review at any time by city or other officials.

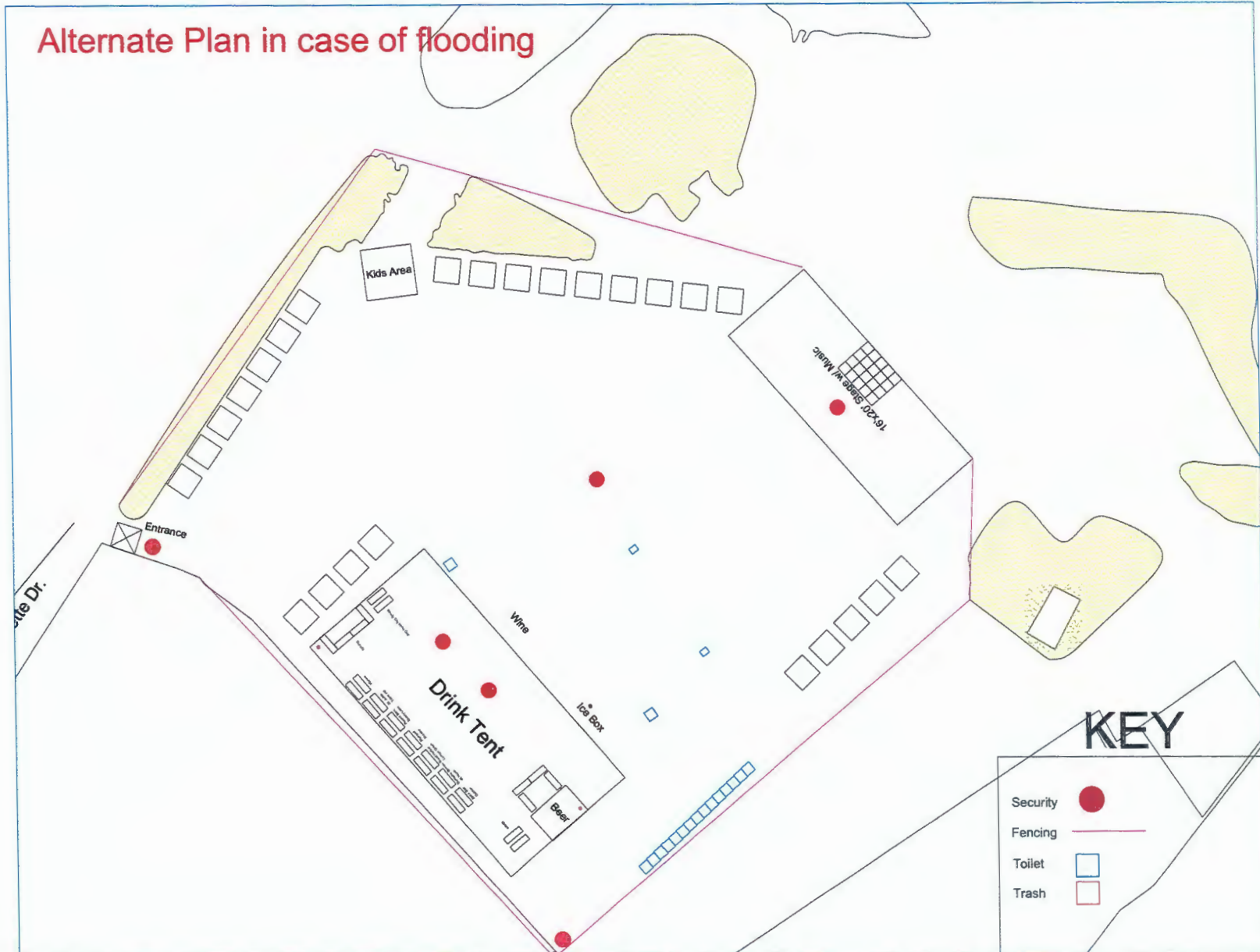
New Buffalo Harvest & Wine Festival

Saturday 10/10/20 Noon -10PM



New Buffalo Harvest & Wine Festival

Saturday 10/10/20 Noon-10PM





MANAGER'S REPORT

April 20, 2020

AGENDA ITEM: Police Department and City Hall Security Improvements

SUMMARY: Since the beginning of our employment the Police Chief and I have frequently discussed the need for security improvements at City Hall to provide reasonable protection to its City's employees. The building was constructed in a different time with a culture that displayed higher values for life and presented fewer opportunities for visitors to act out any ill-intentions. In combination with the City's Building Department, engineers, contractors and the NB Area Schools Building Trades Program, the Chief has prepared a responsible proposal to respond to those risks which is detailed below. His explanations are attached but a summary of improvements and costs is included below.

The improvements involve two (2) areas: The Police reception area which routinely communicates with "impassioned" visitors, and the Administrative reception area where employees deal with large sums of cash and other sensitive issues that commonly create drama. Abonmarche, the Building Department, contractors, and the Trades Program have designed a protective system of electronic doors and security windows that will provide a modern secure environment to the City's employees. Some of the improvements have been completed at the Police Department because of the availability of City labor and current budgeting. The Building Trades program has volunteered to supply the additional labor making the project more affordable. The detailed costs of \$21,235.15 are attached in the Chief's description but summarized here.

Police Department \$ 8,563.00

City Hall \$12,672.15

BUDGETED: Yes ☒ No NA

RECOMMENDATION: Approve the proposed Police Department and City Hall Security Improvements costing \$21,235.15.

Respectfully submitted,

David Richards, City Manager

Dave Richards

From: Rich Killips
Sent: Thursday, March 12, 2020 8:42 AM
To: Dave Richards
Subject: Building Project for council
Attachments: Package for council.pdf

Mr Richards,

The final quotes have come in for the ADA, safety, and security building improvements for City Hall. The project will include new transaction windows at both City Hall and the Police Department, ADA accessibility improvements at both locations, and the addition of a secure recorded conference room at the Police Department. The total cost of the project is \$21,235.15, which is further outlined below and illustrated in the attached documents. Some of the improvements at the Police Department have already been completed because of the availability of labor (DPW not having to plow much snow) and the availability of budgeted funds. New Buffalo Area School's Building Trades Program has volunteered to supply the remainder of the labor for the project which helps makes it affordable. If you need additional information please let me know.
Rich

Building Rehab Costs:

Police Department:

- Midwest Glass PD Window 1195.00 ✓
- Menards 1608.00
- Carpet Mart 1428.00 ✓
- Doubleday Countertops 675.00 ✓
- NB Hardware 407.00
- Midwest Glass Conference room wall/door 3250.00 *
- Construction labor done by New Buffalo DPW

\$8,563.00

City Hall:

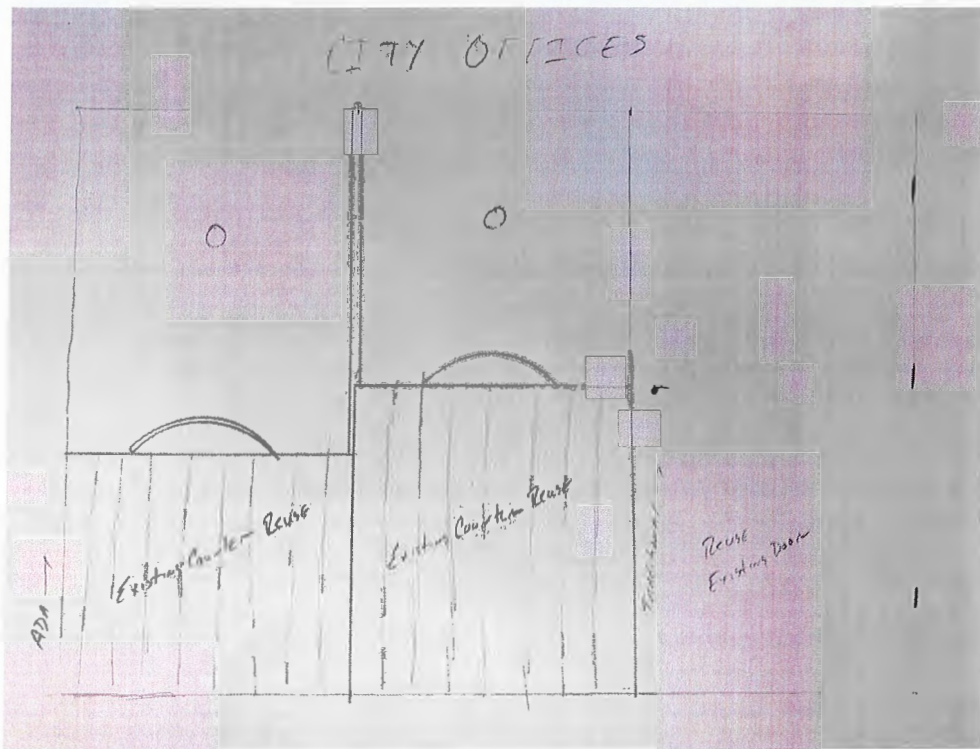
- Midwest Glass \$3800.00
- Doubleday. New workspace for Admin Asst \$1672.15
- Door Control \$5700.00
- Misc building supplies \$1500.00
- Labor done by building trades

*panic
button*

\$12,672.15

Existing Glass Wall to be changed into teller/transaction windows.





If anyone has questions I would gladly show them in person.

Thanks

Rich

Rich Killips

Chief of Police

New Buffalo City Police Department

224 W. Buffalo St. New Buffalo Mi. 49117

269-469-1593 Office

269-469-2110 Fax





MANAGER'S REPORT

April 20, 2020

AGENDA ITEM: Little Free Library Box Agreement

SUMMARY: The "Friends of the New Buffalo Library" have proposed to locate a library box at the NE intersection of N. Whittaker and E. Merchant Streets. A picture of the box to be positioned on a pole is included and the exact location of the of the "Licensed Area" is noted in the agreement. The "Friends of the Library" have agreed to the terms of the agreement and the DDA has provided its support. There is no fee associated with the agreement because the "Friends of the Library" is a nonprofit corporation.

COST: None

BUDGETED: Yes No ☒ NA

RECOMMENDATION: Approve Little Free Library Box Agreement

Respectfully submitted,

David Richards, City Manager

LITTLE FREE LIBRARY LICENSE AGREEMENT

This Little Free Library License Agreement is made as of _____, 2020, between the City of New Buffalo, a Michigan municipal corporation, the principal business address of which is 224 W Buffalo St. New Buffalo, MI 49117 (the "City"), and Friends of the New Buffalo Library, a Michigan nonprofit corporation with a registered address of 33 N. Thompson Street, New Buffalo, MI 49117 ("Licensee").

RECITALS

- A. The City owns and controls the public streets within its jurisdictional boundaries, including the streets known as North Whitaker and East Merchant.
- B. The Licensee has asked the City to grant a license allowing it to install and maintain a Little Free Library box near the corner of North Whitaker street and East Merchant.
- C. The City wishes to grant that request subject to the terms and conditions of this Agreement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

1. License. The City grants to Licensee a non-exclusive license to install and maintain a Little Free Library box, as depicted on the attached Exhibit A, subject to the terms and conditions of this Agreement and for no other purpose. The box shall be installed on the northeast corner of North Whittaker Street and East Merchant Street at a location 7.5 feet west of the existing fire hydrant and 2 feet north of the existing sidewalk, as shown on the attached Exhibit B. This location shall be referred to as the "Licensed Area" and is staked with orange type as of the date this agreement was signed. The box shall be affixed to a pole in a manner that does not impede pedestrian traffic.
2. Term. The term of the license shall commence upon the date of this Agreement and continue until terminated as provided in this Agreement.
3. Requirements of Licensee. This license is subject to the following terms and conditions:
 - a. Licensee shall install the Little Free Library box within the Licensed Area in a location approved by the City Manager, so as not adversely impact the movement of pedestrian traffic or impair clear vision for vehicular traffic.
 - b. Licensee accepts the Licensed Area "AS IS" and with all faults. The City has not made, does not make, and has not authorized anyone else to make any representation or warranty as to the Licensed Area.
 - c. Licensee shall be solely responsible for maintaining the Little Free Library box and the surrounding Licensed Area in a neat and orderly condition and shall be responsible for ensuring that any materials deposited there that are obscene or obscene as to minors are promptly removed. The City expressly disclaims any responsibility for stocking, maintaining, or removing materials from the Little Free Library box.
4. Assignment or Use by Others Prohibited. Licensee may not assign this Agreement or its rights, privileges, duties or obligations under this Agreement without the City's prior written consent.
5. Property Rights. This license does not grant or convey to Licensee any rights, title, or interest in the Licensed Area. The City retains all of its property rights in the Licensed Area.
6. Indemnification. Licensee shall hold the City, its officers, agents, and employees (the "Indemnified Parties") harmless from, indemnify them for and defend them (with legal counsel reasonably acceptable to the Indemnified Parties) against any demand, claim, judgment, award, legal proceeding or loss of any

kind arising from Licensee's installation, use, maintenance (or failure to maintain), the Little Free Library box, including but not limited to claims that the box was not appropriately stocked.

7. Termination. The license granted pursuant to this Agreement is terminable at the will of either the City Council or Licensee. Prior to terminating the license, the City shall first give Licensee written notice that it is considering such action and the date and time of the City Council meeting at which such action will initially be considered so that Licensee may address the City Council. Upon the termination of this Agreement, Licensee shall, unless the City otherwise consents by resolution of the City Council, without cost to the City, remove the Little Free Library box and restore the Licensed Area to the condition it was in prior to its installation.

8. Binding Effect. This Agreement shall be binding upon the parties to this Agreement as well as their successors and permitted assigns.

9. Miscellaneous.

a. This is the entire agreement between the parties regarding its subject matter. There are no prior or contemporaneous agreements. It may not be modified or amended except in writing, signed by each party. It shall not be affected by any course of dealing. The captions are for reference only and shall not affect its interpretation. More than one copy of this Agreement may be signed, but all constitute but one agreement.

b. Any notices shall be made in writing to the addresses first written above or such other addresses as indicated by notice and shall be made by personal delivery or by postage prepaid United States first-class mail and shall be deemed completed when actually received or, if by first-class mail, three business days after mailing.

The parties have caused this Agreement to be executed as of the date first above written.

CITY OF NEW BUFFALO

FRIENDS OF THE NEW BUFFALO LIBRARY

By: _____
Lou O'Donnell IV, Mayor

By: _____

By: _____
Ann M. Fidler, City Clerk

Its: _____

Date signed: _____, 2020

Date signed: _____, 2020

EXHIBIT A
LITTLE FREE LIBRARY BOX





**EXHIBIT B
BOX LOCATION**









MANAGER'S REPORT

April 20, 2020

AGENDA ITEM: Potential Sale of 435 S. Whittaker Street

SUMMARY: The Hardware Store and other properties at 435 S. Whittaker Street have recently generated a great deal of interest from no less than four (4) parties. Interestingly, the offers vary in price from the City's investment to both the low and high appraisals and include the hardware store alone to all three (3) parcels.

At this point it would only be fair to accurately describe the property(s) for sale, a minimum price and set a deadline for detailed proposals of the use of the property(s) if sold. Remember the City will only retain \$68,128 plus the pole barn and the now vacant material building lot, while the remainder of any proceeds will go to the County Treasurer.

Both the pole barn and the empty material lot have some utility for the City and staff would like to retain them both for future projects. Both proposals include the condition to develop the front of the Hardware Store within one (1) year for various retail purposes while the rear would apparently be a mixed use.

COST: TBD

RECOMMENDATION: Describe the property(s) for sale, set a minimum price and a deadline for detailed proposals of the use of the property(s) if sold.

Respectfully submitted,

David Richards, City Manager



MANAGER'S REPORT

April 20, 2020

AGENDA ITEM: Wage Increase for City Manager

SUMMARY: The Manager entered into a contract with the City on May 1, 2017. The annual compensation agreed to at that time was \$90,000.00 base salary and a monthly stipend of \$850.00. The parties agreed "during the sixty (60) days prior to the commencement of the second twelve months Term, the base pay shall be reviewed for possible increase" depending upon the performance of the Manager's duties.

While the Manager had two (2) successful performance evaluations, no pay increase was forthcoming and the 2019 increase was passed over while all other City employees realized 3% increases. I would like the City Council to consider a 3% increase for 2019 and another 3% increase for 2020, effective May 1 of each year. All other terms will stay the same.

COSTS:

2019	\$2,700.00	\$92,700.00
2020	\$2,781.00	\$95,481.00

RECOMMENDATION: Approve one 3% increase retroactive to May 1, 2019 and another 3% increase effective May 1, 2020.

Respectfully submitted,

David Richards, City Manager



MANAGER'S REPORT

April 20, 2020

AGENDA ITEM: Boat Launch Storm Water Easement Agreement

SUMMARY: The boat launch has flooded routinely as a result of high water and storms. A storm drain exists from the south corner of the boat launch parking lot across the Harbor Point property but it failed and caused flooding in boat launch lot. A plan has been engineered to allow the storm water to drain but an easement is required to set terms of operation.

The attached agreement defines the easement location, describes the terms of maintenance, allows for installation of a grinder pump at the discharge point, prohibits disconnection without prior City consent, and allows for a temporary flood barrier between the Galien River and Whittaker Street to minimize damage to N. Whittaker Street.

COST: \$3,500 for the grinder pump
\$7,800 for blocks and installation

BUDGETED: ☒ Yes ☐ No ☐ NA

RECOMMENDATION: Approve the Boat Launch Storm Water Easement Agreement

Respectfully submitted,

David Richards, City Manager

STORMWATER MANAGEMENT EASEMENT AGREEMENT

This Stormwater Management Agreement is made as of _____, 2020, between the City of New Buffalo, a Michigan municipal corporation, having an address of 224 W Buffalo St., New Buffalo, MI 49117 (the "City"), and the Harbor Pointe Condominium Association, a Michigan nonprofit corporation with a registered address of Harbor Pointe, P.O Box 858, New Buffalo, MI 49117 (the "Association").

RECITALS

- A. The City owns an 18.1-acre parcel on North Whittaker Street designated as Tax I.D. No. 11-62-0004-0001-01-4, the eastern portion of which is used as a boat launch and an associated parking lot.
- B. The Harbor Pointe Condominium ("Harbor Point") was established as a condominium project by the Master Deed dated December 3, 1986 and recorded at Liber 27, Page 1, Berrien County, Michigan, Register of Deeds ("Berrien County Records"), which has been subsequently amended a number of times.
- C. Harbor Point lies immediately to the south of the boat launch parking lot, on the bank of the Galien River.
- D. The boat launch parking lot and the condominium parking lot each have their own storm drainage systems. At some point, the systems were connected so that stormwater flows from the City's property to and through the condominium project, ultimately discharging into the river.
- E. Rising water levels have resulted in flooding within the condominium development, particularly in the condominium parking lot maintained by the Association.
- F. The Association, through its Board of Directors, has the authority pursuant to Article VII of the Master Deed to grant easements to the City for the purpose of installing, maintaining, and repairing storm sewers and pumping facilities.
- F. The City and the Association are entering into this Agreement in order to prevent further flooding and to establish a cooperative arrangement for addressing stormwater management in the vicinity.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

1. Easement. The Association hereby grants the City a permanent, non-exclusive easement for the use, maintenance, repair, and replacement of the stormwater management facilities located within the area described and depicted in the attached **Exhibit A** (the "Easement Area").

2. Maintenance of Existing Facilities. The City and the Association shall maintain the stormwater management facilities existing within the Easement Area as of the date of this Agreement in the following manner:

a. The City shall maintain the existing facilities in the portion of the Easement Area commencing at the City's property line and terminating immediately to the northeast of the Association's catch basin, as shown in blue in the attached **Exhibit B**.

b. The Association shall maintain the existing facilities in the portion of the Easement Area commencing at the catch basin and terminating at the Galien River, as shown in red in the attached **Exhibit B**.

c. For purposes of this section, the maintenance obligation of each party shall include ensuring that any inlet and outlet pipes and structures are kept clean, unclogged, and in good and working order.

d. The maintenance obligations in this section shall not be construed to address the replacement of the storm water management facilities. When the facilities reach the end of their useful life, the parties may negotiate a new agreement to split the cost of their replacement.

3. Grinder Pump. Within 90 days of the effective date of this Agreement, the City shall install a new grinder pump at the existing discharge point. The City shall be responsible for the cost of the grinder pump and the associated installation work. Following installation, notwithstanding any other section of this Agreement, the City shall maintain the grinder pump until the end of its useful life. The Association shall, within 30 days of invoicing by the City, reimburse the City periodically for 50% of the grinder pump's electric use, which shall be measured by a meter installed by the City. Further, in the event the City and the Association mutually agree that the grinder pump is in need of maintenance or repair, each shall be responsible for paying half the cost of such work.

4. Disconnection. The Association shall not disconnect or plug drainage facilities or otherwise inhibit the flow of stormwater from the City's property through the Easement Area without the City's prior written consent. The parties acknowledge that the actual damages likely to result from breach of this section are difficult to estimate and would be difficult for the City to prove. Accordingly, the parties agree that the Association shall pay the City, as liquidated damages, \$1,000 for each day that the Association is in breach of this section.

5. Temporary Barrier. The City shall install temporary cement jersey or pre-cast block barrier in the area between the Galien River and Whittaker Street to protect the utilities located under the street from damage due to highwater. The exact location of the barrier shall be determined by City personnel or contractors at the time of installation. The City shall remove the barrier when the City Manager determines, in his sole discretion, that water levels have returned to the point where they are not threatening the street and the underlying utilities. All work performed under this section shall be at the City's sole cost and expense. The Association grants the City a license to enter the property for the purposes of performing this work.

6. Restoration Work. To the extent the fulfillment of any obligations provided in this Agreement involves excavation or otherwise disturbing land within the condominium project, the party performing the work shall restore the disturbed area to the same general condition as existed immediately prior to the disturbance.

7. Miscellaneous.

- a. This Agreement, including the Easement incorporated by reference, is the entire agreement between the parties regarding its subject matter. It may not be modified or amended except in writing executed by both parties. The captions are for reference only and shall not affect the interpretation of this Agreement. More than one copy of this Agreement may be signed, but all constitute but one agreement.
- b. Any notices shall be made in writing to the address as first written above or to such other addresses as indicated by notice and shall be made by personal delivery or by United States certified mail, with return receipt requested and postage prepaid.
- c. This Agreement shall be binding upon the parties and their subrogees, successors, and permitted assigns.

The parties have signed this Agreement as of the dates stated below.

ASSOCIATION:

Harbor Pointe Condominium Association,
a Michigan nonprofit corporation,

By: _____

Its: _____

Dated:

STATE OF MICHIGAN)
) ss
COUNTY OF BERRIEN)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by _____, the _____ of the Harbor Pointe Condominium Association, a Michigan nonprofit corporation, on behalf of said corporation.

_____, Notary Public
 _____ County, Michigan
 Acting in _____ County
 My Commission Expires: _____

CITY:

CITY OF NEW BUFFALO,
a Michigan municipal corporation

By: _____
Lou O'Donnell IV, Mayor

By: _____
Ann M. Fidler, City Clerk

Dated: _____

STATE OF MICHIGAN)
) ss
COUNTY OF VAN BUREN)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Lou O'Donnell IV and Ann M. Fidler, the New Buffalo Mayor and City Clerk, respectively, on behalf of the City of New Buffalo.

_____, Notary Public
_____, County, Michigan
Acting in _____ County
My Commission Expires: _____

Prepared by:

Nicholas Curcio
Curcio Law Firm PLC
622 E. Savidge St., Ste. 108
Spring Lake, MI 49456

After recording, return to:

Ann M. Fidler, City Clerk
City of New Buffalo
224 W Buffalo Street
New Buffalo, MI 49117

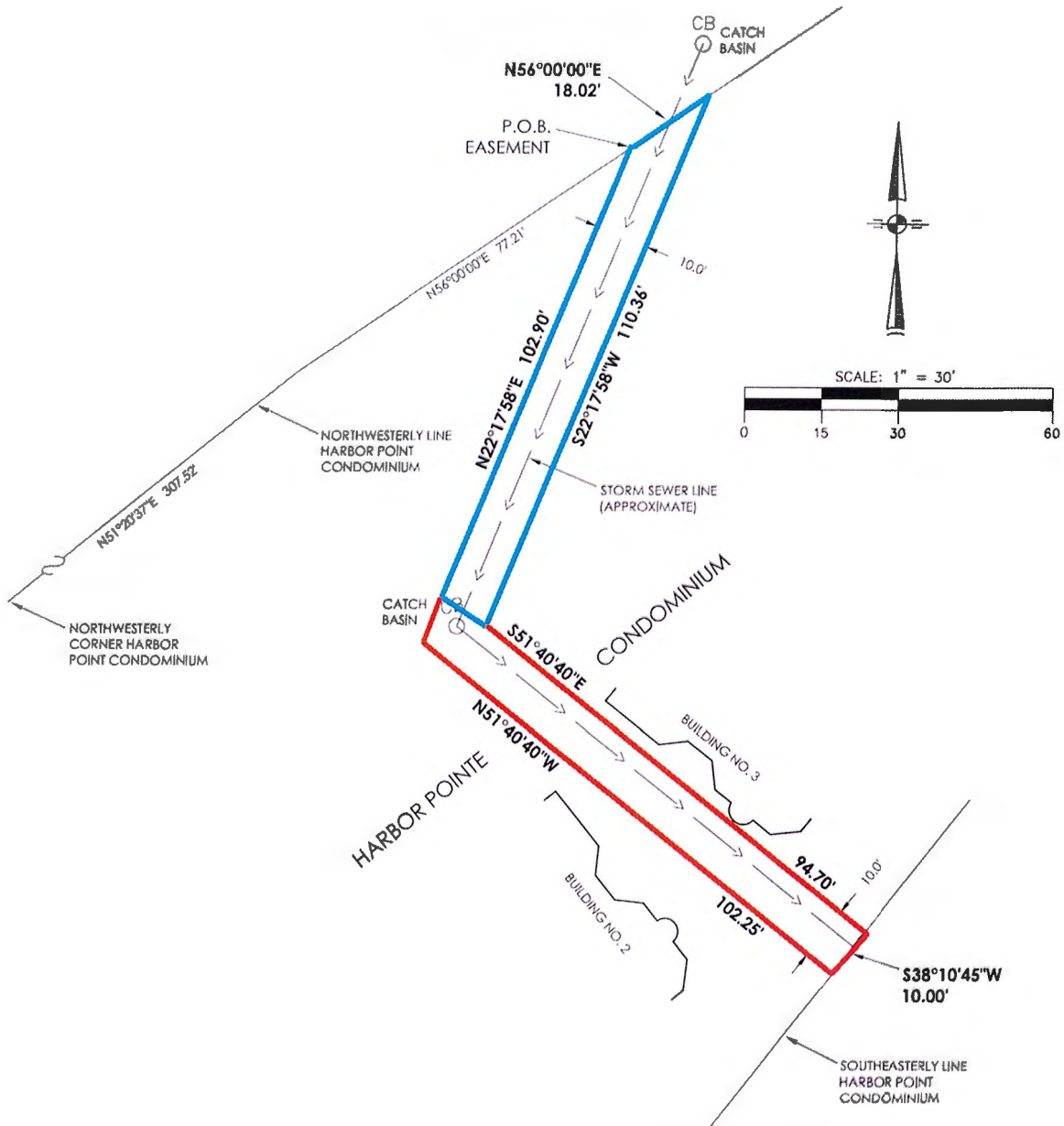
EXHIBITS:

Exhibit A – Easement Area Legal Description and Depiction
Exhibit B – Maintenance Areas

Exhibit A
Easement Area

*[Attach Survey Prepared by Abonmarche Consulting
Job No. 20-0145]*

Exhibit B
Maintenance Areas





MANAGER'S REPORT

April 20, 2020

AGENDA ITEM: City Hall Server Replacement

SUMMARY: The IT server connecting all the City's work stations is routinely out of order and regularly requiring emergency repairs. Unfortunately, with each new update the server operates slower and more ineffectively resulting in costly repairs and less effective use of the data system.

The Police Chief, acting as the City's IT contact has discussed options available with Edge IT, the City's IT service provider and they are proposing a plan to address the failing server. That discussion is detailed in the attached report.

It has been agreed the best solution involves replacing the City Hall server and moving the current server to the Fire Department where it will potentially back up daily data and act as an emergency operations center if necessary.

The other option is utilizing a Cloud server at an estimated initial cost of \$50,000.00 with significant reoccurring costs. The cost results from the purchase of two virtual servers for the Police Department, two for City business, two for remote applications, and two as an active directory. It is recognized if the internet goes down, 100% of the City's IT work stops while our current BSA system allows Building, Assessing, AP, Payroll, and UB to continue operations. It is further noted a new server will still be required at City Hall to control all the work stations if the Cloud were only used for back up. Moreover, IT staff is not necessarily required to fix a standalone servers which is easier to fix. The options are expensive but computers are essential now to the successful operation of any modern business even government.

COST: \$20,575.83

RECOMMENDATION: Approve the emergency quote from CDWG to replace the City Hall server and provide associated services.

Respectfully submitted,

David Richards, City Manager

The question has come up regarding the use of Cloud services in place of a new server at City Hall, or in addition to a new server for backup services. Edge IT and I have had discussions regarding the best server configuration for the City as a whole and have come up with the proposed plan that has come to the forefront in light of our failing server. Cloud solutions were discussed and analyzed as part of the possible solutions.

The agreed upon best solution involves replacing the City Hall server with a top quality server, properly configured, that runs all aspects of City Hall including the Police Department (which currently has its own server). The server that is in the PD would be moved to another city building and act as an off site disaster recovery point and where the server at city hall is backed up to in almost real time. This accomplishes two things, first we have rock solid legitimate backups and secondly, a place that we would "do real business" if something were to happen to this building. The fire station has been used twice as an ad hoc City Hall. Once during construction of this building and once when we had severe storms and lost power for a string of days in 2010, it has backup power. The Fire Station would also be on our computer network so if we had to open an Emergency Operations Center we would have access at all critical city data at that location.

We felt the cons outweighed the pros when it came to cloud solutions and some of those points are listed below.

- Cloud services (server hosting) is/are expensive and have legacy costs that go on forever that we have no control over. It was estimated that a full cloud solution would cost nearly \$50,000 upfront and have large reoccurring costs. The reason it would be so expensive up front is that we would have to purchase a substantial amount of virtual servers, two for the PD, two for city business, two for remote applications, and two to handle active directory.
- If the internet goes out you are out of business 100% with full cloud solutions. In the situation where we host our own information, we can still do **some** business. BSA Building, Assessing, AP, GL, Payroll, and UB would still work, Tax would not. The internet goes down much more often than we have server problems.....maybe not at the moment but normally that is the case.
- We would still need a new server at City hall to control all of the workstations if we were to only use the cloud for backups.
- Without having IT staff, cloud solutions can be a nightmare to manage. Stand alone servers are easier to troubleshoot and fix if there is a problem.

Please feel free to give me a call with whatever questions you have.

Thanks

Rich

CITY OF NEW BUFFALO PURCHASE ORDER / REQUEST



224 West Buffalo
New Buffalo, Michigan 49117
269-469-1500

NUMBER: 19-097

DATE: 4/13/20

TO:

VENDOR NO: _____

Name CDWG

Address 200 N Milwaukee Ave

ORDER DATE: 4/13/20

City / State / Zip Vernon Hills Ill 60061

Phone / Fax _____

Quantity	Part / Unit	Description	Appropriation Account	Unit Price	Amount
1		Hp Server and Peripherals (Q-121885052.1)		14291.31	14291.31
1		Racks Cables Power Supplies (Q-LHHX451)		2621.11	2621.11
1		Backup and operating software		3663.41	3663.41
					20,575.83

REASON FOR PURCHASE :

Replace rapidly deteriorating server at City Hall

Gen Govt

Department

[Signature]
Supervisor Approval

NOTE: _____

SHIP TO:

CITY OF NEW BUFFALO
224 W BUFFALO STREET
NEW BUFFALO, MI 49117

City Treasurer

[Signature]
City Manager



HPE DL380 Gen10 Proposal



**Hewlett Packard
Enterprise**

Prepared For: City of New Buffalo, MI

Customer #:

Attention:

Project: HPE DL380 Gen10

Date: 3/11/2020

Submitted By: Zach Ferdinand

Inside Solution Architect

Phone: 608-298-1571

E-Mail: zachfer@cdwg.com

Quote #: 121885052-1

	Qty.	Part Numbers	Description	Unit Sell	Extended Sell
Hardware	1	868706-B21	HPE DL380 GEN10 8LFF CTO SERVER	\$1,212.23	\$1,212.23
	1	868706-B21 ABA	U.S. - ENGLISH LOCALIZATION	\$0.00	\$0.00
	1	P02512-L21	HPE DL380 GEN10 XEON-G 6244 FIO KIT	\$3,064.13	\$3,064.13
	1	P00930-B21	HPE 64GB 2RX4 PC4-2933Y-R SMART KIT	\$1,114.42	\$1,114.42
	1	826687-B21	HPE DL38X GEN10 PREMIUM 2SFF HDD KIT	\$162.38	\$162.38
	2	P04556-B21	HPE 240GB SATA RI SFF SC DS SSD	\$221.06	\$442.12
	5	872487-B21	HPE 4TB SAS 7.2K LFF SC DS HDD	\$519.71	\$2,598.55
	1	P01366-B21	HPE 96W SMART STORAGE BATTERY 145MM CBL	\$91.30	\$91.30
	1	804338-B21	HPE SMART ARRAY P816I-A SR GEN10 CTRLR	\$619.48	\$619.48
	1	727054-B21	HPE ETHERNET 10GB 2-PORT 562FLR-SFP+ADPT	\$420.61	\$420.61
	1	867810-B21	HPE DL38X GEN10 HIGH PERF FAN	\$155.85	\$155.85
	2	865414-B21	HPE 800W FS PLAT HT PLG LH PWR SPLY KIT	\$234.76	\$469.52
	2	487655-B21	HPE BLC 10G SFP+ SFP+ 3M DAC CABLE	\$136.30	\$272.60
	1	733662-B21	HPE 2U LFF EASY INSTALL RAIL KIT	\$65.21	\$65.21
Hardware Total:					\$10,688.40
Support	1	BD505A	HPE ILO ADV 1-SVR LIC 3YR SUPPORT	\$305.83	\$305.83
	1	H1K92A3 R2M	HPE ILO ADVANCED NON BLADE SUPPORT	\$21.68	\$21.68
	1	H1K92A3 WAH	HPE DL38X GEN10 SUPPORT	\$3,275.40	\$3,275.40
Support Total:					\$3,602.91
Services	1	H1K92A3	HPE 3Y PROACTIVE CARE 24X7 SERVICE	\$0.00	\$0.00
	Services Total:				\$0.00
Misc.	1	P00930-B21 OD1	FACTORY INTEGRATED	\$0.00	\$0.00
	1	826687-B21 OD1	FACTORY INTEGRATED	\$0.00	\$0.00
	2	P04556-B21 OD1	FACTORY INTEGRATED	\$0.00	\$0.00
	5	872487-B21 OD1	FACTORY INTEGRATED	\$0.00	\$0.00
	1	P01366-B21 OD1	FACTORY INTEGRATED	\$0.00	\$0.00
	1	804338-B21 OD1	FACTORY INTEGRATED	\$0.00	\$0.00
	1	727054-B21 OD1	FACTORY INTEGRATED	\$0.00	\$0.00
	1	867810-B21 OD1	FACTORY INTEGRATED	\$0.00	\$0.00
	2	865414-B21 OD1	FACTORY INTEGRATED	\$0.00	\$0.00
	1	BD505A OD1	FACTORY INTEGRATED	\$0.00	\$0.00
	1	733662-B21 OD1	FACTORY INTEGRATED	\$0.00	\$0.00
Misc. Total:					\$0.00
Extended Sell					
Solution Total:					\$14,291.31

Pricing expires 30 calendar days from date on Proposal

Prepared By: Zach Ferdinand (Inside Solution Architect)

Prices are contingent on final pricing approval from Manufacturer

Quote provided based on specification provided by customer. No workload validation has been done.

The terms and conditions provided on this link apply: <https://www.cdwg.com/content/cdwg/en/terms-conditions.html>

Applicable Taxes and Shipping not shown.



Search...

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Quote # LHLB634

Description: LHLB634

Created Date: 03/12/20

Status: Open

Requested By: RICH KILLIPS

Customer Notes:

Ship to:

CITY OF NEW BUFFALO
DEPT OF FINANCE
224 W BUFFALO ST
NEW BUFFALO, MI 49117-1899

Billed to:

CITY OF NEW BUFFALO
ATTN: DEPT OF FINANCE
224 W BUFFALO ST
NEW BUFFALO, MI 49117-1899
(269) 469-1500

Shipping method:

Electronic Drop Ship

Payment method:

Net 30 Days-Govt State/Local

Quote Summary

Subtotal \$3,663.41



*US Tax \$0.00

Shipping \$0.00

Grand Total \$3,663.41

*Tax may change if this quote is amended by your account manager.

Product Details

Item	Availability	Price	Quantity	Item Total
 Veeam Backup & Replication - Upfront Billing License (3 years) + Production MFG Part: P-VBRVUL-0I-SU3YP-00 CDW Part: 5777258 UNSPSC: 43233415 Electronic distribution - NO MEDIA	In Stock Ships same day if ordered before 4pm CT	\$2,844.77 Pricing Option Applied: MARKET	1	\$2,844.77
 Microsoft Windows Server 2019 Standard - license - 2 cores MFG Part: 9EM-00679 CDW Part: 5303519 UNSPSC: 43233004 Electronic distribution - NO MEDIA	In Stock Ships same day if ordered before 4pm CT	\$102.33 Pricing Option Applied: MARKET	8	\$818.64

QUOTE CONFIRMATION



DEAR RICH KILLIPS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LHHX451	3/10/2020	LHHX451	11430853	\$2,621.11

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Ubiquiti UniFi Switch US-48-500W - switch - 48 ports - managed - rack-mount Mfg. Part#: US-48-500W UNSPSC: 43222612 Contract: Michigan Master Computing-MIDEAL (071B6600110)	1	3540036	\$857.59	\$857.59
APC Smart-UPS SMT2200C - UPS - 1.98 kW - 2200 VA - with APC SmartConnect Mfg. Part#: SMT2200C UNSPSC: 26111701 Contract: Michigan Master Computing-MIDEAL (071B6600110)	1	4894877	\$873.71	\$873.71
Ubiquiti UniFi Cloud Key - Gen2 - remote control device Mfg. Part#: UCK-G2 UNSPSC: 43222634 Contract: Michigan Master Computing-MIDEAL (071B6600110)	1	5315515	\$172.46	\$172.46
Tripp Lite 24U Rack Enclosure Server Cabinet Doors & Sides, 33" Depth Mfg. Part#: SR24UB UNSPSC: 24102001 Contract: Michigan Master Computing-MIDEAL (071B6600110)	1	141838	\$717.35	\$717.35

PURCHASER BILLING INFO		SUBTOTAL	\$2,621.11
Billing Address: CITY OF NEW BUFFALO DEPT OF FINANCE 224 W BUFFALO ST NEW BUFFALO, MI 49117-1899 Phone: (269) 469-1500 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$2,621.11
DELIVER TO Shipping Address: CITY OF NEW BUFFALO DEPT OF FINANCE 224 W BUFFALO ST NEW BUFFALO, MI 49117-1899 Phone: (269) 469-1500 Shipping Method: CEVA Deferred, 3-5 Days		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Ryan Marron

(877) 219-8208

ryamarr@cdwg.com



MANAGER'S REPORT

April 20, 2020

AGENDA ITEM: Change order to 2019 Street Surfacing Project - Drainage

SUMMARY: City staff is recommending a \$16,600 change order to the Reith Riley 2019 Street Surfacing Project Contract. The original contract was brought in under budget and the decision was made to make additional drainage improvements to the western portion of Mechanic Street, as area which has historically had an issue with standing water on the road.

The change order will pay for the development of a drainage swale to better move stormwater off the road. This will prolong the lifespan on the recently completed road work as well as improve driver safety. A total of \$14,600 of the change order will pay for the completion of the drainage improvements and \$2,200 will pay for Abonmarche's costs associate with design, coordination and inspection of the work. With the proposed change order, the project will still be \$55,723.63 under the initial budget.

There are still outstanding punch list items from the work completed last year which will be completed when the coronavirus restrictions are eased. The City still has retainage from the initial contract payments to ensure the work is completed

COST: \$16,600

BUDGETED: ☒ Yes ☐ No ☐ NA

RECOMMENDATION: Approval of the proposed change order to the 2019 Street Surfacing Project.

David Richards, City Manager

APRIL 15, 2020

**CHANGE ORDER NO. 1
2019 STREET RESURFACING PROJECT
ACI JOB#: 19-0242**

OWNER

City of New Buffalo
224 W. Buffalo St.
New Buffalo, MI 49117

CONTRACTOR

Rieth-Riley Construction Co., Inc.
1589 Townline Road
Benton Harbor, MI 49022

RE: Balancing of Contract Items, Casting, & Swale

Original Contract Amount	\$ 619,986.25
Previous Change Orders	\$ 0.00
Previous Contract Amount	\$ 619,986.25
Net Change (this change order)	\$ -55,723.63
Current Contract Amount	\$ 564,262.62

RECOMMENDED BY: CONTRACTOR

Eric R. Green Eric R. Green
Apr 15 2020 12:47 PM

Eric Green (Rieth-Riley)

04/15/2020

Date _____

RECOMMENDED BY: ENGINEER

Munawar Azam
Apr 15 2020 12:59 PM

Munawar Azam, P.Eng (Abonmarche)

Date _____

APPROVED BY: OWNER

David Richards (New Buffalo)

Date _____



Contract Modification

Abonmarche Consultants, Inc.

12/13/2019 11:33 AM

FieldManager 5.3c

Contract: _19-0242, 2019 Street Resurfacing Project

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Electronic File Created	Net Change	Awarded Contract Amount
1		12/13/2019	No	\$-55,723.63	\$619,986.25
Route Various		Managing Office Abonmarche Consultants, Inc.		District 0	Entered By Lucas Grosse
Contract Location City of New Buffalo					

Short Description

Final Balancing of Contract Items and Extras

Description of Changes

- A. Original Contract Amount: \$619,986.25
- B. Current Contract Value (includes this revision): \$564,262.62
- C. Net Total Change (B-A): \$-55,723.63
- D. Current % of Award Amt (C/A*100): -8.99%

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
HMA Surface, Rem	5010005	0002	0010	19-0242	001	Original	-80.000	Syd	13.00000	\$-1,040.00
Cold Milling HMA Surface	5010002	0003	0015	19-0242	001	Original	8,254.300	Syd	2.12000	\$17,499.12
Sidewalk, Rem	2040055	0004	0020	19-0242	001	Original	26.000	Syd	13.00000	\$338.00
Curb and Gutter, Rem	2040020	0005	0025	19-0242	001	Original	-4.000	Ft	14.00000	\$-56.00
Culv, Rem, 24 inch to 48 inch	2030002	0006	0030	19-0242	001	Original	-1.000	Ea	400.00000	\$-400.00
Subbase, CIP	3010002	0007	0035	19-0242	001	Original	14.090	Cyd	30.00000	\$422.70



Contract Modification

Abonmarche Consultants, Inc.

12/13/2019 11:33 AM

FieldManager 5.3c

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Aggregate Base, 8 inch	3020020	0008	0040	19-0242	001	Original	-30.000	Syd	20.00000	\$-600.00
HMA, 36A	5010034	0009	0045	19-0242	001	Original	-369.590	Ton	68.20000	\$-25,206.04
Reason: Final Field Measure										
_ HMA Wedge Curb	5017001	0010	0050	19-0242	001	Original	-570.000	Ft	1.00000	\$-570.00
Seal, Single Chip	5050001	0011	0055	19-0242	001	Original	-825.000	Syd	6.93000	\$-5,717.25
Shoulder, CI I, LM	3070103	0012	0060	19-0242	001	Original	-23.730	Cyd	70.00000	\$-1,661.10
Culv End Sect, 24 inch	4010024	0013	0065	19-0242	001	Original	-2.000	Ea	1,200.00000	\$-2,400.00
Culv, CI A, Conc, 24 inch	4010168	0014	0070	19-0242	001	Original	-56.000	Ft	125.00000	\$-7,000.00
_ Leaching Basin, 48 inch Dia	4037050	0015	0075	19-0242	001	Original	-5.000	Ea	3,920.00000	\$-19,600.00
_ HMA Spillway	4037050	0016	0080	19-0242	001	Original	-4.000	Ea	1,200.00000	\$-4,800.00
Dr Structure Cover, Adj, Case 1	4030005	0017	0085	19-0242	001	Original	-20.000	Ea	400.00000	\$-8,000.00



Contract Modification

Abonmarche Consultants, Inc.

12/13/2019 11:33 AM

FieldManager 5.3c

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Gate Box, Adj, Case 1	8230431	0018	0090	19-0242	001	Original	-1.000	Ea	300.00000	\$-300.00
Curb and Gutter, Conc, Det C4	8020023	0019	0095	19-0242	001	Original	21.000	Ft	28.00000	\$588.00
Sidewalk, Conc, 4 inch	8030044	0020	0100	19-0242	001	Original	457.000	Sft	5.00000	\$2,285.00
Sidewalk Ramp, Conc, 6 inch	8030036	0021	0105	19-0242	001	Original	-309.150	Sft	6.75000	\$-2,086.76
_ Dr Structure Cover, Type EJIW 1040 M1	4037050	0027	0135	19-0242	001	Original	-25.000	Ea	490.00000	\$-12,250.00
Dr Structure Cover, Type Q	4030065	0028	0140	19-0242	001	Original	-5.000	Ea	465.00000	\$-2,325.00

Total Dollar Value: **\$-72,879.33**

New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
Dr Structure Cover, Type K	4030050	0042	0206	19-0242	001	Extra	2.000	Ea	1,277.85000	\$2,555.70

Reason: Extra

Total Dollar Value: **\$2,555.70**



Abonmarche Consultants, Inc.

Contract Modification

4/14/2020 10:34 PM

FieldManager 5.3c

Contract: _19-0242, 2019 Street Resurfacing Project

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Electronic File Created	Net Change	Awarded Contract Amount
1		4/14/2020	No	\$-55,723.63	\$619,986.25
Route Various		Managing Office Abonmarche Consultants, Inc.		District 0	Entered By Lucas Grosse
Contract Location City of New Buffalo					

New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
_ Mechanic Street Swale	4037051	0043	0207	19-0242	001	Extra	1.000	LS	14,600.00000	\$14,600.00

Reason: Dr. Structure, Pipe, Swale, Restoration, and Crushed Concrete @ 300 Marshall.

Total Dollar Value: \$17,155.70**Project / Category Summary**

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
19-0242	2019 Street Resurfacing Project	0	CNST			
001	Base Bid					\$-55,723.63
Total:						\$-55,723.63

Total Net Change Amount: \$-55,723.63

If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated. Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.



MANAGER'S REPORT

April 15, 2020

AGENDA ITEM: Change Order #1 2019 Street Resurfacing Project

SUMMARY: Rieth Riley Construction has submitted a change order request of -\$70,323.63 to balance contract items, materials and labor associated with the 2019 Street Resurfacing project. The end of each project results in the need to balance cost overruns or as in this case a negative balance. The scope of work and a detailed list of project costs is outlined in the report attached. The original contract amount is \$619,986.25 and this first change order of -\$70,323.63 brings the contract to \$549,662.62. Funds are available in 2016 Bond proceeds to cover the reduced contract cost.

COST: -\$70,323.63

BUDGETED: ☒ Yes ☐ No

RECOMMENDATION: Approve Change Order #1 2019 Street Resurfacing.

Respectfully submitted,

David Richards, City Manager

DECEMBER 13, 2019

CHANGE ORDER NO. 1
2019 STREET RESURFACING PROJECT
ACI JOB#: 19-0242

OWNER

City of New Buffalo
224 W. Buffalo St.
New Buffalo, MI 49117

CONTRACTOR

Rieth-Riley Construction Co., Inc.
1589 Townline Road
Benton Harbor, MI 49022

RE: Balancing of Contract Items and Casting Extra

Original Contract Amount	\$ 619,986.25
Previous Change Orders	\$ 0.00
Previous Contract Amount	\$ 619,986.25
Net Change (this change order)	\$ -70,323.63
Current Contract Amount	\$ 549,662.62

RECOMMENDED BY: CONTRACTOR

Eric R. Green Eric R. Green
Dec 13 2019 2:22 PM

Eric Green (Rieth-Riley)

Date

RECOMMENDED BY: ENGINEER

Munawar Azam
Munawar Azam
Dec 13 2019 2:34 PM

Munawar Azam, P.Eng (Abonmarche)

Date

APPROVED BY: OWNER

David Richards (New Buffalo)

Date



Abonmarche Consultants, Inc.

Contract Modification

12/13/2019 11:33 AM

FieldManager 5.3c

Contract: _19-0242, 2019 Street Resurfacing Project

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Electronic File Created	Net Change	Awarded Contract Amount
1		12/13/2019	No	\$-70,323.63	\$619,986.25
Route Various		Managing Office Abonmarche Consultants, Inc.		District 0	Entered By Lucas Grosse
Contract Location City of New Buffalo					

Short Description

Final Balancing of Contract Items and Extras

Description of Changes

- A. Original Contract Amount: \$619,986.25
- B. Current Contract Value (includes this revision): \$549,662.62
- C. Net Total Change (B-A): \$-70,323.63
- D. Current % of Award Amt (C/A*100): -11.34%

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
HMA Surface, Rem	5010005	0002	0010	19-0242	001	Original	-80.000	Syd	13.00000	\$-1,040.00
Cold Milling HMA Surface	5010002	0003	0015	19-0242	001	Original	8,254.300	Syd	2.12000	\$17,499.12
Sidewalk, Rem	2040055	0004	0020	19-0242	001	Original	26.000	Syd	13.00000	\$338.00
Curb and Gutter, Rem	2040020	0005	0025	19-0242	001	Original	-4.000	Ft	14.00000	\$-56.00
Culv, Rem, 24 inch to 48 inch	2030002	0006	0030	19-0242	001	Original	-1.000	Ea	400.00000	\$-400.00
Subbase, CIP	3010002	0007	0035	19-0242	001	Original	14.090	Cyd	30.00000	\$422.70



Abonmarche Consultants, Inc.

Contract Modification

12/13/2019 11:33 AM

FieldManager 5.3c

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Aggregate Base, 8 inch	3020020	0008	0040	19-0242	001	Original	-30.000	Syd	20.00000	\$-600.00
HMA, 36A	5010034	0009	0045	19-0242	001	Original	-369.590	Ton	68.20000	\$-25,206.04
Reason: Final Field Measure										
_ HMA Wedge Curb	5017001	0010	0050	19-0242	001	Original	-570.000	Ft	1.00000	\$-570.00
Seal, Single Chip	5050001	0011	0055	19-0242	001	Original	-825.000	Syd	6.93000	\$-5,717.25
Shoulder, CI I, LM	3070103	0012	0060	19-0242	001	Original	-23.730	Cyd	70.00000	\$-1,661.10
Culv End Sect, 24 inch	4010024	0013	0065	19-0242	001	Original	-2.000	Ea	1,200.00000	\$-2,400.00
Culv, CI A, Conc, 24 inch	4010168	0014	0070	19-0242	001	Original	-56.000	Ft	125.00000	\$-7,000.00
_ Leaching Basin, 48 inch Dia	4037050	0015	0075	19-0242	001	Original	-5.000	Ea	3,920.00000	\$-19,600.00
_ HMA Spillway	4037050	0016	0080	19-0242	001	Original	-4.000	Ea	1,200.00000	\$-4,800.00
Dr Structure Cover, Adj, Case 1	4030005	0017	0085	19-0242	001	Original	-20.000	Ea	400.00000	\$-8,000.00



Abonmarche Consultants, Inc.

Contract Modification

12/13/2019 11:33 AM

FieldManager 5.3c

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Gate Box, Adj, Case 1	8230431	0018	0090	19-0242	001	Original	-1.000	Ea	300.00000	\$-300.00
Curb and Gutter, Conc, Det C4	8020023	0019	0095	19-0242	001	Original	21.000	Ft	28.00000	\$588.00
Sidewalk, Conc, 4 inch	8030044	0020	0100	19-0242	001	Original	457.000	Sft	5.00000	\$2,285.00
Sidewalk Ramp, Conc, 6 inch	8030036	0021	0105	19-0242	001	Original	-309.150	Sft	6.75000	\$-2,086.76
Dr Structure Cover, Type EJIW 1040 M1	4037050	0027	0135	19-0242	001	Original	-25.000	Ea	490.00000	\$-12,250.00
Dr Structure Cover, Type Q	4030065	0028	0140	19-0242	001	Original	-5.000	Ea	465.00000	\$-2,325.00

Total Dollar Value: **\$-72,879.33**

New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
Dr Structure Cover, Type K	4030050	0042	0206	19-0242	001	Extra	2.000	Ea	1,277.85000	\$2,555.70

Reason: Extra

Total Dollar Value: **\$2,555.70**



Abonmarche Consultants, Inc.

Contract Modification

12/13/2019 11:33 AM

FieldManager 5.3c

Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
19-0242	2019 Street Resurfacing Project	0	CNST			
001	Base Bid					\$-70,323.63
Total:						\$-70,323.63
Total Net Change Amount:						\$-70,323.63

If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated. Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.