

**CITY OF BERKLEY PUBLIC NOTICE  
REGULAR CITY COUNCIL MEETING  
Monday, September 8, 2025  
7:00 P.M. – City Hall  
248-658-3300**

**CALL 40<sup>th</sup> COUNCIL TO ORDER  
APPROVAL OF AGENDA  
MAYOR-LED MOMENT OF REFLECTION  
PLEDGE OF ALLEGIANCE  
PUBLIC COMMENT**

*Comments are invited on each Agenda item when that item comes up for consideration. Matters not listed on the Agenda may be addressed at this time. Please state your name and residential city. Each speaker's remarks are a matter of public record, and the Council will not engage in a back-and-forth discussion. Any person speaking at a City Council Meeting may be called to order by the Mayor or any Council Member for failure to be germane to the business of the City or for disruptive or disorderly behavior which prevents the Council from conducting its business. There is a three-minute limit per speaker.*

**ORDER OF BUSINESS**

***Consent Agenda***

1. **APPROVAL OF THE MINUTES:** Matter of [approving the minutes](#) of the 40th Regular City Council meeting on Monday, August 18, 2025, and the Special City Council meeting on Monday, August 18, 2025.
2. **MOTION NO. M-72-25:** Matter of [approving the one-year extension](#) of the current janitorial contract with LGC GLOBAL ENERGY FM, LLC per the contract at a mutually agreed monthly fee of \$7,616.65.
3. **MOTION NO. M-73-25:** Matter of [approving the purchase](#) for a new Air Compressor from EDI, of Fair Haven, MI, in the amount of \$6,815.53. This purchase is budgeted under account number 101-443-787-000 (Public Works Garage Tools).
4. **MOTION NO. M-74-25:** Matter of [approving a budgeted purchase](#) of a new 2026 Ford Escape from LungHamer Ford, of Owosso, MI, in the amount of \$31,787. This purchase is budgeted under account number 101-441-985-000 (Building Official Vehicle).
5. **MOTION NO. M-75-25:** Matter of [approving a budgeted purchase](#) of a new 2026 Ford F-250 from LungHamer Ford, of Owosso, MI, in the amount of \$54,303. This purchase is budgeted under account number 592-536-985-000 (Public Works Vehicle).
6. **MOTION NO. M-76-25:** Matter of [updating the City's fee schedule](#) to include an application fee for a Payment in Lieu of Taxes (PILOT) application.
7. **MOTION NO. M-77-25:** Matter of [authorizing the Berkley Instrumental Boosters/Orchestra Association](#), 2325 Catalpa Drive, Berkley, Michigan, to conduct Berkley Tag Days 2025 in the City of Berkley on Friday, September 26<sup>th</sup> from 4-8 p.m. and Saturday, September 27<sup>th</sup> from 8 a.m.-8 p.m.

***Regular Agenda***

1. **RECOGNITIONS/PRESENTATIONS:** Matter of receiving any recognitions or presentations from the Consent Agenda.
2. **PRESENTATION:** Matter of [receiving the 2024-2025](#) Community Development Department Annual Report.
3. **MOTION NO. M-78-25:** Matter of [authorizing the City Manager](#) to enter into an agreement, upon final review of the City Attorney, with Manquen Vance at a cost not to exceed \$1,700 for additional fees. This is a budgeted item from account 101-270-818-000.
4. **MOTION NO. M-79-25:** Matter of [approving the purchases](#) of a new Morbark BVR13 Brush Chipper from Morbark, of Winn, MI, in the amount of \$52,012.45 and approving the corresponding budget amendment under account number 226-528-982-000 (Solid Waste Equipment).

5. **MOTION NO. M-80-25:** Matter of [approving the proposal](#) from Bureau Veritas to complete a space utilization study at City Hall at a cost not to exceed \$5,000. These funds will come from account 101-267-931-101.
6. **MOTION NO. M-81-25:** Matter of [approving the proposal](#) for appraisal of City-owned properties from CBRE, Inc.
7. **MOTION NO. M-82-25:** Matter of [considering special land use approval](#) for a gas station/convenience store in the Flex District at 2114 W. Eleven Mile Road, on the northwest corner of Eleven Mile Road and Henley Avenue.
8. **ORDINANCE NO. O-07-25:** Matter of [considering the first reading of an ordinance](#) of the City Council of Berkley, Michigan, to amend Section 14-36, Outdoor Uses in Connection with Class C Liquor-Licensed Establishments of the City of Berkley Code of Ordinances to address incorrect Zoning Ordinance references.
9. **ORDINANCE NO. O-08-25:** Matter of [considering the first reading of an ordinance](#) of the City Council of Berkley, Michigan to amend Article 2 Definitions, Article 6 Site Design Based Districts, Article 9 General Provisions, Article 11 Sign Regulations, Article 14 Off-Street Parking Loading, and Access Standards and Article 15 Site Plan Review Procedures and Requirements of Chapter 138 Zoning of the Berkley Code of Ordinances to add definitions for business services and live/work units, to clarify site area governs site layout, to clarify the reviewer for fences, to allow ground-mounted solar energy systems in residential districts, to clarify regulations for residential driveways, to modify the width requirements for attached garages, to clarify regulations for detached accessory buildings and swimming pools, to clarify regulations for window signs and temporary signs, to clarify clear vision zone requirements, to add regulations for areas of residential parking and recreational vehicles, to clarify requirements for where on-street parking may be counted as individual business parking and to clarify requirements and procedures for pre-application and preliminary site plan review.
10. **MOTION NO. M-83-25:** Matter of [authorizing the rollover budget amendment](#) for the 2025/26 budget as presented.
11. **MOTION NO. M-84-25:** Matter of [accepting the quarter ended](#) June 30, 2025 budget-to-actual report.
12. **MOTION NO. M-85-25:** Matter of [authorizing the City Manager](#) to sign the Purdue Opioid Settlement Participation form.

## COMMUNICATIONS

## ADJOURN

Note: The City of Berkley will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and verbal representations of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four working days' notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: Victoria Mitchell, ADA Contact, Berkley City Hall, 3338 Coolidge Highway, Berkley, MI 48072 (1-248-658-3310).

Note: Official minutes of City Council Meetings and supporting documents for Council packets are available for public review in the City Clerk's Office during normal working hours. Anyone wishing to submit correspondence to the Council before the meeting may send an email to [comment@berkleymi.gov](mailto:comment@berkleymi.gov) by noon on the day of the meeting. Emails sent prior to the deadline will be a part of the meeting record but will not be read during the Council meeting.

**THE REGULAR MEETING OF THE FORTIETH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN  
WAS CALLED TO ORDER AT 7 PM ON MONDAY, AUGUST 18, 2025 BY MAYOR DEAN**

***PRESENT:*** Councilmember Steve Baker  
Councilmember Clarence Black (attending remotely from military duty)  
Mayor Pro Tem Ross Gavin  
Councilmember Dennis Hennen  
Councilmember Gregory Patterson  
Councilmember Jessica Vilani  
Mayor Bridget Dean

**OTHER STAFF PRESENT:**

City Manager Crystal VanVleck  
City Attorney Dan Christ  
City Clerk Victoria Mitchell  
Deputy Finance Director Amy Zurawski  
Deputy City Manager of Public Services Shawn Young  
Facilities Director Alex Brown  
Parks & Recreation Superintendent Dan McMinn  
Director of Communications Caitlin Flora  
Director of Human Resources Jessica Stover  
Assistant to the City Manager Charlene Stevenson

**APPROVAL OF AGENDA**

Mayor Pro Tem Gavin moved to approve the Agenda  
Seconded by Councilmember Baker  
Ayes: Gavin, Hennen, Patterson, Vilani, Baker and Dean  
Nays: None  
Councilmember Black was unable to vote due to technical difficulties.  
Motion Approved.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

Councilmember Hennen moved to approve the following Consent Agenda  
Seconded by Councilmember Baker

**APPROVAL OF THE MINUTES:** Matter of approving the minutes of the 40th Regular City Council meeting on Monday, August 4, 2025 and Special City Council meeting on Monday, August 4, 2025.

**WARRANT LIST:** Matter of approving Warrant List No. 1413.

**RESOLUTION NO. R-15-25:** Matter of considering a resolution to approve and authorize the execution of the Metro Act Right of Way Permit between the City and Ezee Fiber Texas, LLC.

**MOTION NO. M-67-25:** Matter of authorizing the purchases of 96-gallon wheeled trash compactors and other related parts utilizing Sourcewell contract 041521-REH from Rehrg Pacific Company for fiscal year 2025/26.

**MOTION NO. M-68-25:** Matter of approving the proposal from Allied Building Service, a MiDeal-approved vendor, for \$32,040 for waterproofing and concrete work at the Public Safety building. Also include \$3,200 in construction contingencies. This budgeted purchase is being paid from account 101-267-976-345.

Ayes: Gavin, Hennen, Patterson, Vilani, Baker and Dean

Nays: None

Councilmember Black was unable to vote due to technical difficulties.

Motion Approved.

## **REGULAR AGENDA**

**RECOGNITIONS/PRESENTATIONS:** Matter of receiving any recognitions or presentations from the Consent Agenda.

None.

**PRESENTATION:** Matter of receiving a presentation of the Strategic Framework Second Quarter report.

City Manager VanVleck and Assistant to the City Manager Charlaine Stevenson presented a report on the second quarter of the Strategic Framework.

**PRESENTATION:** Matter of receiving a presentation on the month-long closure of Dorothea for the Dorothea Pilot Pocket Park.

City Manager VanVleck and Communications Director Caitlin Flora explained the month-long closure of Dorothea Pocket Park and described the events held there.

**MOTION NO. M-69-25:** Matter of approving the grant-funded project to improve the Community Center restrooms and renovations to the concession stand at Community 1 from Allied Building Services, 1081 Howard St., Detroit, MI 48216, for \$159,515. This project is being funded by the State of Michigan FY 24 Community Enhancement Grant. This proposal is being submitted through MiDeal Contract 01044.

Councilmember Patterson moved to approve Motion No. M-69-25

Seconded by Councilmember Hennen

Ayes: Hennen, Patterson, Vilani, Baker, Black, Gavin and Dean

Nays: None

Motion Approved.

**MOTION NO. M-70-25:** Matter of authorizing the City Manager to enter into an agreement for the Parks & Recreation Master Plan update, upon final review of the City Attorney, with Johnson Hill Land Ethics Studio at a cost not to exceed \$15,000. This is a budgeted item from account 208-751-818-000.

Mayor Pro Tem Gavin moved to approve Motion No. M-70-25

Seconded by Councilmember Baker

Ayes: Patterson, Vilani, Baker, Black, Gavin, Hennen and Dean

Nays: None

Motion Approved.

**RESOLUTION NO. R-16-25:** Matter of approving a resolution to set alternative meeting dates for the July and December Board of Review meetings.

Councilmember Patterson moved to approve Resolution No. R-16-25



Seconded by Councilmember Vilani  
Ayes: Vilani, Baker, Black, Gavin, Hennen, Patterson and Dean  
Nays: None  
Motion Approved

**MOTION NO. M-71-25:** Matter of approving the Police Officer Labor Council Command tentative agreement.

Councilmember Patterson moved to approve Motion No. M-71-25  
Seconded by Mayor Pro Tem Gavin  
Ayes: Baker, Black, Gavin, Hennen, Patterson, Vilani and Dean  
Nays: None  
Motion Approved

## **COMMUNICATIONS:**

### **COUNCILMEMBER BLACK**

- No updates.

### **COUNCILMEMBER HENNER**

- The Tree Board is on their summer hiatus and will resume meetings in September.
- The Zoning Board of Appeals heard a case for a house on Buckingham; it was approved to rebuild within the confines of the existing non-conformity.

### **COUNCILMEMBER BAKER**

- The Historical Committee's August meeting has been cancelled. In the meanwhile, please visit them and learn more at [berkeleyhistory.com](http://berkeleyhistory.com) for the latest information about new displays and fun things going on at the museum.
- The Downtown Development Authority (DDA) board met on Wednesday, August 14th. They discussed, among many topics, the Robina placemaking project, the upcoming Berkley theater venue at the old RiteAid, wrapping up the Farmers' Market situation and preparations for Boo!kley coming up soon.
  - Today our new DDA director Nate Mack formally joined the team. Thanked and welcomed him aboard. He said that they look forward to his experience and leadership.
  - Thanked Jennifer Finney for her tremendous stewardship of the DDA in the interim transition. She's a former DDA Director and so it was great to have her back and helping out.
  - To see more about what's going on there, visit [downtownberkeley.com](http://downtownberkeley.com).
- And finally, it was the Sweet Dream Ice Cream Company that once posted, "I don't need a motivational quote, I need ice cream." So, the next time you have a scoop of ice cream, take a moment to remember Augustus Jackson, whose creativity and innovation helped shape one of the world's most popular desserts. Augustus Jackson was an African-American chef from a Philadelphia who was a former cook at the White House; he is widely recognized as the father of ice cream. In the 1830s, Jackson revolutionized ice cream production by developing new flavors and pioneering techniques that made my ice cream more affordable and accessible to the public. So, whether you shop any of our spots here to get some ice cream or you hit the local market and grab some and enjoy it, please keep Augustus in mind and celebrate all the great things that happened back in 1830s.
- Please hug somebody you love.

### **MAYOR PRO TEM GAVIN**

- Briefly for the Parks and Rec Advisory Board:
  - Movie Night and Ice Cream Social is this Thursday, August 21st at Oxford Park. The ice cream starts at 5:30 p.m. while supplies last; the movie starts at 6 p.m. and will be Minecraft.

- The next meeting for the Parks and Rec Advisory Board will be September 11th at 7 p.m. at the Community Center.
- For the Library Board:
  - The next meeting will be August 20th at 7 p.m. at the Library.

#### **COUNCILMEMBER VILANI**

- Updates from the Environmental Advisory Committee:
  - There was no July meeting. Their next meeting will be August 21st at 6:30 p.m. on the second floor of the Public Safety building.
  - Planters get ready! The Native Plant Sale will be on Sunday, September 21st from 10 a.m. to 2 p.m. at our public Library.
- From the Berkley Area Chamber, lots of fun stuff happening with our local businesses:
  - Berk Perk Cards still available for just \$35. You can get 10% off at Jewel's Pet Cuisine, Mongers and the Rind.
- Thanked all of the staff, Public Safety and our surrounding communities as well for a successful Friday night cruise. Tip of the chef's hat to the Berkley barbecue crew who were up at the Legion, the food was delicious.
- Said that she hopes Councilmember Black gets some ice cream too.

#### **COUNCILMEMBER PATTERSON**

- The Planning Commission will meet on Tuesday August 26<sup>th</sup>.
- The Beautification Advisory Committee meets next on Wednesday, August 27th at 6:30 p.m.
- He said that it was amazing to see the dedication of our staff at the Woodward Dream Cruise. He added that he was once again fortunate to be able to volunteer for the first responder's dinner that's held at our Community Center and that it was an honor to be able to help volunteer at that event with Emergency Manager Blanchard.

#### **CITY MANAGER VANVLECK**

- Echoed the sentiments of Council and said that this was her first Cruise Fest on this side of the table. She said that it was just a joy and very impressive to see how much work is put in by most of our teams; it really is an all hands event. She said that she thinks it was a wonderful one and will only improve and that it was just really impressive to see how everybody comes together to make that that happen.

#### **CITY ATTORNEY DAN CHRIST**

- No updates.

#### **MAYOR DEAN**

- Said that she and the City Manager had the opportunity to tour summer camp last Monday. Bobby Green, Camp Director, took them through what a typical day at camp was like; there were so many activities going on to keep the kids busy and as well as field trips in the mix to break things up. The camp staff that they met were enthusiastic, prepared, organized, and engaged with the kids. She said that it was really great to see because they may or may not have known they were going to be there, but they were able to observe. She added that she felt like if she had a child there, she would feel good about them being in that space.
  - Recognized the growth of Mr. Green, Bobby, who truly stepped into his role as director of summer camp. She said that it's funny because when Bobby came, he was always for the longest time the new guy. And then it was like, oh, okay, you do have a name. He did face some challenges with scheduling of some activities and he figured things out and he made it work and he found creative solutions and that's really a quality that you want in in somebody in your organization because they don't just say oh this didn't work.
  - Then when she was leaving camp, she said she just wanted to give a shout out to Levi Lambertson. She said she ran into Levi and those of you who know him, he's got a smile on his face all the time and you can't help but feel good when you when you're around

him. She said that she just wanted to tell Levi, you made my day when I saw you. She thanked him for his enthusiasm and his smile and kind words.

- She attended the Michigan Association of Mayors summer workshop in Portage a couple of weeks ago where she spent a few productive days with her counterparts from across the state. She said that they started with the welcome reception at the Kazoo Air Zoo in Portage; if you've never been she said that it's really an incredible place and it's all airplanes and air modes of transportation.
  - Most of their time was spent in the Zang Senior Center and the theme of the workshop was Building Age Friendly Affordable and Alert Communities.
  - They also heard from AARP and the Michigan Municipal League about legislative updates as well as grant opportunities. And then our own Jack Blanchard, Emergency Manager, presented a session on emergency management for the chief elected official. Berkley was well represented; thanked Emergency Manager Jack Blanchard for that.
- She said that she wanted to add some context to CruiseFest.
  - In addition to Councilmember Patterson, Councilmember Hennen and she were at the first responder dinner with Mike Dooley, former Councilmember, and 150 first responders who were fed and briefed before heading out to their various posts on Cruise Fest. Recognized the following businesses for donating or providing food at a reduced cost for this meal; it's just really important to see the support that the community gave back to the community:
    - Green Lantern, Slows Barbecue, Uncle Andy's Pizza, Edible Arrangements, Sweet Essentials, Crispellies, Vinsetta Garage, Cottage Inn Pizza, Subway, and Universal Ambulance.
    - The following businesses provided water or Gatorade: 7-Eleven, Westborne Market, Berkley Fine Wines, Bankey Law, and The Neighbor Shop.
    - Monetary donations came in from Sawyer Fuller Funeral Home and Certified Restoration Dry Cleaning.
  - She said that she included their names because she wants you to please support these businesses when you can. Go out to dinner there, buy what they're selling. She said that she thinks it's important that we acknowledge and that we support them in any way that we can.
- Reminder, Public Safety will be conducting a car seat check August 19th at the Community Center from 4 to 7 p.m.
- It was this day in 1920 that the 19th amendment, which gave women the right to vote, was officially adopted after Tennessee became the 36th state to ratify it.

#### **ADJOURNMENT:**

Councilmember Patterson moved to adjourn the Regular Meeting at 8:06 p.m.

Seconded by Councilmember Vilani

Ayes: Gavin, Hennen, Patterson, Vilani, Baker, Black and Dean

Nays: None

Motion Approved.

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Bridget Dean, Mayor

#### **ATTEST:**

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Victoria Mitchell, City Clerk

**THE SPECIAL WORK SESSION OF THE FORTIETH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 5:30 PM ON MONDAY, AUGUST 18, 2025 BY MAYOR DEAN**

**PRESENT:** Councilmember Steve Baker  
Councilmember Clarence Black (Arrived remotely due to military duty at 5:36 p.m.)  
Mayor Pro Tem Ross Gavin  
Councilmember Dennis Hennen  
Councilmember Gregory Patterson  
Councilmember Jessica Vilani  
Mayor Bridget Dean

**OTHER STAFF PRESENT:**

City Manager Crystal VanVleck  
City Clerk Victoria Mitchell  
City Attorney Dan Christ  
Deputy City Manager of Public Services Shawn Young  
Community Development Director Kristen Kapelanski  
Zoning Administrator Kim Anderson

**APPROVAL OF AGENDA**

Mayor Pro Tem Ross Gavin moved to approve the Agenda  
Seconded by Councilmember Vilani  
Ayes: Gavin, Hennen, Patterson, Vilani, Baker and Dean  
Nays: None  
Absent: Black  
Motion Approved.

**PUBLIC COMMENT**

None.

**REGULAR AGENDA**

**DISCUSSION:** Matter of discussing Payments in Lieu of Required Parking.

City Manager VanVleck introduced the item and ceded the floor to Community Development Director Kristen Kapelanski.

Director Kapelanski introduced Carlisle Wortman Principal Megan Masson-Minock, who would be leading the work session. Ms. Masson-Minock introduced Carlisle Wortman Planner Michelle Marin, who would also be participating.

Ms. Masson-Minock explained what a Payment in Lieu of Parking program is and stated the goal of the work session is:

- Presentation: program overview and considerations
- Individual exercise (worksheet) to identify program preferences and priorities
- Group discussion to share and evaluate program preferences and priorities
- Group exercise to identify preferred program components

Ms. Masson-Minock said at the end of the workshop that she hopes City Council will provide staff with direction on the following components of a Payment in Lieu of Parking program:

- Cost/fees
- Applicability, including uses and zoning districts
- Application requirements and review procedure

Ms. Masson-Minock and Ms. Marin explained:

- Payment in Lieu of Parking is a program to encourage consolidation of parking in downtowns and central business districts.
- Rather than businesses constructing required parking spaces on site, payment into a municipal fund
- The fund may be used to develop and/or maintain centralized or on-street parking facilities
- Typically only offered with discretion from the Planning Commission or the City Council

Ms. Masson-Minock and Ms. Marin went through examples of the Payment in Lieu of Parking program utilized in Highland Park, Northville, and Ferndale.

Ms. Masson-Minock reviewed existing and new parking regulations in the City's Zoning Ordinance:

- Shared parking agreements available, subject to CDD approval
- On-street parking credit available
- Deviations permitted by the Planning Commission
- Nonresidential uses within 500 feet of a municipal parking facility are exempt

Ms. Masson-Minock and Ms. Marin stated areas needing refinement are:

- What is the goal of the program?
  - Build consolidated municipal parking facilities on a 1:1 ratio
  - Maintain existing municipal parking facilities?
  - Offer flexibility to developers?
- What should the cost be?
  - Cost of parking space construction?
  - 50 percent of the cost to develop a parking space?
  - What about maintenance cost?
  - Flat fee, or tiered fee schedule based on the number of spaces?
- What uses are eligible?
  - Multiple family residences?
  - All uses, subject to review and approval?
- Which departments/boards should review and approve?
- Residential and non-residential or residential or non-residential

The Council asked for more detailed information on the program and the long-term impacts.

The consensus of the Council was that members needed more information before delving into the worksheets. Members wanted to discuss the Program before defining it.

Pluses and minuses of the Program were discussed by Council, staff, and Carlisle Wortman.

A discussion took place regarding which properties may benefit from this program and why.

Other aspects of the program discussed included:

- There is a monetary benefit associated with the program
- It would be a tool in the toolbox to attract development that may or may not be used
- Applicants would need to be vetted through the approval process. It is not an automatic approval.
- Would any revenue generated from the few opportunities available make a difference?
- How does this work/interfere with the Zoning Board of Appeals?
- How does this impact properties within 500 feet of a municipal lot?
- What are other tools in the parking toolbox?

Further discussion took place between members of Council whether or not this program is a fit for Berkley.

Director Kapelanski reiterated that the more tools we have, the more flexibility, and the better we can serve.

Discussion facilitators stated it was nearing the end of the work session. They asked council members where they were as far as moving forward with the Payment in Lieu of Parking program discussions.

The consensus of the Council is that members would continue to look at the program for business use only.

City Manager VanVleck said a one-size-fits-all solution for our parking issues does not exist.

A discussion regarding decision-making risk assessment took place.

Staff was asked to provide the Council with a rough estimate of how many city businesses have only zero to two parking spaces.

It was the Council's consensus that they would like to have another work session after looking into the matter further. Council members would like to do more research and review case studies.

#### **ADJOURNMENT:**

Councilmember Patterson moved to adjourn the Special Meeting at 6:37 PM

Seconded by Councilmember Vilani

Ayes: Gavin, Hennen, Patterson, Vilani, Baker, Black and Dean

Nays: None

Motion Approved.

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Bridget Dean, Mayor

#### **ATTEST:**

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Victoria Mitchell, City Clerk

September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve the one-year extension of the current janitorial contract with LGC GLOBAL ENERGY FM, LLC per the contract at a mutually agreed monthly fee of \$7,616.65.

Ayes:

Nays:

Absent:

Motion:



# MEMORANDUM

To: Mayor Dean and City Council  
From: Alex Brown, Facilities Manager  
  
Date: *September 8, 2025*  
Subject: Janitorial contract extension

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Madam Mayor and Members of City Council,

## Background

- This is a one-year extension of our current janitorial contract.
- Per the contract this will be last extension before rebidding.
- The new fee is mutually agreed upon by the City and LGC and will be an increase of \$1,107.39 per month.
- This is the first price increase of this contract.
- Increased fee is covered in FY 25/26 budget.

## Summary

- Approval of one-year extension of current janitorial contract.
- Approve increase fee that was mutually agreed upon per contract.

## Recommendation

Matter of approving the one-year extension of the current janitorial contract with LGC GLOBAL ENERGY FM, LLC per the contract at a mutually agreed monthly fee of \$7616.65.



August 25, 2025

Alex Brown  
City of Berkley  
Facilities Manager  
3238 Bacon Ave.  
Berkley, MI. 48075

RE: Janitorial Price Increase

Dear Mr. Brown-

We appreciate the opportunity that the City of Berkley has given LGC Global FM to provide cleaning at your city sites. At LGC we strive to maintain a cost-effective, quality- oriented Total Facility Management Program that promotes a safer, healthier environment for our clients and partners.

Our program incorporates the latest cleaning technology, provides professional onsite leadership and is supported by our strong corporate presence in Detroit, Michigan.

Our team is proud to present this formal request for price increase for the cleaning of various buildings for the city, and we hope to continue to develop a long-term partnership with the City of Berkley.

Monthly price increase to \$7616.65 beginning September 12, 2025.

Sincerely,



Dorian Ellis  
Director of Administrative Affairs

**CITY OF BERKLEY MICHIGAN**  
**JANITORIAL SERVICES CONTRACT**

THIS JANITORIAL SERVICES CONTRACT, (the "Contract") entered into this Monday, August 14, 2023 (the "Effective Date") by and between the City of Berkley, whose address is Berkley, Michigan 48072 (hereinafter the "City of Berkley") and LGC Global Energy FM, a Limited Liability Corporation, whose address is 7310 Woodward Avenue, Suite 500, Detroit, MI 48202 (hereafter the "Contractor") (collectively the "Parties").

**RECITALS**

A. The City of Berkley issued a Request for Proposals for Janitorial Services (the "RFP" the purpose of which was to solicit proposals from qualified contractors to provide janitorial services, including all labor and equipment with the exception to some supplies detailed in the Contractor Qualifications section, at six municipal building locations as described in these specifications.

B. The Contractor submitted to the City of Berkley a Proposal to the RFP to provide all Janitorial Services contemplated by the RFP.

C. Pursuant to the terms of the RFP, the Contractor shall be required to enter into a written contract with the City of Berkley following written acceptance of the Proposal by the City of Berkley.

D. The Parties agree that certain terms and provisions of the RFP and the Proposal must be further clarified, and that certain additional terms and conditions need to be expressly set forth by way of this Contract.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants set forth herein, the Parties agree as follows:

**1. RESTATEMENT CONSTITUTES THE CONTRACT**

**(a) Incorporation By Reference**

The object of this Contract is to formalize in one document the complete agreement between the Parties, and to do so by specifically incorporating by reference into this Contract, the RFP, Addenda to the RFP, if any, the Proposal and other related documents, and by including certain additional necessary or appropriate Contract terms, particularly where the Contract terms agreed to by the Parties during the RFP negotiation process do not correspond with the RFP.

**(b) Order of Precedence**

The Contract Documents, which all are incorporated herein by reference, include the following:

- i. This Contract;
- ii. Exhibit A to this Contract - the RFP and Addenda (if any);
- iii. Exhibit B to this Contract - Contractor's Proposal

To the extent that the terms and conditions of the Contract Documents are in conflict, the terms and conditions shall be interpreted in the above-referenced order from (i) to (iii). However, the Parties also agree that where there is not a conflict between any of the terms and conditions contained in the above-referenced Contract Documents, all of the Contract Documents shall be binding upon both parties.

## **2. TERM AND TERMINATION**

This agreement shall be for a one-year period and may be renewed by the City of Berkley for two one-year periods at a mutually agreed fee. One Hundred and Twenty (120) days prior to the end of the Initial Term, or any Renewal Term, Contractor shall provide the City of Berkley in writing with a detailed fee schedule for the next year's term, and the City of Berkley shall notify the Contractor within sixty (60) days of its receipt of Contractor's detailed fee schedule for the next year term as to whether the City of Berkley will exercise any option for a Renewal Term. This Contract may be terminated in accordance with the provisions of the RFP.

## **3. INVOICING AND PAYMENT TERMS**

### **(a) Invoices**

The contractor shall invoice the City of Berkley in equal installments on a once-per-month basis for all Janitorial Services rendered under the Contract Documents. Invoices shall state charges for Janitorial Services for each Facility. Monthly invoices shall be submitted via email to the designated City of Berkley persons(s).

### **(b) Additional Charges**

Any services outside the scope of the Janitorial Services ("Additional Services") must receive prior written approval from the City Representative or Facility Representative before rendering or invoicing for such Additional Services. Invoices for approved Additional Services shall include the date and times the Additional Services were completed, the name of the Facility, the type of Additional Services performed, and the number of hours worked. Invoices for Additional Services shall be separate from the regular monthly invoice but shall be sent to the City of Berkley together with the regular monthly invoice and shall be in accordance with the Cost Proposal Sheet.

### **(c) Payments**

Payment of undisputed amounts on each invoice shall be made within 30 days of receipt of the invoice. The City of Berkley will issue one payment per month. Disputes regarding amounts contained in any invoice will be communicated to the Contractor by the City of Berkley, in writing, within ten (10) business days of the receipt of the disputed invoice. Payments of disputed amounts will be delayed unless the Contractor is able to resolve the matter to the City of Berkley's satisfaction within ten (10) business days prior to the payment due date. The City of

Berkley will not be assessed any late payment penalties, fines, or charges for disputed amounts not timely paid due to the Contractor's failure to resolve the matter as set forth above timely.

#### **4. SUPPLIES AND EQUIPMENT**

The contractor must have equipment and supplies acceptable to perform the work. The City will provide toilet paper, paper towels, trash bags, urinal screens, and liquid soap for the dispensers, all other cleaning supplies are to be provided by the Contractor.

#### **5. FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS**

The Contractor acknowledges and agrees that the Contractor will have it, and any and all of its agents, employees or representatives who will be on any City of Berkley premises to carry out the Janitorial Services, fingerprinted and subjected to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation prior to commencing any work under this Contract by presenting themselves, or any of its agents, employees or representatives, for proper fingerprinting and criminal backgrounds checks, as directed by the City of Berkley.

#### **6. INDEMNIFICATION**

##### **(a) General Indemnification.**

To the fullest extent permitted by law, the CONTRACTOR shall defend, indemnify and hold harmless the CITY, the CITY'S officers, officials, and employees and agents against any and all damages to property or injuries to or death of any person or persons, and shall defend, indemnify and save harmless the CITY and its officers, officials, employees and agents from any claims, demands, suits, actions or proceedings of any kind or nature, including Worker's Compensation claims (except those Worker's Compensation claims covered by a policy of insurance and so long as the City's insurance has not lapsed or been canceled by the CITY), of or by anyone whomsoever, arising out of or as a result of any negligent, wrongful, or deliberate act, error or omission on the part of the CONTRACTOR or other whose services are engaged by the CONTRACTOR or anyone employed or controlled by either of them in the performance of the work provided for in this contract. Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the CONTRACTOR under the terms of the contract. The CONTRACTOR shall not commence work under this contract until it has obtained the insurance required under this section, nor shall the CONTRACT permit any subcontractor to commence work on its subcontract until the insurance required of the subcontractor has been obtained.

##### **(b) Environmental Indemnification.**

Throughout the Initial Term, or any Renewal Term of this Contract, Contractor shall not permit itself or any third party to use, generate, handle, store or dispose of any Hazardous Substances in, on, under, upon or affecting any City of Berkley property in violation of any applicable law or regulation. Without limiting any other provisions of the Contract Documents, Contractor shall indemnify, defend and hold harmless the City of Berkley, its City, in their official and individual capacities, administrators, employees, agents, contractors, successors and assignees, from and against all liabilities, claims, losses, costs and expenses (specifically including, without limitation, attorneys', engineers', consultants' and experts' fees, costs and expenses) arising from (i) any breach of any representation or warranty made in this paragraph and/or

(ii) environmental conditions or noncompliance with any applicable law or regulation that result, in the case of Contractor, from operations or Janitorial Services in or about any City of Berkley property by Contractor or its agents or employees. As used herein, the term "Hazardous Substances" shall mean (i) any hazardous or regulated substance as defined by all Federal, state and local environmental laws, including, but not limited to, Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et seq.) ("Clean Water Act"), the Resource Conservation & Recovery Act (42 U.S.C. §§ 6901 et seq.) ("RCRA"), Safe Drinking Water Act (42 U.S.C. §§ 300f-j-26), Toxic Substances Control Act (15 U.S.C. §§ 2601 et seq.), Clean Air Act (42 U.S.C. §§ 7401 et seq.), the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. §§ 9601 et seq.) ("CERCLA"), the Emergency Planning and Community Right to Know Act, 42 U.S.C. §§ 11001 et seq. ("EPCRA"), the Michigan Natural Resources and Environmental Protection Act (MCL § 324.101 et seq.) the administrative rules and regulations promulgated under such statutes, or any other similar Federal, state or local law or administrative rule or regulation of similar effect, each as amended and as in effect and as adopted as of the date of execution of this Lease, (ii) any other pollutant, contaminant, hazardous substance, solid waste, hazardous material, radioactive substance, toxic substance, noxious substance, hazardous waste, particulate matter, airborne or otherwise, chemical waste, medical waste, crude oil or any fraction thereof, radioactive waste, petroleum or petroleum-derived substance or waste, asbestos, PCBs, radon gas, all forms of natural gas, or any hazardous or toxic constituent of any of the foregoing, whether such substance is in liquid, solid or gaseous form, or (iii) any such substance the release, discharge or spill of which requires activity to achieve compliance with applicable law. This paragraph shall survive the expiration or earlier termination of this Contract.

## **7. MEETINGS**

The Contractor Liaison for the Janitorial Services, as designated by the Contractor pursuant to the Contract Documents, shall schedule monthly meetings with the City Representative. The Contractor Liaison shall also perform scheduled weekly Facility Inspections with each Facility Representative.

IN WITNESS WHEREOF: the Parties hereto on this day execute this Contract as of the Effective Date.

**CITY OF BERKLEY**

**LGC GLOBAL ENERGY FM, LLC**

By:

By: Tushar Patel



Its:

Its: Chief Operating Officer

Date:

Date: September 8, 2023

September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve the purchase for a new Air Compressor from EDI, of Fair Haven, MI, in the amount of \$6,815.53. This purchase is budgeted under account number 101-443-787-000 (Public Works Garage Tools).

Ayes:

Nays:

Absent:

Motion:



# MEMORANDUM

To: Mayor Dean and City Council  
From: Adam Wozniak, Superintendent of Public Works *AW*  
Date: August 26, 2025  
Subject: New Public Works air compressor for the Public Works garage.

---

Madam Mayor and Members of City Council,

## Background

The current air compressor that we have installed in our Public Works garage is the original air compressor unit to the building. It currently isn't producing the correct amount air to operate correctly with the new systems we have installed to our garage.

## Summary

- Current air compressor is the original to the garage and was installed when the building was constructed roughly 75 years ago.
- The air compressor that we are asking to purchase is 80-gallon horizontal mounted tank that is a 3 commercial stage unit that come with a water separating unit built in. This unit has a maximum set pressure of 175 PSI.
- The total purchase price of the EDI R-Series 2-30HP Air Compressor is \$6,815.53 utilizing the account number 101-443-787-000(Public Works Garage Tools).
- Replaced equipment that are deemed by staff as no longer needed will be brought before council at a later date to be declared as surplus to be sold via public auction.

## Recommendation

It is my recommendation that City Council approves the purchase of the EDI R-Series 2-30HP Air Compressor from EDI equipment of Fair Haven, Mi in the amount of \$6815.53 utilizing the account number 101-443-787-000.

**Equipment Distributors**

10099 Radiance Dr.  
Fair Haven, MI. 48023  
586-566-8870  
586-566-1415 FAX

**EDI Estimate**

Date	Estimate #
8/23/2025	40602

**WWW.EDI.BIZ**

Name / Address	Ship To
City of Berkley 3238 Bacon St. Berkley, MI 48072 Shawn 248-546-2430	City of Berkley 3238 Bacon St. Berkley, MI 48072 ATTN: Steve: 248-658-3497

P.O. No.	WORK ORDER #	TERMS	REP
		Net 30	DH

Item	Description	Qty	Total
CHA-R2-30	R-SERIES 2-30HP (Add Details Per Build Sheet) Approximate Weight (lbs) 525 Power/Stages in sales order P07 Unit Configuration Simplex Configuration Model Number HR5-8 Pump Model R15 Motor Enclosure Open Drip Proof (ODP) Motor Horsepower 5HP (4kW) VOLT 230V/3PH/ 60Hz Tank Option 80 Gallon Hor. Mounted Tank Tank Type Standard Tank Type Tank Code STD Code (Includes Cal. Code) Set Pressure 175 Nema NEMA 1 Controller Control Panel Level 2 (HM+TOA) Control Mounting Mounted Control Panel Package Options Air Cooled Aftercooler Package Options Electronic Tank Drain Package Options Vibration Isolators	1	4,650.00T

**Subtotal****Sales Tax (0.0%)****Total**



**Equipment Distributors**

10099 Radiance Dr.  
 Fair Haven, MI. 48023  
 586-566-8870  
 586-566-1415 FAX

**EDI Estimate**

Date	Estimate #
8/23/2025	40602

**WWW.EDI.BIZ**

Name / Address	Ship To
City of Berkley 3238 Bacon St. Berkley, MI 48072 Shawn 248-546-2430	City of Berkley 3238 Bacon St. Berkley, MI 48072 ATTN: Steve: 248-658-3497

P.O. No.	WORK ORDER #	TERMS	REP
		Net 30	DH

Item	Description	Qty	Total
	Customer Finish	Champion	
	OUTLINE	402CAS800	
	WIRING DIAGRAM	343CAS546	
	Parts List Manual	CQF3454	
	Service Manual	CQF3473	
	Controller Manual	CQF3475	
Air Supplies	Hoses, clamps, wires, pipes, fittings, isolators and bolt up to 4 ect....		265.00T
TSU-21999-00...	Air System Component, Water Separator, 120 CFM Maximum Flow Rate, Electronic Drain, 1" NPT (Tsunami: model 21999-0082-ED)	1	401.53T
TSU-21999-0872	Regulator with Gauge, 160 SCFM, 1" NPT		299.00T
Air Compressor	Air Compressor Labor	8	1,200.00

Note: Compressor Warranties Require a Documented Maintenance Schedule with Factory Authorized Parts and Fluids. Please arrange for Scheduled Maintenance through your Sales Representative.

**Subtotal** \$6,815.53

**Sales Tax (0.0%)** \$0.00

**Total** \$6,815.53

September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve a budgeted purchase of a new 2026 Ford Escape from LungHamer Ford, of Owosso, MI, in the amount of \$31,787. This purchase is budgeted under account number 101-441-985-000 (Building Official Vehicle).

Ayes:

Nays:

Absent:

Motion:



# MEMORANDUM

To: Mayor Dean and City Council  
From: Adam Wozniak, Superintendent of Public Works *AW*  
Date: August 26, 2025  
Subject: Purchasing a Ford Escape for Building Official Staff

---

Madam Mayor and Members of City Council,

## Background

As part of the FY 2025-2026 budget, funds are being allocated for the purchase of a new City Hall Staff vehicle. This is a part of our departments Capital Improvement Plan.

## Summary

- Similar to previous purchases this purchase would utilize the State of Michigan Contract #MA 240000001208/ Macomb County Cooperative Bid with Lunghamer Ford of Owosso MI.
- This vehicle would replace the current used Ford Explorer that has all ready been repurposed from a previous Public Safety patrol car.
- The total purchase price for the Ford Escape \$31,787.00 utilizing the account number 101-441-985-000 (General Fund). In our Capital Improvement Plan we budgeted \$32,000.00 for this vehicle.
- Replaced vehicles that are deemed by staff as no longer needed will be brought before council at a later date to be declared as surplus to be sold via public auction.

## Recommendation

It is my Recommendation that City Council approves the purchase of 2026 Ford Escape from Lunghamer Ford of Owosso, Mi in the amount of \$31,787.00 utilizing the account number 101-441-985-000.



July 15, 2025

City of Berkley  
Attn: Matthew Wells  
3338 Coolidge Highway  
Berkley, MI 48072

Dear Matthew Wells:

Price on 2026 Vehicle State of Michigan Contract# MA 240000001208 and Macomb County Contract# 21-18 Bid:

**2026 Ford Escape Active All Wheel Drive in Oxford White** **\$31,787.00 ea**

**Order Cutoff Date: TBD.**

**Delivery date: Approximately 90-120 Days A.R.O.**

**Standard Service Contract:** 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty. Service to be handled by your local Ford Dealer.

**Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.**

**Payment requirements:** All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

*Bill Campbell*

Bill Campbell  
Government & Fleet Sales



State of Michigan  
**2026 Ford Escape FWD and 4WD**  
**Major Standard Equipment**

**MECHANICAL**

- Electric Parking Brake (Includes Auto Hold)
- Engine – 1.5L EcoBoost® with Auto Start-Stop Technology
- Four-Wheel Disc Brakes with Anti-Lock Brake System (ABS)
- Transmission
  - 8-speed Automatic

**EXTERIOR**

- Active Grille Shutters
  - Black – Molded-in-Color
    - Lower Bodyside Cladding
    - Rocker Panel
  - Black Upper Window Molding with Black Beltline Molding
  - Bumpers
    - Front, MIC
    - Rear, MIC – Black Upper/Silver Lower
  - Configurable Daytime Running Lamps (DRL)
  - Door Handles – Body-Color
  - Easy Fuel® Capless Fuel Filler
  - Exhaust Tips, Dual – Chrome
  - Grille – Chrome Grille Strip
  - Tire Inflator and Sealant Kit
  - Liftgate – Manual
  - Privacy Glass – Second Row Side and Liftgate
  - Rear Spoiler – Body Color
  - Roof-Mounted Antenna
  - Tires
    - 225/65R17 102H All Season A/S BSW
  - Wheels – 17" Shadow Silver-painted Aluminum
  - Wipers
    - Windshield – Variable-Intermittent/Continuous
    - Rear Window – Fixed-Intermittent/Continuous
- INTERIOR/COMFORT**
- Center Floor Console with Armrest
  - Cruise Control – Steering Wheel Mounted Controls
  - Cupholders – (8)
  - Driver's Side Footrest
  - Dual-Zone Electronic Automatic Temperature Control (DEATC)
    - Refresh95 (Cabin Particulate Air Filter)
  - Floor Mats – Carpeted Front and Rear
  - Grab Handles – Front Passenger Second Row – two (2), includes Coat Hooks
  - Instrument Panel
    - 8" Screen
    - EcoMode
    - Ice Blue® Lighting
    - Message Center
    - Outside Temperature Display
    - Trip Computer
  - Lighting
    - Front Map Lights
    - Illuminated Entry System with Courtesy Lamp Delay
    - Rear Cargo Area Light
    - Second Row Dome Light
  - Map Pocket – Front-Passenger Seat Back
  - Powerpoints – (2) Rear – Smart Charging USB Outlets
  - Urethane Steering Wheel
  - Seats
    - Unique Cloth Bucket
    - Five Passenger
    - 6-Way Manual Driver Seat (Fore/Aft, Up/Down and Manual Recline)
    - 4-Way Manual Front Passenger (Fore/Aft with Manual Recline)
    - Second Row 60/40 Split-Fold-Flat and Sliding 1 Not available with 2.5L iVCT Atkinson Cycle I-4 Hybrid (95Z)
  - Rear Center Armrest (Fold-Down with Two (2) Cupholders)
  - Rotary Gear Shift Dial
  - Sliding Sun Visors with Vanity Mirrors (Driver and Front Passenger)
  - USB Ports
    - Smart Charging Multimedia USB Ports, First Row – (1) USB-A and (1) USB-C
  - Steering Column – Manual Tilt/Telescoping
  - Storage – Front Row Center Console Armrest, Glove Box, Media Bins two (2), in front and in center of the Console, Overhead Console with Sunglasses Storage
  - Windows, Power – Front One-Touch Down Feature (Driver only)
- SAFETY/SECURITY**
- AdvanceTrac® with RSC® (Roll Stability Control™) • Airbags
    - Driver and Front Row Passenger Dual-Stage
    - Driver Knee
    - Front-Seat Mounted Side-Impact
    - Safety Canopy® System – Front and Second Row Safety Canopy® Side-Curtain with Rollover Sensor
    - Center High-Mounted Stop Lamp (CHMSL)
    - Curve Control
    - Day/Night Rearview Mirror – Manually Adjustable

- Door Locks
  - Autolock/Autounlock
  - Child-Safety Rear
  - Power Lock/Unlock
- Electronic Traction Control
- Headlamps
  - Courtesy Delay
  - LED Reflector with Signature Lighting
  - Wiper-Activated
- Head Restraints
  - Two-Way Manually Adjustable Driver and Front Passenger
  - Two-Way Manually Adjustable Second Row (Left and Right, Center Head Restraint is fixed position)
- LATCH (Lower Anchors and Tether Anchors for Children) on Rear Outboard Seat Positions
- Mirrors, Sideview – Power Glass, Manual-Fold and Black Molded-in-Color (MIC) Caps
- Personal Safety System®
- Rear-Window Defroster and Washer
- Safety Belts – Front and Second Row – Belt-Minder® (Safety Belt Reminder)
  - Front Row Height Adjustable
  - Second Row Outboard and Center Seat Shoulder
  - Three-Point Safety Belts on all (5) Seating Positions • SecurILock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS) • Torque Vectoring Control

**FORD CO-PILOT360™ TECHNOLOGY**

- Ford Co-Pilot360™ includes:
  - Auto High Beam Headlamps
  - BLIS® (Blind Spot Information System) with Rear Cross Traffic Braking 2 Personal Safety System™ for driver and front passenger includes dual stage front airbags, safety belt pretensioners, safety belt energy management retractors, safety belt usage sensors, driver's seat position sensor, crash severity sensor, restraint control module and Front Passenger Sensing System
  - Lane-Keeping System (includes Lane-Keeping Assist, Lane Keeping Alert and Driver Alert)
  - Pre-Collision Assist with Automatic Emergency Braking (AEB), Pedestrian Detection, Forward Collision Warning and Dynamic Brake Support
  - Rear View Camera
  - Road Departure Warning
  - Headlamps – Autolamp (Automatic On/Off)
  - Post-Collision Braking

**FUNCTIONAL**

- Audio
  - AM/FM Stereo
  - Six (6) Speakers
  - Speed-Compensated Volume
  - Steering Wheel Mounted Controls
  - SiriusXM® with 360L (if equipped)
- Battery Saver
- Compass
- Electric Power-Assisted Steering (EPAS)
- FordPass Connect™
  - 4G LTE Wi-Fi® hotspot connects up to 10 devices<sup>3</sup> — Remotely start, lock and unlock vehicle<sup>4</sup>
  - Locate parked vehicle
  - Check vehicle status

Note: Ford Telematics and Data Services are telematics services available for fleet customers, providing access to manufacturer-grade vehicle data including but not limited to location, speed, idle time, remaining fuel, fuel energy, range, diagnostics, and maintenance alerts. FordPass Connect™ 4G Wi-Fi Modem, enables telematics services directly from Ford or through authorized third-party providers. Learn more at [commercialsolutions.ford.com](https://commercialsolutions.ford.com) or email [fes1@ford.com](mailto:fes1@ford.com) or by calling 833-FCS-Ford (833-327-3673).

- Front and Rear Stabilizer Bar
- Intelligent Oil-Life Monitor®
- Provisions for Roof Rack Mounting– Blanking Plugs • Selectable Drive Modes
  - SYNC® 4
  - 8" LCD Capacitive Touchscreen with Swipe Capability
  - Wireless Phone Connection
  - Cloud Connected
  - AppLink® w/ App Catalog
  - 911 Assist®
  - Wireless Apple CarPlay® and Android Auto™ Compatibility
  - Digital Owners Manual
  - Transmission Oil Cooler
  - Variable-Assist Rack-and-Pinion Steering
  - Intelligent Access with Push-Button Start
  - Keyless-Keysets – Passive Keys, Two (2)

**Base Price Escape Active****[ ] Base Price Front Wheel Drive, U0G/200A****\$28,625.00****☒ Base Price All Wheel Drive, U9G/200A****\$29,902.00****Optional equipment****Order Code****Price****[ ] Tech Pack #1****68B****995.00**

- Ford Co-Pilot360™ Assist+
- Adaptive Cruise Control with:
- Stop-and-Go
- Lane Centering Assist
- Predictive Speed Assist
- Connected Navigation (1 Year included), Pinch-to-Zoom Capability, Live Traffic, Predictive Destinations and Route Guidance
- Evasive Steering Assist
- Intersection Assist
- Rear Parking Sensor
- Rear View Camera – Digital
- SYNC® 4 with Enhanced Voice Recognition
- 13.2" LCD Capacitive Touchscreen with Swipe Capability

**[ ] Active Premium Tech Pack****66N****4370.00**

- Ford Co-Pilot360™ Assist+
- Adaptive Cruise Control with:
- Stop-and-Go
- Lane Centering Assist
- Predictive Speed Assist
- B&O® Sound System by Bang & Olufsen®, 10 Speakers including Subwoofer
- HD Radio™
- Cold Weather Package (19H)
- Connected Navigation (1 Year included), Pinch-to-Zoom Capability, Live Traffic, Predictive Destinations and Route Guidance
- Evasive Steering Assist
- Rear Parking Sensor
- Instrument Panel Cluster – 12.3" Digital Productivity Screen
- 10-Way Power Driver Seat (Fore/Aft, Up/Down, Tilt, Power Lumbar and Power Recline)
- 6-Way Power Passenger (Fore/Aft, Up/Down, Recline)
- Memory Package: Driver's Seat and Driver/Front Passenger Sideview Mirrors
- Power Liftgate
- Rear View Camera - Digital
- SYNC® 4 with Enhanced Voice Recognition
- 13.2" LCD Capacitive Touchscreen with Swipe Capability
- Wireless Charging Pad

**Note: Includes Tech Pack #1 (68B)****☒ Cold Weather Package****19H****995.00**

- Heated Front Row Seats
- Mirrors, Sideview – Heated
- Remote Start System
- Steering Wheel – Heated

**Note: Included w/ Active Premium Tech Pack (66N)**

- |   |            |                |
|---|------------|----------------|
| <b>[ ] Power Liftgate</b>   | <b>18C</b> | <b>495.00</b>  |
| <b>[ ] Power Panoramic Vista Roof</b>   | <b>43M</b> | <b>1595.00</b> |
| <b><input checked="" type="checkbox"/> Steel Mini Spare Tire and Wheel (Spare Tire No Longer STD)</b> | <b>51U</b> | <b>345.00</b>  |
| <b>[ ] Daytime Running Lights</b>   | <b>942</b> | <b>45.00</b>   |
| <b>[ ] Engine Block Heater</b>  | <b>41H</b> | <b>190.00</b>  |
| <b><input checked="" type="checkbox"/> Rear Parking Sensor</b>  | <b>60S</b> | <b>245.00</b>  |
| <b>[ ] Easy Access Cargo Shade</b>  | <b>47B</b> | <b>135.00</b>  |
| <b>[ ] Floor Liners Front and Rear</b>  | <b>50B</b> | <b>200.00</b>  |
| <b>[ ] Cargo Mat</b>  | <b>50Q</b> | <b>100.00</b>  |
| <b>[ ] Remote Start (Included in Cold Weather Package)</b>  | <b>LUN</b> | <b>550.00</b>  |
| <b><input checked="" type="checkbox"/> Extra keys with Integrated Keyless Entry 4 @ \$300.00 ea</b>   | <b>LUN</b> | <b>300.00</b>  |

**Total Price \$ 31,787**

Color and Trim Availability on Active Trim Only

<u>Exterior Colors</u>		<u>Interior Colors</u>	
		<u>Ebony Black (CB)</u>	<u>Space Gray(CW)</u>
Agate Black Metallic	[UM]	[ ]	[ ]
Oxford White	[YZ]	[X]	[ ]
Carbonized Gray Metallic	[M7]	[ ]	[ ]
Space Silver Metallic	[A3]	[ ]	[ ]
Extra Cost Paint \$495.00			
Rapid Red Metallic Tinted Clearcoat	[D4]	[ ]	[ ]
Vapor Blue Metallic	[K1]	[ ]	[ ]



September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve a budgeted purchase of a new 2026 Ford F-250 from LungHamer Ford, of Owosso, MI, in the amount of \$54,303. This purchase is budgeted under account number 592-536-985-000 (Public Works Vehicle).

Ayes:

Nays:

Absent:

Motion:





**CITY OF BERKLEY**  
**DEPARTMENT OF PUBLIC WORKS**  
3238 BACON AVE, BERKLEY, MICHIGAN 48072

# MEMORANDUM

To: Mayor Dean and City Council  
From: Adam Wozniak, Superintendent of Public Works *AW*  
Date: August 22, 2025  
Subject: 2026 Ford F-250 Purchase

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Madam Mayor and Members of City Council,

## Background

As part of the FY 2025-2026 budget, funds are being allocated for the purchase of a new 2026 Ford F-250 vehicle. This is a part of our departments Capital Improvement Plan.

## Summary

- Similar to previous purchases this purchase would utilize the State of Michigan Contract #MA 240000001208/ Macomb County Cooperative Bid with Lunghamer Ford of Owosso MI.
- The total purchase price for the Ford F-250 \$54,303.00 utilizing the account number 592-536-985-000(Water Sewer).
- This vehicle will be purchased as a part of the Capital Improvement Program for a replacement of another vehicle.
- Replaced vehicles that are deemed by staff as no longer needed will be brought before council at a later date to be declared as surplus to be sold via public auction.

## Recommendation

It is my Recommendation that City Council approves the purchase of 2026 Ford F-250 from Lunghamer Ford of Owosso, Mi in the amount of \$54,303.00 utilizing the account number 592-536-985-000.



July 15, 2025

City of Berkley  
Attn: Matthew Wells  
3338 Coolidge Highway  
Berkley, MI 48072

Dear Matthew Wells:

Price on 2026 Vehicle State of Michigan Contract# MA 240000001208 and Macomb County Contract# 21-18 Bid:

**2026 Ford F250 Super Cab 4x4 XL Pickup 8' Box in Oxford White \$54,303.00 ea**

**Order Cutoff Date: TBD.**

**Delivery date: Approximately 90-120 Days A.R.O.**

**Standard Service Contract:** 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty. Service to be handled by your local Ford Dealer.

**Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.**

**Payment requirements:** All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

*Bill Campbell*

Bill Campbell  
Government & Fleet Sales

## 2026 F-250 Reg. Cab, Super Cab, Crew Cab Major Standard Equipment

### MECHANICAL

- Brakes – Four-Wheel Disc Anti-lock Brake System (ABS)
- Electronic-Shift-On-the-Fly (ESOF) (4x4 only)
- Engine
  - F-250/F-350 – 6.8L 2V DEVCT NA PFI V8 Gas
- Transmission
  - TorqShift®-G ten-speed automatic w/ Selectable Drive Modes: Normal, Eco, Slippery Roads, Tow/Haul (6.8L Gas)
- Fuel Tanks
  - 29 Gallon (Diesel Engine) – 142" or 148" Wheelbase
  - 34 Gallon (Diesel Engine) – 160" or 164" Wheelbase
  - 34 Gallon (Gas Engine) – NA 176" Wheelbase
  - 48 Gallon (Gas Engine) – 176" Wheelbase
  - 48 Gallon (Diesel Engine) – 176" Wheelbase

### EXTERIOR

- Bumpers – front & rear, black painted
- Daytime Running Lamps
- Fender vents – front
- Front Box Step and Rear Bumper Step
- Glass – solar-tinted
- Grille – black painted
- Handles – door & tailgate, black
- Jack
  - 3-Ton mechanical (250/350 SRW)
- Manually telescoping/folding trailer tow with power/heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals
- Operator Commanded Regeneration (OCR) (6.7L Power Stroke® Diesel engine only)
- Tailgate – Removable w/key lock
- "Three-Blink" lane change signal
- Tires
  - LT245/75R17E BSW A/S
- Tow hooks – front, two (2)
- 2.5" Built Ford Tough® Trailer Hitch Receiver
- Trailer Sway Control
- Trailer Tow Package – 7-wire harness w/relays & 7/4 pin connector
- Wheels
  - F-250/F-350 SRW – 17" Argent Painted Steel w/painted hub covers/center ornaments
  - Manual Locking Hubs (4x4)
  - Spare tire, wheel & carrier
- Windshield wipers – intermittent

### INTERIOR/COMFORT

- 4.2" LCD Productivity Screen: includes menus for Gauge Setup, Trip Computer, Fuel Economy and Towing/Off-Road applications
- Air conditioning – manual, single zone
- Cabin Air Particulate Filter
- Door-trim – armrest/grab handle & reflector
- Floor covering – Black, full length vinyl
- Instrumentation – Multi-function switch message center
- Mirror – rearview 11.5" day/night
- Outside Temperature Display
- Overhead console w/dual storage bins and map lights
- Power Equipment Group – 1 st row (front-seat) windows w/one-touch up/down, power 2nd row (rear-seat) windows; power door-locks w/backlit switches & accessory delay; power tailgate lock

- Powerpoint – auxiliary two (2) in instrument panel
- Scuff plates – front, color-coordinated
- Seats – Front, HD vinyl, 40/20/40 split bench w/center armrest, cupholder and storage (manual lumbar – driver's side), front center-seat w/integrated restraint
- Steering wheel – black urethane with tilt and telescoping steering wheel/column; includes three (3) button message control
- Sun visors – color-coordinated vinyl, driver w/pocket, passenger w/uncovered mirror
- Window – Rear, fixed

### SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Belt-Minder® (front safety belt reminder)
  - chime & flashing warning light on I/P if belts not buckled
- Center High-mounted Stop Lamp (CHMSL)
- Driver and passenger frontal airbag; passenger side deactivation Switch
- Ford Security Package (1-Year included with activation)
- Headlamps – Quad beam jewel effect halogen
- Individual Tire Pressure Monitoring System (TPMS)
- Mirrors – Manually telescoping/folding trailer tow with power/heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals
- Rear View Camera
- Remote keyless entry
- Safety belts – w/height adjustment D-ring
- Safety Canopy® System (incl. side-curtain airbags)
- SecuriLock® Passive Anti-Theft System
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control

### FORD CO-PILOT360™ TECHNOLOGY

- AutoLamp (Auto On/Off Headlamps)
  - Cruise Control
  - Hill Start Assist
- ### FUNCTIONAL
- Audio – AM/FM stereo/MP3 Player (four (4))
  - Alternator – 157 AMP
  - Battery
    - Gas engine – 750-CCA, 78-AH, single
    - Diesel engine – 750-CCA, 68-AH, dual AGM (6.7L Power Stroke® Diesel engine)
  - FordPass Connect™ (5G)
    - 5G Wi-Fi hotspot connects up to 10 devices 1
    - Remotely start, lock and unlock vehicle
    - Schedule specific times to remotely start vehicle
    - Locate parked vehicle
    - Check vehicle status
  - Rear axle – Non-Limited-Slip (F-250 and F-350)
  - SYNC® 4
    - 8" LCD Capacitive Touchscreen with Swipe Capability
    - Wireless Phone Connection
    - Cloud
    - AppLink® w/App Catalog
    - 911 Assist®
    - Apple CarPlay® and Android Auto™ Compatibility — Digital Owner's Manual



**9950# GVWR Regular Cab 8 Ft. Box, 142"WB, 10000# GVWR**

- ☐ Base Price 4x2 (F2A/600a), (T.4) \$42,878.00  
☐ Base Price 4x4 (F2B/600a), (T.6) \$45,365.00

**10000# GVWR SuperCab 6 3/4 Ft. SHORT Box, 148"WB, 10000# GVWR**

- ☐ Base Price 4x2 (X2A/600a) \$45,165.00  
☐ Base Price 4x4 (X2B/600a), (T.7) \$47,697.00

**10000# GVWR SuperCab 8 Ft. Box, 164"WB, 10000# GVWR**

- ☐ Base Price 4x2 (X2A/600a), (T.5) \$45,346.00  
☒ Base Price 4x4 (X2B/600a) (T.8) \$47,878.00

**10000# GVWR Crew Cab 6 3/4 Ft. SHORT Box, 160" WB, 10000# GVWR**

- ☐ Base Price 4x2 (W2A/600a) \$46,684.00  
☐ Base Price 4x4 (W2B/600a) \$49,211.00

**10000# GVWR Crew Cab 8 Ft. Box, 176" WB, 10000# GVWR**

- ☐ Base Price 4x2 (W2A/600a) \$46,864.00  
☐ Base Price 4x4 (W2B/600a) \$49,400.00

<u>Available Standard Options</u>		<u>Price</u>	
	<u>Option</u>	<u>Reg.&amp;Super/Crewcab</u>	
<input type="checkbox"/> 6.7L Power Stroke 4V Diesel V8 (B20)/10-Spd Auto.	99T/44G	9995.00	
<input type="checkbox"/> CNG/LPG Fuel Capable Engine (Gas Engine Only)	98F	315.00	
<input checked="" type="checkbox"/> Engine Block Heater	41H	100.00	
<input type="checkbox"/> Rapid-Heat Supplemental Cab Heater	41A	250.00	
<input checked="" type="checkbox"/> Seats, 40/20/40 Split Bench Vinyl	AS	Standard	
<input type="checkbox"/> Seats, 40/20/40 Split Bench Cloth	1S	100.00/315.00	
<input type="checkbox"/> Seat, Vinyl High Back Buckets	LS	355.00	
<input type="checkbox"/> Seats, Cloth High Back Buckets	4S	515.00/615.00	
<input type="checkbox"/> Interior Work Surface (40/20/40 Cloth or Vinyl Seats Only)	52S	140.00	
<input type="checkbox"/> Tires, LT245/75Rx17E All-Terrain (5)	TBM	165.00	
<input type="checkbox"/> Engine Idle Shutdown Timer (Can Be Set 1-30 Minutes)	86K	250.00	
<input checked="" type="checkbox"/> Powercode Remote Start System	76S	250.00	
<input checked="" type="checkbox"/> Power Sliding Window (Includes Privacy Glass with Heated Backlight/Rear Window Defrost <u>Super and Crew Cab Only</u> )	435/43B/924	435.00	
<input type="checkbox"/> Dual Alternators 410 amp	67B	115.00	
<input type="checkbox"/> Alternator 250 amp (6.8L Gas Only)	67E	85.00	
<input checked="" type="checkbox"/> Dual Batteries (68 Amp.) (Gas Engines Only, Includes Dual Alternators 410 amp)	86M/67B	325.00	
<input type="checkbox"/> Pro Power Onboard - 2KW (Includes Dual Batteries 86M)	43K/86M	1195.00	
<input checked="" type="checkbox"/> 120V/400W Outlet	43C	175.00	
<input checked="" type="checkbox"/> Keys Extra (Regular) \$75.00 x <u>2</u> =	Sig	150.00	
<input checked="" type="checkbox"/> Keys Extra (With Power Group) \$220.00 x <u>1</u> =	Sig	220.00 ea	
<input checked="" type="checkbox"/> Trailer Brake Controller Tow Command	52B	300.00	
<input type="checkbox"/> Transmission Power Take-Off Provision <u>(6.7L Diesel Only)</u>	62R	280.00	
<input type="checkbox"/> Cab Steps Molded Black	18B	320.00/445.00	
<input type="checkbox"/> Roof Clearance Lights	592	80.00	
<input type="checkbox"/> Tailgate Step, Incl. Tailgate Assist, Step & Handle	85G	375.00	
<input checked="" type="checkbox"/> Upfitter Switches (6) located in overhead console)	66S	165.00	
<input checked="" type="checkbox"/> Ford Pro Upfit Integration System	18A	400.00	



<input checked="" type="checkbox"/>	<b>Snow Plow Prep Package</b> (N/A with 67H)	473	250.00
<input type="checkbox"/>	Camper Package	471	160.00
<input type="checkbox"/>	Snow Plow/Camper Package	47B	305.00
<input type="checkbox"/>	Suspension Package, Heavy Service(N/A with 473)	67H	125.00
<input type="checkbox"/>	Payload Upgrade Package	68U	100.00
<b>(Not Available Regular Cab 4x2 F2A)</b>			
<input checked="" type="checkbox"/>	<b>XL Chrome Pkg.</b> (Chrome front and rear step bumper, Bright Chrome Hub Covers and Center Ornaments & BoxLink with Brackets and 4 Premium Locking Cleats)	96V	225.00
<input type="checkbox"/>	<b>XL Drivers Assist Pkg.</b> (Automatic High Beam, Pre-Collision Assist with Automatic Emergency Braking (AEB) and Forward Collision Warning	96D	730.00
<input type="checkbox"/>	<b>4x4 Off-Road Pkg</b> (Includes. Skid Plates, E-Locking Axle, and Tires, (5) LT245/75Rx17E All-Terrain)	17X/X3E/TBM	1090.00
<input type="checkbox"/>	<b>Tow Technology Pkg.</b> (360-Degree Camera Package, Driver Assist Package, Lane Departure Warning (XL only), Pro Trailer Backup Assist™, Pro Trailer Hitch Assist™, and Trailer Reverse Guidance	52T/874/96D	2785.00
<input checked="" type="checkbox"/>	<b>360-Degree Camera Package</b> (Driver Assist Package, 360-Degree Camera System (Incl. Picture in Picture capability), Center High-Mounted Stop Lamp (CHMSL) Camera, Wired Aux Trailer Camera Compatibility, BLIS with Cross-Traffic Alert / BLIS with Trailer Coverage, LED Center High-Mounted Stop Lamp (CHMSL), Rear Parking Sensors, and Reverse Sensing System w/ Reverse Brake Assist	874/96D	1880.00
<input checked="" type="checkbox"/>	<b>Axle, Electronic Locking</b>	X3	430.00
<input type="checkbox"/>	Drop in Plastic Bedliner	85L	350.00
<input checked="" type="checkbox"/>	<b>Tough Bed(Spray-in-bedliner)</b>	85S	595.00
<input type="checkbox"/>	Bed Mat(N/A w/85S Tough Bed Spray-in-Bedliner)	85M	180.00
<input type="checkbox"/>	Splash Guards/Mud Flaps	61S/62S	130.00
<input type="checkbox"/>	Wheel Well Liner (Front)	61L	180.00
<input checked="" type="checkbox"/>	<b>Wheel Well Liner Front and Rear</b>	61N	325.00
<input checked="" type="checkbox"/>	<b>Exterior Backup Alarm</b>	76C	140.00
<input checked="" type="checkbox"/>	<b>LED Box Light (Not Available with LED Warning Strobes 91S)</b>	66L	60.00
<input type="checkbox"/>	360-Degree Dual Beacon LED Warning Strobes-Amber	91S	650.00

Total Price \$ 54,303

Colors for F-250

Exterior Colors

Race Red  
Argon Blue Metallic  
Avalanche  
Agate Black  
Oxford White  
Carbonized Gray Metallic

Interior Steel (Grey)

[PQ] [ ]  
[E9] [ ]  
[DR] [ ]  
[UM] [ ]  
[Z1] [X]  
[M7] [ ]

**SPECIAL PAINT**

School Bus Yellow Add \$660.00  
Omaha Orange Add \$660.00  
Green Gem Add \$660.00  
Iconic Silver Metallic Add \$660.00

[BY] [ ]  
[MB] [ ]  
[W6] [ ]  
[JS] [ ]

September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember  
\_\_\_\_\_ to update the City's fee schedule to include an application fee for a  
Payment in Lieu of Taxes (PILOT) application.

Ayes:

Nays:

Absent:

Motion:



**CITY OF BERKLEY**  
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

# MEMORANDUM

To: Mayor Dean and City Council  
From: Kristen Kapelanski, Community Development Director  
Date: September 8, 2025  
Subject: Payment in Lieu of Taxes Application Fee

---

Madam Mayor and Members of City Council,

## **Background**

- The City Council adopted a Payment in Lieu of Taxes (PILOT) ordinance in May of this year. The ordinance referenced an application fee.

## **Summary**

- Based on the anticipated staff time for review and analysis, staff has proposed a \$2,000 application fee for PILOT applications and included it in the Community Development Department's Miscellaneous fees.

## **Recommendation**

It is our recommendation that the City Council approves the updated fee schedule to include a PILOT application fee.



## COMMUNITY DEVELOPMENT FEES CONTINUED

### Miscellaneous Community Development Fees Continued

#### Special Permits

Seasonal Sales Permit	\$80.00
Promotional Events Permit	\$80.00
Outdoor Service Area (New)	\$370.00
Outdoor Service Area (Renewal)	\$140.00
Parklet Permit (New)	\$450.00
Parklet Permit (Renewal)	\$200.00
Payment in Lieu of Taxes	\$2,000.00

#### Miscellaneous Fees

Combination/Split of Lots	\$300.00
Stop Work Posted	\$50.00
Snow and Ice Removal**	\$250.00 + 20%
Property Cleanup – Grass, Debris and Weeds**	\$250.00 + 20%
Fees not listed shall be charged as actual costs plus 20% administration fee	Cost + 20%

#### Other

Application and two inspections fee (Chicken, O-02-17)	\$80.00
--	---------

Upon request, all cancelled permits with no inspections will be refunded at 50% of the permit costs with a minimum refund of \$25.00.

\*Plan review fees must be paid before review can begin. Final review fees may be higher based on confirmation of the construction cost. Canceled plan reviews will not be refunded.

\*\*Additional costs may be incurred based on the lot size and scope of work.

\*\*\*Cancelled site plans and board and commission requests will be refunded at 90% if cancelled within one week of submission.



September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember

\_\_\_\_\_ to authorize the Berkley Instrumental Boosters/Orchestra

Association, 2325 Catalpa Drive, Berkley, Michigan, to conduct Berkley Tag Days 2025 in the City of Berkley on Friday, September 26th from 4-8 p.m. and Saturday, September 27th from 8 a.m.-8 p.m.

Ayes:

Nays:

Absent:

Motion:



City Clerk's Office  
3338 Coolidge Hwy.  
Berkley, MI 48072  
248-658-3300  
Fax: 248-658-3301  
www.berkleymich.org

# CITY OF BERKLEY, MICHIGAN

## CHARITABLE SOLICITATION

### PERMIT APPLICATION DISPOSITION CHECKLIST

Event Name:

Tag Days

Event Date(s)

9/26 - 9/27/2005

Location(s)

store fronts throughout Berkley

Event Hours

Fri 4-8p  
Sat 8a-8p

#### ORGANIZATION:

Organization Name:

Berkley Band Boosters

Headquarters Street Address:

[REDACTED]

City:

Berkley

State:

MI

Zip Code:

48072

[REDACTED]

Website:

Tax Exempt Status (as defined by the US Internal Revenue Service):



Non-Profit



501(c)(3)



N/A



Other (specify) \_\_\_\_\_

The following documents have been submitted:

Completed application

☒ YES ☐ NO

Valid IRS tax exempt verification

☒ YES ☐ NO

Financial report for the preceding fiscal year

☒ YES ☐ NO

Proof of Commercial Liability Coverage

☒ YES ☐ NO

Estimated cost to execute the solicitation / event

☒ YES ☐ NO

Charitable Solicitation / Special Event Hold Harmless Agreement

☒ YES ☐ NO

Application reviewed by:

Public Safety

N/A

Public Works N/A

Building Official

N/A

Comments:

[REDACTED]

Presented to City Council:

Date:

Approved:

YES NO

Organization Notified

YES NO

Dates of Solicitation: September 26, 2005 To September 27, 2005

Estimated cost of solicitation: \$ 0

Locations for solicitation:

Contracts attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAS PERMISSION BEEN RECEIVED FROM THE ABOVE LOCATION(S)? ☒ YES ☐ NO

See attached

Applicant's Signature: See Next Page

Home Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

**For Office Use Only**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

City Clerk: Victor Mitchell

Date: 8/26/05

Permit #: N/A



City Clerk's Office  
3338 Coolidge Hwy.  
Berkley, MI 48072  
248-658-3300  
Fax: 248-658-3301  
www.berkleymich.org

## CITY OF BERKLEY, MICHIGAN CHARITABLE SOLICITATION PERMIT APPLICATION

Event Name: Tag Days

Event Date(s) 9/26 - 9/27/2025 Location(s) store fronts/multiple businesses - Berkley Event Hours hours of business operation

### ORGANIZATION INFORMATION

Name: <u>Berkley Band Boosters</u>			
Street Address: <u>[REDACTED]</u>			
City: <u>Berkley</u>	State: <u>MI</u>	Zip Code: <u>48072</u>	<u>[REDACTED]</u>
Website:			

Tax Exempt Status (as defined by the U.S. Internal Revenue Service):

☒ Non-Profit ☐ 501(c)(3) ☐ N/A ☐ Other (specify) \_\_\_\_\_

### CONTACT PERSON (Authorized Representative)

Name Leigh Ann Phillips Title Secretary Phone [REDACTED]  
Email [REDACTED]

### AGENTS/OFFICERS OF ORGANIZATION

Name Danielle Moody Title President Phone [REDACTED]  
Address [REDACTED]

Name Katie Blackburn Title President Phone [REDACTED]  
Address [REDACTED]

Name Jenna Hance Title President Phone [REDACTED]  
Address \_\_\_\_\_

Describe the type and purpose of the solicitation and how collected funds be used.

Donations collected from students playing instruments or singing money used to help music programs in high & middle school.



The amount of wages, fees, commissions, expenses to be paid to any person in connection with the solicitation, together with the manner in which such wages, fees, expenses, commissions are to be paid:

None  
This is a fundraising event. All proceeds go to Tag Days Committee  
which is Berkley High School: Band, Orchestra & Choir

Estimated cost of the solicitation

0

The following documents must be submitted with this application, pursuant to *Chapter 34 Charitable Solicitations, Article I* of the City of Berkley Code of Ordinance:

1. Internal Revenue Service tax exempt documentation for the organization
2. Organization's financial report for the preceding fiscal year
3. Proof of Commercial Liability Coverage on an "occurrence basis" with no less than \$500,000 per occurrence and/or combined single limit, Personal Injury, Bodily Injury, and Property Damage. The insured endorsement portion of the Certificate of Insurance must read EXACTLY as follows:  
The City of Berkley, including all elected and appointed officials, all employees, and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers.
4. Charitable Solicitation Hold Harmless Agreement signed by an authorized representative of the organization.

If the above information cannot be furnished, please provide a detailed statement of the reason.

I hereby solemnly swear that no solicitor will be paid, either directly or indirectly, a salary, wage, commission or benefit for his/her service.

  
Applicant Signature

Leigh Ann Phillips Secretary  
Print Name/Title

8/23/2025  
Date

**For City Use Only**

Approved by

Title

Signature

Date



City Clerk's Office  
3338 Coolidge Hwy.  
Berkley, MI 48072  
248-658-3300  
Fax: 248-658-3301  
www.berkleymich.org

## CITY OF BERKLEY, MICHIGAN

### CHARITABLE SOLICITATION HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between Berkley Band Boosters, (the Organization) and the City of Berkley, Michigan, (City) for the date(s) specified below.

Organization Name Berkley Band Boosters  
Address [REDACTED]  
City Berkley State MI Zip 48072 Phone [REDACTED]  
Event Name Tag Days  
Event Location(s) Store Fronts Throughout Berkley Event Date(s) 9/26 - 9/27/2025

To the fullest extent permitted by law, the Organization expressly agrees to indemnify and hold harmless the City of Berkley, its elected and appointed officials, its employees and volunteers and others working on behalf of the City, from and against all loss, cost, expense, damage, liability or claims (whether groundless or not) arising out of bodily injury, sickness or disease (including death resulting at any time there from) which may be sustained or claimed by any person or persons participating in the above named event.

This includes damage or destruction of any property (including loss of use) based on any act or omission (negligent or otherwise) of the Organization or anyone acting on its behalf in connection with or incidental to this agreement. The Organization shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced hereunder. In the event of any suit, action or proceeding, the Organization shall pay:

- Any and all judgments which may be recovered.
- Any and all expenses, including, but not limited to, costs, attorneys' fees and settlement expenses which may be incurred.

The Organization shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence.

Authorized Representative Leigh Ann Phillips Title Secretary  
(Please print)  
Signature Leigh Ann Phillips Date 8/23/2025

Berkley Instrumental Boosters  
Fiscal Year 2024/2025  
Summary of Financial Activity

<u>Description</u>	<u>Amount</u>
Befginning Balance (06/30/2024)	\$17,726
Deposit (FY 2024/2025)	\$40,096
Withdraw (FY 2024/2025)	<u>-\$44,902</u>
Ending Balance (07/01/2025)	\$12,921

new official name changed to Berkley Band Boosters on 10/8/2024



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 300 Ottawa NW Suite 301 Grand Rapids MI 49503	<b>CONTACT NAME:</b> Abby Boumis	<b>FAX (A/C, No):</b>	
	<b>PHONE (A/C, No, Ext):</b> 616-233-0916		
	<b>E-MAIL ADDRESS:</b> Abby_Boumis@aig.com		
<b>INSURED</b> MAISL Joint Risk Management Trust Berkley School District 14501 Talbot Oak Park MI 48237	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A :</b> MAISL Joint Risk Management Trust		
	<b>INSURER B :</b> Great American Insurance Company		16691
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

**COVERAGES****CERTIFICATE NUMBER:** 1631662981**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		Insurer A & B MAC 3128240	7/1/2025 7/1/2025	7/1/2026 7/1/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ Included
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
							Agg Applies per	\$ Member
A B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			Insurer A & B MAC 3128240	7/1/2025 7/1/2025	7/1/2026 7/1/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							Physical Damage	\$ Included
A B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Insurer A & B MAC 3128240	7/1/2025 7/1/2025	7/1/2026 7/1/2026	EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
B	School Board Legal Liability Professional & Errors & Omissions Auto Liability			MAC 3128240	7/1/2025	7/1/2026	Per Claim Limit Aggregate Limit Maintenance Ded.	\$1,000,000 \$1,000,000 \$2,500

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

MAISL Joint Risk Management Trust is a qualified and approved self-insurance fund under the laws of the State of Michigan. SIR \$600,000  
The City of Berkley, including all elected and appointed officials, all employees, and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers are included as Additional Insureds as respects to the General Liability, pursuant to and subject to the policy's terms, definitions, conditions and exclusions. RE: Berkley Tag Days Orchestra and Band performing at a variety of businesses in Berkley during the current school year.

**CERTIFICATE HOLDER****CANCELLATION**

City of Berkley  
3388 Coolidge Highway  
Berkley MI 48072  
USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

**JAN 27 2000**

BENKLEY INSTRUMENTAL BOOSTERS  
C/O MARY LUZ ZUBRIN  
25039 WENDRIS  
HUNTINGTON WOODS, MI 48070

Employer Identification Number:  
38-2482183  
EIN:  
17053333028019  
Contact Person:  
DAVID V SCIAN ID# 31369  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Foundation Status Classification:  
509(a) (1)  
Advance Ruling Period Begins:  
February 11, 1999  
Advance Ruling Period Ends:  
June 30, 2003  
Adelendum Applies:  
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(c) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

Letter 1995 (DO/CO)

1-18-00

**BERKLEY INSTRUMENTAL BOOSTERS**

will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or methods of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 184, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

Letter 2045 (00/00)

-3-

**BERKLEY INSTRUMENTAL BOOSTERS**

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your exemption application, any supporting documents and this exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are made widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

Letter 1045 (00/00)

BERKLEY INSTRUMENTAL BOOSTERS

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Steven T. Miller  
Steven T. Miller  
Director, Exempt Organizations

Enclosure(s):  
Form 872-C

# TAG DAYS 2025



Benefitting the music programs in the Berkley School District  
Tag Days 2025 Agreement

We support **Tag Days 2025** for the **Berkley Schools music programs** and hereby give permission for student representatives to stand outside of our business on

**Friday, September 26th**

**Saturday, September 27th**

to solicit donations to support the Berkley Band Boosters, Berkley Orchestra Association and Berkley Choir Boosters.

Business Name: *Einstein Bros. Bagels*

Address: *27365 Woodward Ave* *Berkley*

Phone Number:

Manager: *[Signature]*

Shift Hours:

Manager/Contact: Email:

Signature: Date:

Berkley Instrumental Boosters, Berkley Orchestra Association, and/or Berkley Choir Boosters will not hold the above-named party responsible for any accidents or injuries that may occur during this activity. We pledge to correct any problems that may arise during this event. If you have any questions, please feel free to contact:

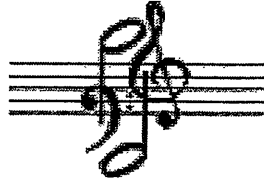
## TAG DAYS 2025 CONTACTS

Danielle Moody (BIB) 248.854.8844

**Thank You!**

**Berkley Instrumental Boosters, Berkley Orchestra Association, and the Berkley Choir Boosters  
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Business Name: **24 Seconds**

Address: 3071 12 Mile Rd, Berkley

Phone Number: *248-336-0024*

Manager: *BOB BRINSTEIN*

Shift Hours: *12pm - 2AM*

Manager/Contact: Email: *BOB@24SECONDSBAA.COM*

Signature: Date: *[Signature] 8/21/25*

Berkley Band Boosters, Berkley Orchestra Association, and/or Berkley Choir Boosters will not hold the above-named party responsible for any accidents or injuries that may occur during this activity. We pledge to correct any problems that may arise during this event. If you have any questions, please feel free to contact:

## TAG DAYS 2025 CONTACTS

Danielle Moody (BBB) 248.854.8844

Katie Blackburn (BOA) 248.255.5692

Jenna Hance (BCB) 248.392.8631

**Thank You!**

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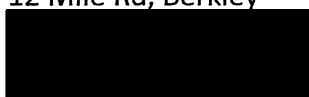
**Saturday, September 27th**

to solicit donations to support the Berkley Band Boosters, Berkley Orchestra Association and Berkley Choir Boosters.

Business Name: **The Rind**

Address: 3125 12 Mile Rd, Berkley

Phone Number:



(248) 468 4487 (store)

Manager :

Zach Berg

Shift Hours: 11 AM - 9 PM

Manager/Contact: Email:

zach@monstersplunk.com

Signature: Date:

8/21/25

Berkley Band Boosters, Berkley Orchestra Association, and/or Berkley Choir Boosters will not hold the above-named party responsible for any accidents or injuries that may occur during this activity. We pledge to correct any problems that may arise during this event. If you have any questions, please feel free to contact :

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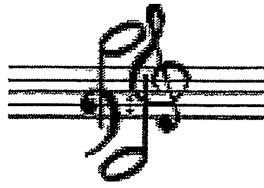
—Katie Blackburn (BOA) 248.255.5692 —

Jenna Hance (BCB) 248.392.8631

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**Berkley Band Boosters, Berkley Orchestra Association, and the Berkley Choir Boosters  
Berkley School District**

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to solicit donations to support the Berkley Band Boosters, Berkley Orchestra Association, and Berkley Choir Boosters.

Business Name: **Mr. Kabob**

Address: 3372 Coolidge Hwy, Berkley

Phone Number: 248 545 4000

Manager : CAITLIN

Shift Hours: 7-2:30 M-F

Manager/Contact: Email: CAITLIN@MRKABOB.COM

Signature: Date: [Signature] 8-15-25

Berkley Band Boosters, Berkley Orchestra Association, and/or Berkley Choir Boosters will not hold the above-named party responsible for any accidents or injuries that may occur during this activity. We pledge to correct any problems that may arise during this event. If you have any questions, please feel free to contact:

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Jenna Hance (BCB) 248.392.8631

**Thank You!**

**Berkley Band Boosters, Berkley Orchestra Association, and the Berkley Choir Boosters,  
Berkley School District**



# TAG DAYS 2025



\* Canister Only \*

Benefitting the music programs in the Berkley School District  
Tag Days 2025 Agreement

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Business Name: *The Lunch Cade*

Address: *3116 12 mile Rd. Berkley, MI 48072*

Phone Number: *248-544-2233*

Manager: *Angela + Cinda*

Shift Hours:

Manager/Contact: Email: *thelunchcade@aol.com*

Signature: Date:

*[Signature]* *8/21/25*

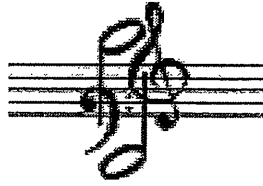
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*Katie Blackburn*  
Thank You!

**Berkley Band Boosters, Berkley Orchestra Association, and the Berkley Choir Boosters**  
**Berkley School District**



Benefitting the music programs in the Berkley School District  
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Business Name: **Biggby Coffee**

Address: 3600 W 12 Mile Rd, Berkley

Phone Number: 248-268-1905

Manager: Michael Hardemon

Shift Hours:

Manager/Contact: Email: store55@biggby.com

Signature: Date: 8/4/25

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Business Name: **Country Oven**

Address: 4075 W. 12 Mile Rd, Berkley

Phone Number:

Manager :

Shift Hours:

Manager/Contact: Email:

Signature: Date:

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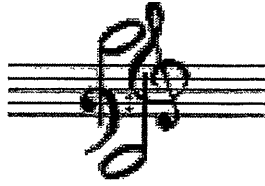
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Business Name: **The Neighbor's Shoppe**

Address: 2833 12 Mile Rd, Berkley

Phone Number: [REDACTED]

Manager :

*Donna Dirkse*

Shift Hours: Saturday: 8:00 AM to 2:00 PM;

Manager/Contact: Email:

*the dirksefiles@gmail*

Signature: Date:

*Donna Dirkse* 8/4/25

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Business Name: **Alex's of Berkley**

Address: 2685 W. 12 Mile Rd, Berkley

Phone Number:

248-~~545~~-3710

Manager :

Shift Hours:

Manager/Contact: Email:

Signature: Date:

8-25

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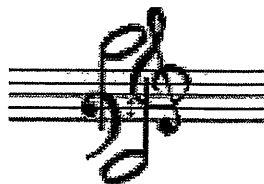
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Business Name: **Bagger Dave's**

Address: 2972 Coolidge Hwy, Berkley

Phone Number: *248-543-3283*

Manager : *RYAN CARVER-DAVIS*

Shift Hours: *11am - 10pm*

Manager/Contact: Email: *BERKLEY.MI@BAGGERS.DAVES.COM*

Signature: Date: *[Signature] 8/4/25*

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Business Name: **Coffee & Bark**

Address: 2733 Coolidge Hwy, Berkley

Phone Number: 248-307-7108

Manager: Shawn Heath-Lee

Shift Hours:

Manager/Contact: Email: Shawn - shawnh@coffeeandbarkmi.com

Signature: Date: SA 8-4-25

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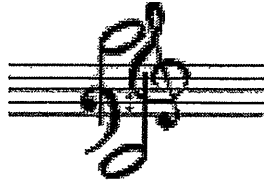
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Business Name: **Durst Lumber**

Address: 2450 W. 11 Mile Rd, Berkley

Phone Number: 248-542-2010

Manager: Chris Ahee

Shift Hours: M-S 8-5 Sun 9-4

Manager/Contact: Email: durst.lumber.ace@gmail.com

Signature: Date: Chris Ahee

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Business Name: **Aqua Tots**

Address: 2485 Coolidge Hwy, Berkley

Phone Number: 248-220-6330

Manager : Tiffani Miller

Shift Hours: 10a-8p Mon/Tue/Fri wed 10a-2p Thurs 3p-8p Sat/Sun 9a-2p

Manager/Contact: Email:

Signature: Date:

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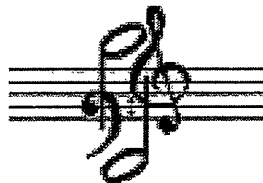
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Business Name: **Little Lou's**

Address: 2626 Coolidge Hwy, Berkley

Phone Number:

Manager: *Eric H. Hance*

Shift Hours: *11-8*

Manager/Contact: Email: *S. Hance*

Signature: Date: *[Signature]*

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**Saturday, September 27th**

to solicit donations to support the Berkley Band Boosters, Berkley Orchestra Association, and Berkley Choir Boosters.

Business Name: **Bombshell Treat Bar**

Address: 2688 Coolidge Hwy, Berkley

Phone Number: 248 - 629 - 4121

Manager : *Tori Parnell*

Shift Hours:

Manager/Contact: Email: *victoria@bombshelltreatbar.com*

Signature: Date: *T. Parnell* 09/23/25

Berkley Band Boosters, Berkley Orchestra Association, and/or Berkley Choir Boosters will not hold the above-named party responsible for any accidents or injuries that may occur during this activity. We pledge to correct any problems that may arise during this event. If you have any questions, please feel free to contact:

## TAG DAYS 2025 CONTACTS

Danielle Moody (BBB) 248.854.8844

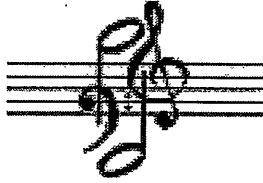
Katie Blackburn (BOA) 248.255.5692

Jenna Hance (BCB) 248.392.8631

**Thank You!**

**Berkley Band Boosters, Berkley Orchestra Association, and the Berkley Choir Boosters,  
Berkley School District**

# TAG DAYS 2025



Benefitting the music programs in the Berkley School District  
Tag Days 2025 Agreement

We support **Tag Days 2025** for the **Berkley Schools music programs** and hereby give permission for student representatives to stand outside of our business on

**Friday, September 26th**

**Saturday, September 27th**

to solicit donations to support the Berkley Band Boosters, Berkley Orchestra Association and Berkley Choir Boosters.

Business Name: **Green Lantern Pizza**

Address: 4033 12 Mile Rd, Berkley

Phone Number: 248-951-9292

Manager: *Antonio Perea*

Shift Hours: 3pm - 12pm

Manager/Contact: Email: *antonio@greenlanternpizza.com*

Signature: Date: *Antonio Perea 8-5-25*

Berkley Instrumental Boosters, Berkley Orchestra Association, and/or Berkley Choir Boosters will not hold the above-named party responsible for any accidents or injuries that may occur during this activity. We pledge to correct any problems that may arise during this event. If you have any questions, please feel free to contact:

## TAG DAYS 2025 CONTACTS

Danielle Moody (BIB) 248.854.8844

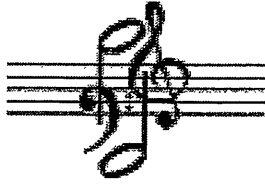
Katie Blackburn (BOA) 248.255.5692

Jenna Hance (BCB) 248.392.8631

**Thank You!**

**Berkley Instrumental Boosters, Berkley Orchestra Association, and the Berkley Choir Boosters  
Berkley School District**

# TAG DAYS 2025



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Tag Days 2025 Agreement

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**Friday, September 26th**

**Saturday, September 27th**

to solicit donations to support the Berkley Band Boosters, Berkley Orchestra Association and Berkley Choir Boosters.

7-11  
Business Name: **Sivarao Dawlun**  
Address: [REDACTED] -48187  
Phone Number: [REDACTED]  
Manager: **Josh**  
Shift Hours: **3pm to 11pm**  
Manager/Contact: Email: [REDACTED]  
Signature: Date: **Sivarao, 08-13-2025**

Berkley Instrumental Boosters, Berkley Orchestra Association, and/or Berkley Choir Boosters will not hold the above-named party responsible for any accidents or injuries that may occur during this activity. We pledge to correct any problems that may arise during this event. If you have any questions, please feel free to contact:

## TAG DAYS 2025 CONTACTS

Danielle Moody (BIB) 248.854.8844

**Thank You!**

**Berkley Instrumental Boosters, Berkley Orchestra Association, and the Berkley Choir Boosters  
Berkley School District**

# TAG DAYS 2025



Benefitting the music programs in the Berkley School District  
Tag Days 2025 Agreement

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**Friday, September 26th**

**Saturday, September 27th**

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Business Name: **Crispelli's**

Address: 28939 Woodward Ave, Berkley

Phone Number: 248-596-3300

Manager: *Spero Dros's*

Shift Hours: 11-2:10

Manager/Contact: Email: *Spero@Crispelli's.com*

Signature: Date: *[Signature]* 8/13/2025

Berkley Band Boosters, Berkley Orchestra Association, and/or Berkley Choir Boosters will not hold the above-named party responsible for any accidents or injuries that may occur during this activity. We pledge to correct any problems that may arise during this event. If you have any questions, please feel free to contact:

## TAG DAYS 2025 CONTACTS

Danielle Moody (BBB) 248.854.8844

Katie Blackburn (BOA) 248.255.5692

Jenna Hance (BCB) 248.392.8631

**Thank You!**

**Berkley Band Boosters, Berkley Orchestra Association, and the Berkley Choir Boosters,  
Berkley School District**

# TAG DAYS 2025



Benefitting the music programs in the Berkley School District  
Tag Days 2025 Agreement

We support **Tag Days 2025** for the **Berkley Schools music programs** and hereby give permission for student representatives to stand outside of our business on

**Friday, September 26th** 7am-4:30 pm

**Saturday, September 27th** 8am-3 pm

to solicit donations to support the Berkley Band Boosters, Berkley Orchestra Association and Berkley Choir Boosters.

Business Name: **Golden Grill**

Address: 3170 West Eleven Mile Rd, Berkley

Phone Number: ~~588~~ 248-307-7186

Manager: Kristella

Shift Hours: Mon-Sat 7-8pm Sun 8am-3pm

Manager/Contact: Email: kristellap02@gmail.com

Signature: Date: Kristella 8/13/25

Berkley Band Boosters, Berkley Orchestra Association, and/or Berkley Choir Boosters will not hold the above-named party responsible for any accidents or injuries that may occur during this activity. We pledge to correct any problems that may arise during this event. If you have any questions, please feel free to contact:

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Danielle Moody (BBB) 248.854.8844

✍️ Katie Blackburn (BOA) 248.255.5692 ✍️

Jenna Hance (BCB) 248.392.8631

**Thank You!**

**Berkley Band Boosters, Berkley Orchestra Association, and the Berkley Choir Boosters  
Berkley School District**



# TAG DAYS 2025



Benefitting the music programs in the Berkley School District  
Tag Days 2025 Agreement

We support **Tag Days 2025** for the **Berkley Schools music programs** and hereby give permission for student representatives to stand outside of our business on

**Friday, September 26th**

**Saturday, September 27th**

to solicit donations to support the Berkley Band Boosters, Berkley Orchestra Association, and Berkley Choir Boosters.

Business Name: **Donut Cutter**

Address: 28173 Woodward Ave, Berkley

Phone Number:

Manager :

Shift Hours:

Manager/Contact: Email:

Signature: Date:

*Tracy Chau* 8.22.25

Berkley Band Boosters, Berkley Orchestra Association, and/or Berkley Choir Boosters will not hold the above-named party responsible for any accidents or injuries that may occur during this activity. We pledge to correct any problems that may arise during this event. If you have any questions, please feel free to contact:

## TAG DAYS 2025 CONTACTS

Danielle Moody (BBB) 248.854.8844

— Katie Blackburn (BOA) 248.255.5692 —

Jenna Hance (BCB) 248.392.8631

**Thank You!**

**Berkley Band Boosters, Berkley Orchestra Association, and the Berkley Choir Boosters,  
Berkley School District**

# Community Development Annual Report



## Here's what has happened in the last (fiscal) year and what's to come!

The Michigan Planning Enabling Act (PA 22 of 2008, as amended) requires the Planning Commission to prepare an annual report documenting its operations and the status of planning activities.

This report will fulfill the state requirement. Beyond satisfying the state requirement, this document will also provide an overview of the Community Development Department, as well as a summary of permitting and inspection activities, code enforcement and overall accomplishments. Also included is a comprehensive FY 2025/2026 work plan listing short-term and long-term projects for the Planning Commission and the Community Development Department, as a whole, that we hope to achieve in the coming fiscal year.

The FY 2024/2025 Community Development Annual Report provides an overview of all Planning Commission, Zoning Board of Appeals and Community Development Department activities from July 1, 2024 through June 30, 2025.

### Highlights

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Planning Commission and ZBA Activities

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Building Services Data

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Department Achievements

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Future Plans

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## Planning Commission Activities

The Planning Commission is comprised of seven members, from a variety of professional backgrounds. The varied perspectives of the members make for a well-rounded group that conducts fair and thoughtful deliberations. The list below encompasses members as of June 2025. The Planning Commission held 9 regular meetings and no special meetings during FY 2024/2025 and reviewed 5 site plans, 1 rezoning (in the form of an Amendment to a Planned Unit Development), 1 special land use and 0 zoning text amendments, outside of the Zoning Ordinance rewrite. Details on approvals are provided later in the report. One special land use request was ultimately denied by the City Council: An in-home day care for 7-12 children at 1818 Mortenson was recommended for denial by the Planning Commission.

Commissioner	Term Expires
Lisa Kempner, Chair	2025
Lisa Hamameh	2027
Mike Woods	2026
Joe Bartus	2026
Shiloh Dahlin	2025
Eric Arnsman	2027
Josh Stapp	2025

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## PLANNING COMMISSION APPROVALS

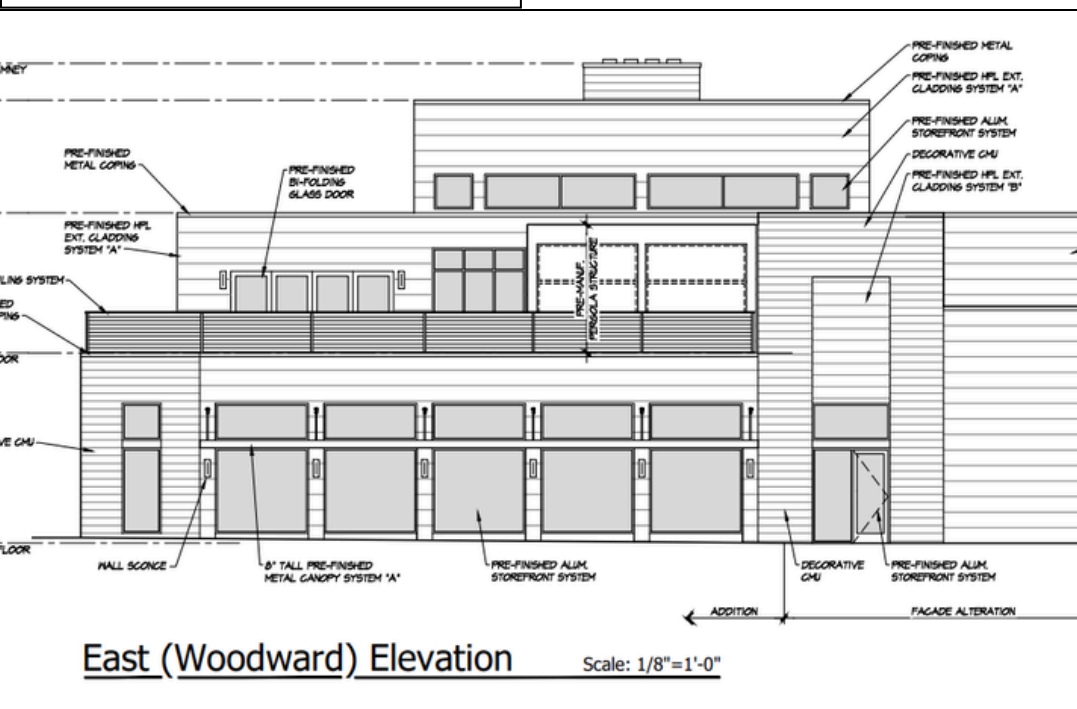
### 3340 ELLWOOD

The Planning Commission approved plans for the expansion of the parking lot for Green Lantern behind the existing Country Oven parking lot. Between restriping of the existing lot and the expanded area, 14 spaces would be added.

## THE COLUMBIA PLANNED UNIT DEVELOPMENT



The Planning Commission held the public hearing and recommended approval of a proposed Planned Unit Development Amendment to The Columbia PUD. Plan changes included a reduction in the number of units (57 to 51), consolidation of all units into one building on the northernmost parcel, facade alterations and an expansion and relocation of the proposed pocket park. This amendment was approved by Council.



### 2576 COOLIDGE

The applicant received approval in January 2025 for revisions to a plan originally approved in 2022. The updates included a revised facade and some changes to the parking lot layout.

### THE J ON WOODWARD

The J on Woodward, at 27333-27387 Woodward (next to Einstein's Bagels) received the Planning Commission's approval for revisions to their previously approved site plan. The main changes were the removal of the carry-out food service restaurant and some updates to the facade.

### 3391 TWELVE MILE

The Planning Commission approved plans for facade renovations at 3391 Twelve Mile. This includes the removal of the existing mansard roof and the installation of additional transparent glass areas. The applicant plans to occupy the building with an office use.

### 4162, 4150 & 4138 TWELVE MILE

The Planning Commission approved the site plan for the expansion of Mug and Jug into a larger retail location with a gas station and an accessory restaurant use. Gas stations are a special land use in this district. Council approved the special land use request.

### 3170 COOLIDGE



The Planning Commission approved proposed facade changes and a small cooler addition for a new restaurant at the corner of Coolidge and Beverly. A parklet is also proposed and will be approved administratively. Construction is well underway here!

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## Zoning Board of Appeals Activities

The Zoning Board of Appeals is comprised of seven members. This group carefully deliberates whether a requested variance meets the standards for approval outlined in the City's code and by state law. The list below encompasses members as of June 2025. The Zoning Board of Appeals held 4 regular meetings and 0 special meetings during FY 2024/2025 and reviewed 2 mural determinations, 9 dimensional variances and 0 use variances. Details are provided on the following pages.

Board Member	Term Expires
Sue McAlpine, Chair	2026
Joseph Krug	2025
Erick McDonald	2027
Joann Serr	2025
Kevin Wilner	2026
Steve Allen	2025
Andrew Creal	2027

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## Zoning Board of Appeals Activities

Type of Request	Address	Request and Outcome
Mural Determination	2985 Twelve Mile	The applicant requested a determination that a proposed mural did not contain a commercial message. This request was approved.
Mural Determination	3116 Twelve Mile	The applicant requested a determination that a proposed mural did not contain a commercial message. This request was approved.
Dimensional Variance	3072 Robina	The applicant requested a dimensional variance to construct a second story addition. This request was approved.
Dimensional Variance	1992 Gardner	The applicant requested a dimensional variance to construct a second story dormer. This request was approved.

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## Zoning Board of Appeals Activities

Type of Request	Address	Request and Outcome
Dimensional Variance	3600 Kenmore	The applicant requested a dimensional variance to construct a second story addition. This request was approved.
Dimensional variance	2274 Earlmont	The applicant requested a dimensional variance to construct an addition. This request was approved.
Dimensional Variance	3764 Tyler	The applicant requested a dimensional variance to construct an addition. This request was approved.
Dimensional Variance	3176 Twelve Mile Rd.	The applicant requested a dimensional variance to allow a sign larger than permitted at the rear building entrance. This request was denied.

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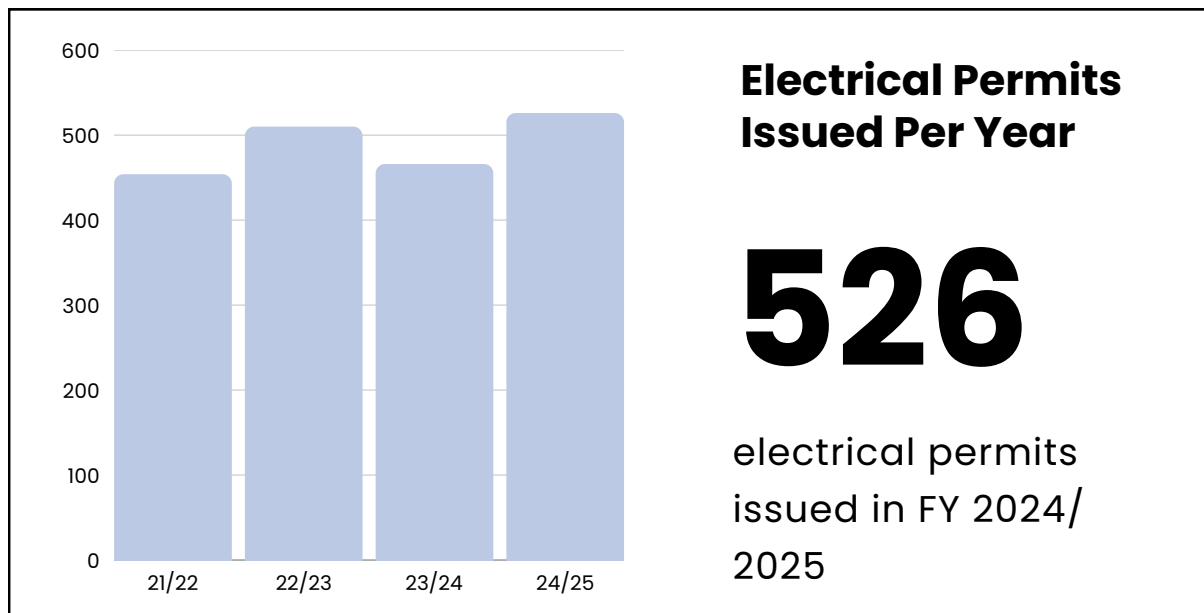
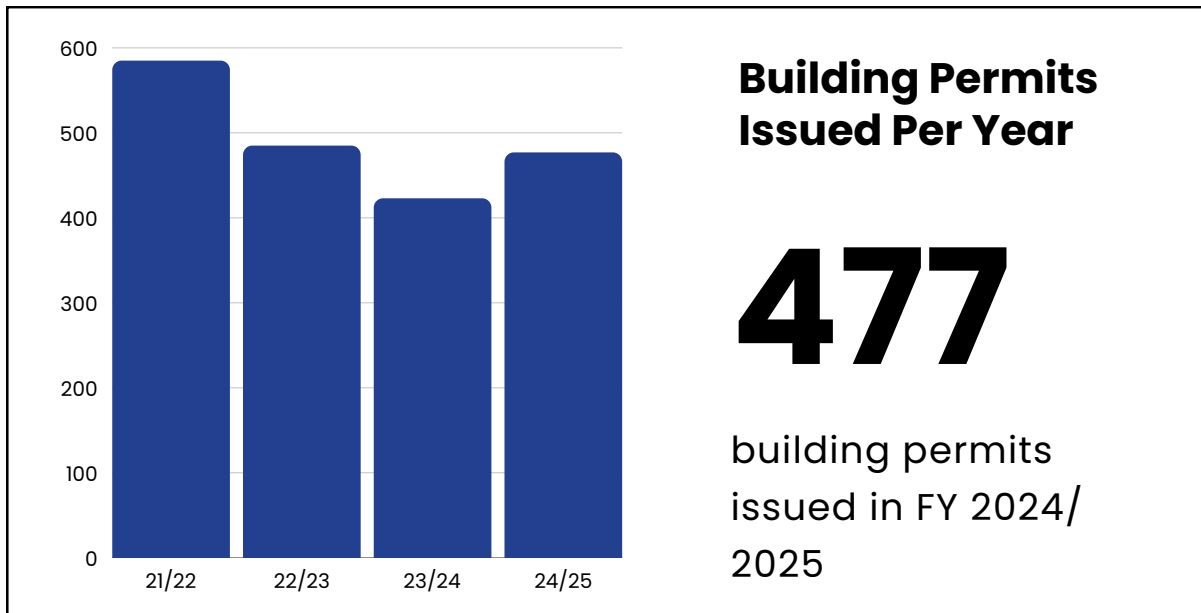
## Zoning Board of Appeals Activities

Type of Request	Address	Request and Outcome
Dimensional Variance	2400 Greenfield	The applicant requested a dimensional variance to allow for additional signage. This request was approved.
Dimensional variance	3462 Greenfield	The applicant requested a dimensional variance to allow for additional signage. This request was approved.
Dimensional Variance	2945 Coolidge	The applicant requested a dimensional variance to allow occupancy of a lease space with deficient parking per ordinance requirements. This request was approved.

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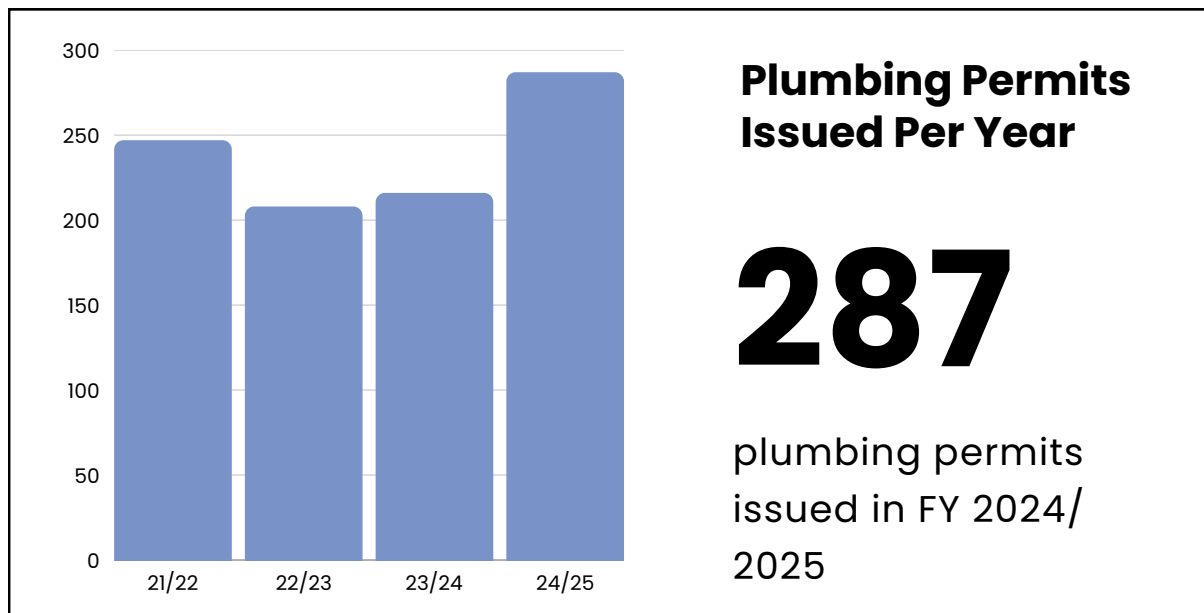
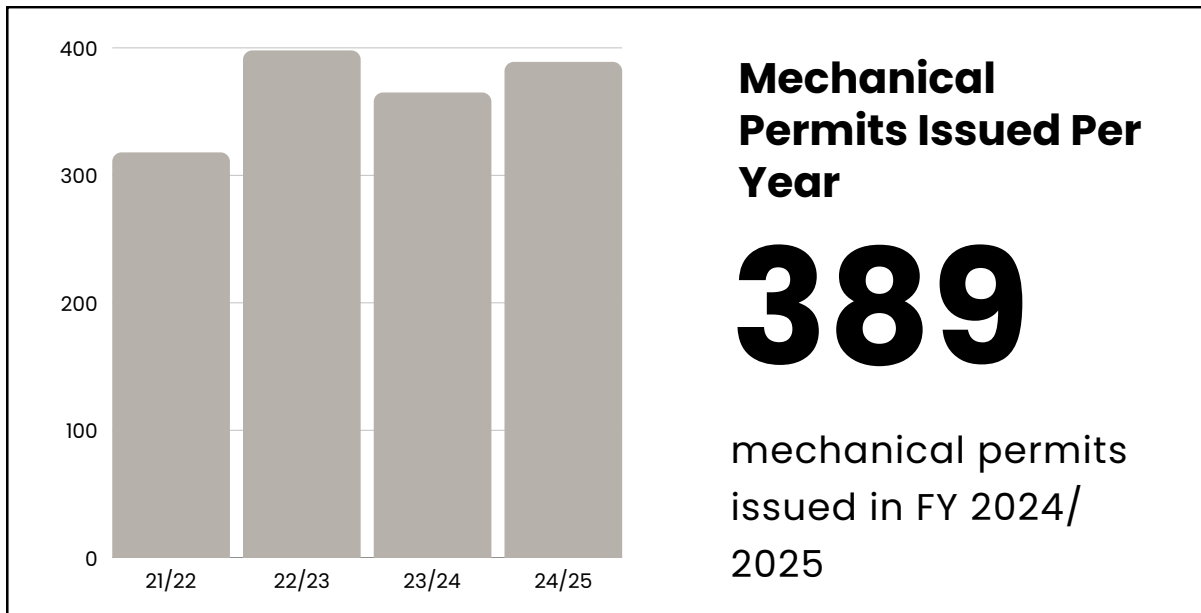
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## Construction



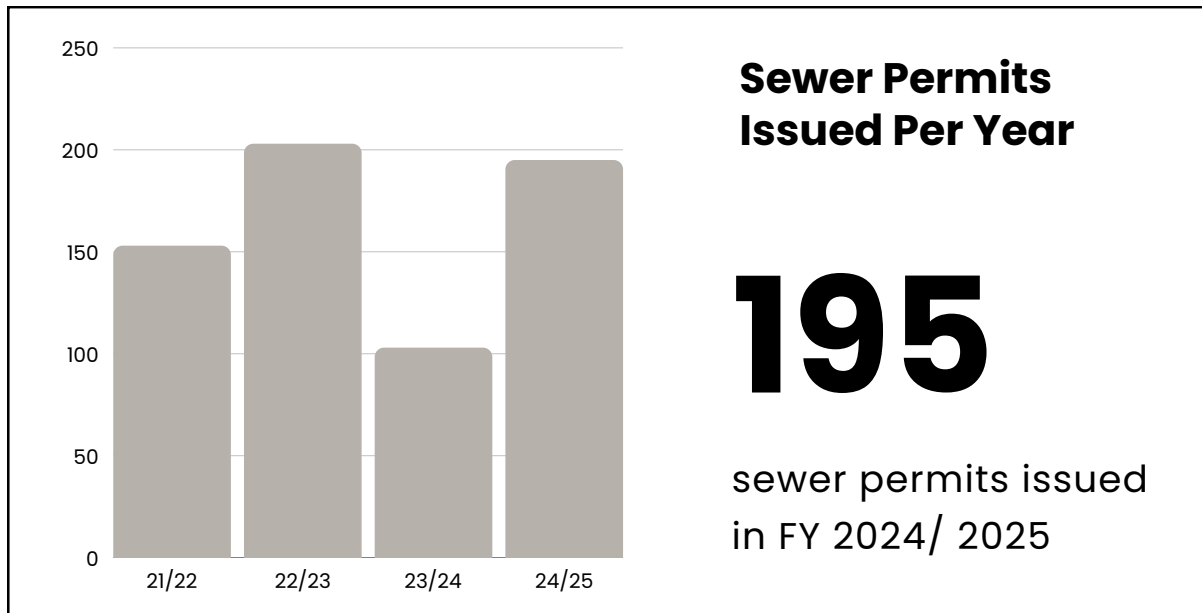
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## Construction



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## Construction



In addition to the permitting shown above, the Building side of the Community Development Department reviewed and processed business licenses, rental certificates, vacant property certificates, zoning certificates and sign permits. A few highlights are included below.

- Staff reviewed and issued 25 sign permits.
  - 27 business licenses were issued in the 24/25 fiscal year.
  - 2,151 building inspections and 1,641 trade inspections were completed in the last fiscal year.
  - Staff renewed or issued new rental certificates for 352 properties.
  - 2 vacant properties were registered with the Community Development Department.
  - Zoning certificates for fences, driveways and other minor projects were issued for 170 properties.
-

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## Code Enforcement Activities

The goal of code enforcement is to bring properties into compliance with the City's codes and ordinances. This is most often done through warnings or approaching property owners to explain the issue and the remedy. Should those interventions not work, a violation is issued and ultimately the issue is escalated to the courts, if need be. Below is an example of a before and after code enforcement violation that was brought into compliance.



**BEFORE**

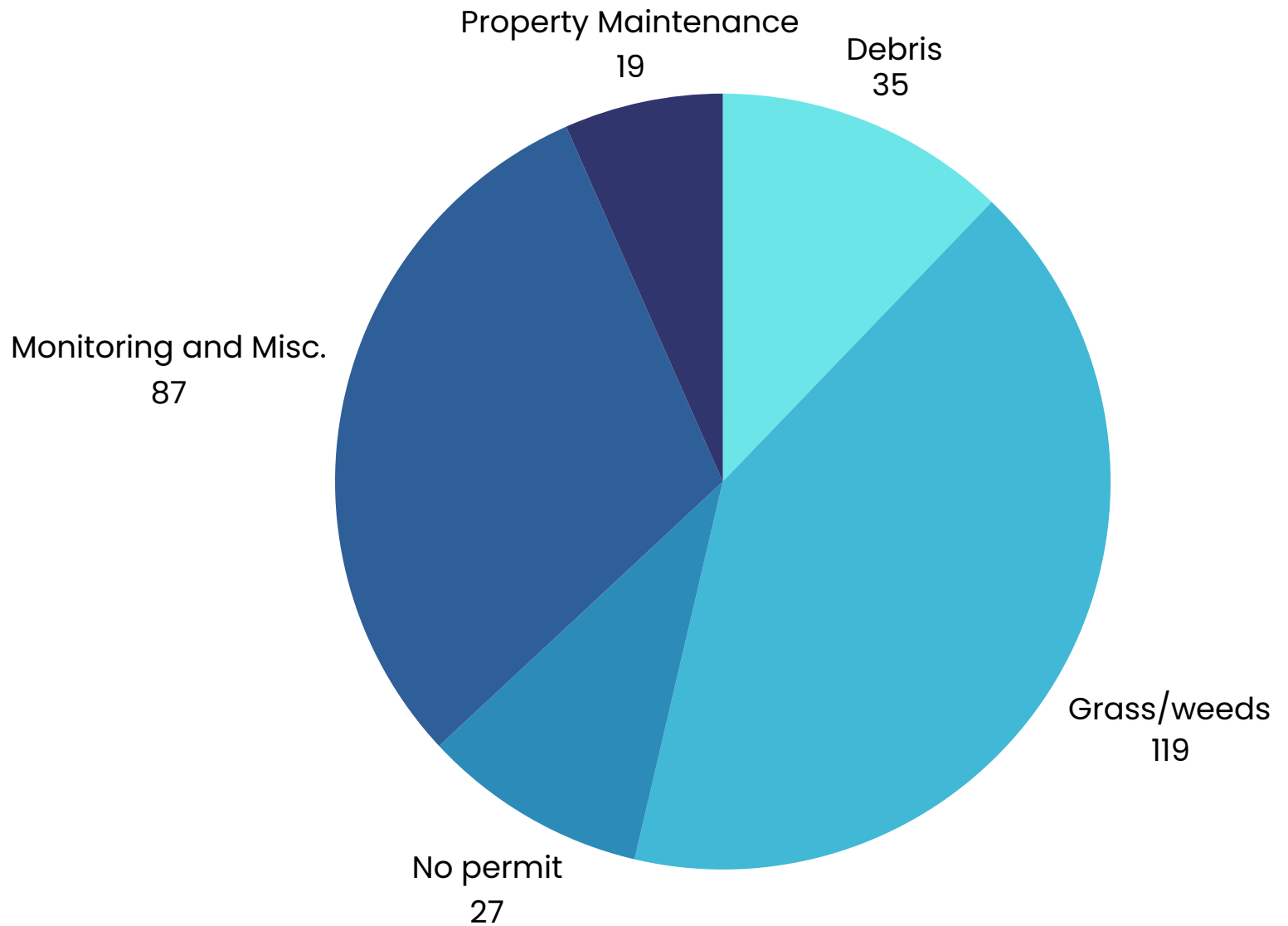
**AFTER**



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## Code Enforcement Activities

549 enforcements were logged. Below is a breakdown of the most common or repeated enforcement actions in the City.



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# City Code Amendments

The Community Development Department brought a number of City Code amendments forward to the City Council in the past fiscal year. All of the following amendments were approved.

- Amendments were approved to the Parklets ordinance to address issues businesses have identified with implementation and to allow a business to locate a parklet directly in front of a neighboring business with that business's permission.
  - The rental ordinance was amended to clarify that all commercial rentals must be registered and inspected at two-year intervals and to provide regulations and requirements for short term rentals.
  - An amendment was approved to remove a timeframe for registering vacant properties to allow for flexibility in the case of properties for sale and under renovation.
  - A subdivision ordinance was approved in its entirety, closing a gap that previously existed in the City Code.
  - Several amendments were approved to address inconsistencies and section references along with the Zoning Ordinance rewrite and Engineering Design Standards, both covered later in this report.
-





Rebuilding Berkley's

# ZONING ORDINANCE

In November 2021, the City of Berkley adopted a new Master plan. The City retained the planning consultant services of Carlisle Wortman Associates to assist with the development of the Master Plan and has worked with them over the past fiscal year on implementation of that plan via a new Zoning Ordinance. This included a section by section rewrite of the entire Zoning Ordinance and Sign Ordinance and the incorporation of new sections that the current Zoning Ordinance is missing.

The previous year, the Zoning Ordinance Steering Committee met on a monthly basis to review each new or revised section of the Zoning Ordinance. This committee was comprised of representatives from City staff, members of the Planning Commission, City Council members, the Zoning Board of Appeals and a resident at large. In the next phase of adoption, the Planning Commission went over the new Zoning Ordinance in detail at several regular meetings, ultimately holding the public hearing and recommending adoption in January of 2025.

In addition to Zoning Ordinance Steering Committee meetings, which were attended by some members of the public, four public open houses were held as part of the rewrite. Each of these was designed around a central theme: New Zoning Districts, Housing, Parking and Development Processes. Outreach was also accomplished through City newsletters, via the City website and social media channels. Property owners and any interested parties were also able to view changes to their specific property via an interactive map that showed the 'before' and 'after' for each property in the City. In October 2025, a public engagement booth was included at the City's annual 'Bookley' celebration. Participants were able to view the new ordinance, use the interactive map and talk with staff and consultants. The Michigan Association of Planning has recognized the public engagement efforts that were part of the Zoning Ordinance rewrite and awarded Berkley with the Public Outreach Award for Planning Excellence.

City Council adopted the new Zoning Ordinance in March of 2025 and it has been effective since April.

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# Community Development Accomplishments

The Community Development Department has seen a lot of transition over the past several years and FY 2024/2025 was no different. Below are some highlights of the updates and improvements we have made this fiscal year.

- **Online GIS Interactive Mapping for Residents:** Previously, residents and website visitors could only access static pdf versions of the most common Community Development maps. Staff worked with the City's engineering consultant, HRC, to create an online interactive map so residents, business owners and prospective investors can navigate to their property and see up-to-date development information all in one place.
  - **Economic Development :** The department has begun to incorporate more economic development focused activities into our days. This includes small things, like making sure our processes are easy to follow and that we're providing good customer service and larger initiatives like the development of a PILOT ordinance and building relationships with state and county development agencies and local businesses and developers.
  - **Short Term Rental Process:** Amendments were made to the rental ordinance to create regulations for short term rentals. As part of this effort, a process for inspection, forms, etc. was also developed and put in place.
  - **Zoning Ordinance Implementation:** With the adoption of the new Zoning Ordinance came a slew of implementation activities. All new zoning classifications meant each parcel record had to be updated City-wide, all of the department's forms and handouts had to be revised and new processes had to be put in place and documented.
-

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## Cross Department Accomplishments

Community Development has had opportunities over the past fiscal year to work with other City departments on several big picture projects.

- **Engineering Design Standards:** In partnership with the Department of Public Works, Community Development worked with HRC to develop Engineering Design Standards to address items like utility, road design and stormwater design standards that are either missing from the City Code or scattered throughout. This also included necessary City Code amendments.
  - **Dorthea Stub Street:** The City was awarded a planning assistance grant from SEMCOG to develop conceptual designs of the Dorthea stub street reimagined as an urban plaza/pocket park. Conceptual drawings were completed with the assistance of the Downtown Development Authority. As a lead-in to potential permanent closure, the Community Development Department assisted various City Departments, led by Parks and Recreation and the City Manager's Office, with a temporary closure and activation of the space to gather community feedback.
-

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## Future Work Plan

In addition to reporting on the activities and successes of the Planning Commission, Zoning Board of Appeals and the Community Development Department, we have several goals that are working toward in the next year.

- **Redevelopment Ready Certification:** This item has been carried over as a future to-do through several annual reports and with the completion of the Zoning Ordinance, the Community Development Department feels confident this can be achieved in the next fiscal year. There are three documents left to complete: Development Guide, Economic Development Strategy and Marketing Strategy.
  - **Lease of Municipal Parking Spaces and Payment in Lieu of Parking** The new Zoning Ordinance includes provisions for the City to move forward with the creation of policies for the lease of municipal parking spaces and payment in lieu of providing parking spaces. Community Development Department staff have begun to work with other departments and the City's planning consultant to draft policies for Council consideration.
  - **Performance Guarantees** The new Zoning Ordinance also included regulations for the establishment of performance guarantee bonds to ensure sites are completed or left in a safe manner if they cannot be completed. This also involves developing a tracking system and more thorough site inspection process, among other things. The Community Development Department will be working internally with other city departments to put the necessary pieces in place.
  - **Expansion of the Berkley Outdoor Social Scene** With recent activity on Coolidge, the Community Development Department will be exploring expanding the BOSS Social District to Coolidge.
  - **Ordinance Updates to Nuisance and Noise** Code enforcement has been a big focus of the last part of the last fiscal year and as the Community Development Department and Public Safety Department utilize the noise and nuisance ordinances more and more, it has become apparent that some amendments are needed. We have begun working through those and will have drafts to present to Council in the first half of the next fiscal year.
-



**CITY OF BERKLEY**  
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

# MEMORANDUM

To: Mayor Dean and City Council  
From: Kristen Kapelanski, Community Development Director  
Date: September 8, 2025  
Subject: Community Development FY24/25 Annual Report

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Madam Mayor and Members of City Council,

## Background

- The Community Development Department is required by state law to prepare an annual report of the work of the Planning Commission.

## Summary

- The accompanying report encompasses not only board and commission activity, but also provides an overview of the entire Community Development Department's activity during the last fiscal year.

September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to authorize the City Manager to enter into an agreement, upon final review of the City Attorney, with Manquen Vance at a cost not to exceed \$1,700 for additional fees. This is a budgeted item from account 101-270-818-000.

Ayes:

Nays:

Absent:

Motion:



**CITY OF BERKLEY**

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072  
(248) 658-3300 - WWW.BERKLEYMICH.NET

## MEMORANDUM

To: Mayor Dean and City Council  
CC: Crystal VanVleck, City Manager  
From: Jessica Stover, Director of Human Resources

Date: August 25, 2025  
Subject: Benefits Broker- Request for Qualifications

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Madam Mayor and Members of City Council,

The Human Resources Director in conjunction with the City Manager submitted a request for qualifications and received a response from 5 benefit brokerages. HR has conducted a preliminary review of Municipal Experience, Strategic Planning, Services Offerings, Fees and Customer Support.

Each brokerage was requested to submit information on a variety of areas including:

- Methods to update clients on employee benefits market trends and compliance topics
- Steps to review the City of Berkley current employee benefit plans and develop a long-term strategic plan.
- Benchmarking capability and access to survey data.
- Access to legal research, compliance, and legal consultation and information on the benefit plans
- Proposed cost-control strategies providing innovative approaches the firm has implemented with clients and the impact.

A scoring rubric was created and completed by the Human Resources Director and reviewed with the City Manager.

Benefit brokers are not paid directly by the employer. Instead, their compensation comes in the form of commissions paid by the insurance carriers. However, additional services such as compliance support, consulting, or access to online benefits platforms may incur separate fees.

### **Recommendation**

After reviewing all five proposals, I am recommending that the project be awarded **to** Manquen Vance. Manquen Vance specializes in employee benefits consulting for Michigan municipalities, offering solutions that address the unique needs and regulatory requirements of public-sector employers. Both City Manager Crystal VanVleck and I have experienced working with Manquen Vance, and they have consistently demonstrated reliability, expertise, and a creative approach to improving employee benefit offerings and achieving cost savings.

Matter of authorizing the City Manager to enter into an agreement, upon final review of the City Attorney, with Manquen Vance at a cost not to exceed \$1,700 for additional fees. This is a budgeted item from account 101-270-818-000.





## City of Berkley

### Response to RFQ: Employee Benefits Brokerage and Consulting Services

June 28<sup>th</sup>, 2025



Jessica Stover  
Human Resources Director  
City of Berkley  
3338 Coolidge Highway,  
Berkley, MI 48072



Greetings Jessica,

It is our pleasure to respond to the request for qualifications for Employee Benefits Brokerage and Consulting Services. Manquen Vance is uniquely qualified and confident that we are best firm to partner with the City of Berkley on its health and welfare programs. We are intimately familiar with public sector healthcare programs, active plans, retiree plans, legal landscape, carriers, collective bargaining, cost structure, communication preferences, needs, and philosophies.

We acknowledge the entire RFQ and addenda. Additionally, our proposal shall remain valid for a period of not less than 120 days from the date of submittal. The list below includes a partial high-level overview of who we are and what we have done since we were founded in 2002:

1. Largest municipal health insurance broker client base in Michigan and the only firm 100% dedicated to Michigan municipalities
2. Compliance expertise with State and Federal Laws, including PA 152 and ACA
3. Support collective bargaining efforts; review language pertaining to group plans, alternative plans/programs, and work with labor attorneys
4. Account Management support, including Senior Account Managers and Benefit Administration team members to assist with benefits related HR functions
5. Budget development for healthcare budget and monitoring/tracking
6. Benchmarking public sector healthcare plans
7. Strategy development and execution for employee benefits, short and long term
8. Financial oversight and efficiency, saving our municipal clients over \$15 million since 2020, all from efficiencies and carrier negotiations (none of these savings were derived from plan or employee takeaways)
9. Successfully onboarded and transitioned the largest number of Michigan municipalities of any agency without disruption to staff and retirees and with no additional costs - We have created painless, seamless transitions for clients providing them enhanced services at the same or lower cost than their prior agent/broker arrangement.

Our formal response to the City's request follows, along with a separate attached file including sample Client Alerts, whitepapers, and case studies along with required bidder documents. We appreciate the opportunity to present our capabilities to the City and welcome any questions or additional requests by the evaluation team.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Mark A. Manquen', is written over a light blue horizontal line.

Mark A Manquen, CPA, MST  
President, Manquen Vance

## Brief Company History

Manquen Vance (fka Cornerstone Municipal) was founded nearly 20 years ago by Mark Manquen with the goal of creating a healthcare consulting firm with the capabilities of a large national firm, but with the flexibility, innovation, and personal service of a local boutique firm. Our team consists of 25 full-time employees who work exclusively on public sector healthcare engagements. Our office is located in Troy, Michigan at 50 W. Big Beaver Road, Suite 220.

The Manquen Vance team has been providing full healthcare consulting services to Michigan municipalities since our beginning. We are the only agency in Michigan that focuses **exclusively on municipal healthcare**. In May of 2022 we were acquired by Assured Partners and report to their Municipal vertical, Keenan & Associates. This partnership is unique in that we remain autonomous from Assured Partners but get to leverage the vast resources offered by Keenan's public sector group.

The Manquen Vance team has more collective experience in the municipal market than any firm in Michigan. Couple our core team expertise with the resources we have with partner firms, we can deliver high-performance consulting services to the cities we represent. We are a niche firm that excel at delivering a comprehensive suite of services to municipalities, offering the depth of services available at national firms but with the flexibility, innovation, and touch of a smaller boutique firm. While many other brokers are at property and casualty agencies at their core, our firm is and has always been solely focused on municipal employee health and wellness benefits.

We work with several associations that support Michigan municipalities and are proud partners to MME, MML, MGFOA, MPELRA, ICMA and others. We are pleased to have had many opportunities to present content in various forms for these organizations and are constantly looking for ways to assist them in enhancing their services. Because we are a company that only works with municipal clients and only on employee benefits, we offer a unique position as subject matter experts to these organizations. We do not use our valuable time with these associations to sell or promote, but rather as an opportunity to educate and learn.

Our focus on public sector is unparalleled in the industry and our firm will be the only respondent that focuses all its efforts in the Michigan Municipal sector. In our pursuit of healthcare innovation, strategies, and solutions we have been driven by the unique needs of the municipal market. As a firm Manquen Vance has remained focused on looking forward, being the "eyes and ears" in the market for our clients making sure we focus on delivering high performance healthcare plans/structures to our clients.

Manquen Vance is an independent consulting and brokerage company not affiliated with any insurance company, third party administrative agency or provider network. We work objectively with all insurance carriers and/or vendors and do not have any relationships with vendors that would be viewed as a conflict of interest to the City. Our staff is appropriately licensed to practice as an agent here in Michigan and we continually perform in-house training on federal, state, and vendor/carrier regulations

## Scope of Services

Our scope of services includes the brokerage and consulting services commonly expected – financial, marketing, and administrative support. However, the way we deliver these and many other services is quite different than other brokers in the market. Our work is customized to the local entity, while drawing on the vast experience of our team. We are a group of problem solvers, and tailor our engagements to the needs of the particular client. The list below shows a summary of some of the more common services we provide, but this is by no means exhaustive.

- Broker and consulting support services
- Wellness program review
- Compliances (Internal/External through National Law Firm)
- Strategic planning/budgeting/rate development for complex municipal plan structures
- Collective bargaining planning and support
- Healthcare plan budget presentations to Board /Council/ Commission
- 312 preparation and testimony support services
- HR and employee liaison for carrier billing/claim issues
- Manage insurance vendors for client
- Facilitate / present at employee education meetings
- Plan design modeling support
- GASB 75 planning /OPEB modeling (where applicable)
- Technical research/analysis- Prescription Drug/Medicare Plans
- Develop/write specialized RFP
- Full-Service Medicare Part D retiree drug subsidy administration
- Ad-hoc Reporting and claims data analysis
- Plan administration and legislative compliance assistance
- Custom communication services/online enrollment capability
- Technology-based human resources tools
- Account management support

At Manquen Vance, the way we deliver these and many other services is quite different than other brokers in the market. Our work is customized to the local entity, while drawing on the vast experience of our team. We are a group of problem solvers, and tailor our engagements to the needs of the particular client. Below are some examples of how closely we work with our clients in so many different areas of their employee health and benefits plans.

### **Collective bargaining**

In collective bargaining, Manquen Vance will perform tasks and services with respect to collective bargaining support as requested. A partial sample list of services includes strategic discussions and analyses, presentations to union(s) and electeds, plan/program implementation, and support in 312 arbitrations, if applicable. We are the only agency in MI that has subject matter experts in place and a program offered to clients that focuses solely on “preparation for collective bargaining.

## **Litigation and/or 312 arbitration support**

With our extensive background and experience working with Municipal clients, Manquen Vance has been called upon to provide expert testimony in grievance hearings and arbitrations and would be available to the City for this service. We have assisted clients in 312 arbitration hearings, mediations, facilitations, retiree lawsuits, and unfair labor practice hearings. We will provide the City with support in this area through the creation of communications, financial analyses, and meeting attendance (strategy, legal discussions, council, arbitrations/mediations).

## **Retiree healthcare**

Compared to our competition, we have logged more hours as a firm preparing analyses, conducting RFPs, facilitating committee discussions, developing strategies, evaluating Medicare programs, and providing educational materials/meetings around retiree healthcare. It is important to note that we do not merely deploy one singular strategy when addressing retiree healthcare. We work with legal counsel, Councils / Boards, and administration to thoughtfully plan for changes you are considering and understand the sensitivity surrounding this topic. Many times, an enhancement can be delivered to retirees while improving the cost model to the Municipality.

We have been retained as expert strategic advisors for retiree benefit planning, provided expert testimony during legal proceedings (Wayne County, Shelby Township, City of Allen Park, Village of Kalkaska, City of Harper Woods), assembled and oversaw retiree healthcare committees (City of Clawson, City of Dearborn), and assumed benefit plan oversight responsibilities. We have a great working relationship with many labor attorneys in town and have a deep understanding of the federal and state court cases that impact retiree healthcare. Below are some example solutions we have implemented over the last 13 years:

- Run a retiree committee
- Implement Medicare Advantage / Medicare Supplemental plans
- Implement EGWP
- Retiree/Medicare audits
- Move pre-Medicare retirees to HDHP
- Create Funded HRAs
- RFP and establishment of an OPEB Trust
- Move pre- Medicare retirees to actuarial equivalent plans.
- Deploy Private Exchange (Stipend / buy out)
- Creation of a hardship fund
- Create rules surrounding retiree healthcare eligibility, stipend indexing, etc.

Although a solution may vary by client, we are ready to assist the City in this area, especially as federal and state court cases are changing the landscape.

## **Public Acts 152, 202, and others**

We work to ensure compliance with Michigan Public Acts including PA 142, PA 106, PA 152, and PA 202. We provide analysis and communicate the impact to key stakeholders. Our team monitors these state laws and provides updates when additional information is provided through state FAQ documents and updated legislation. We track Michigan legislation; we draft “whitepapers” on Acts that impact the City,

We will continue to provide the City with advice and guidance on legislative developments impacting benefit plans. Topics include FMLA, COBRA, HIPAA, HIPAA Privacy, Section 125, PA 106, PA 152, PA 202, and PPACA.

### **Multi-year strategic planning**

We work with our clients to develop a technical plan that includes the formation of a strategic plan, a comprehensive financial analysis, an implementation plan, and communication plan. We employ a team approach for accomplishing project work.

We will continue to work with the City to assist in the development of short and long-term goals and strategies. We view this as an integral part of our service. We will assist the City in establishing short and long-term goals, assessing new plan design options, and analyzing cost containment programs evolving in the marketplace with focus on helping the City clarify its objectives. We will guide the City, working towards striking a balance between cost containment and improving the benefit plan experience for City employees.

We have utilized numerous strategies when assisting clients with cost containment and each strategy was uniquely crafted for each individual client. Below is an overview of some of the programs we deploy during a cost containment assessment.

- Pharmacy Programs- it is well known in the industry that Pharmacy Benefit Managers (“PBM’s”) often use the lack of transparency to hide high margins. Again, we now utilize programs that offer similar services (i.e. national networks and claim oversight) but allow you to purchase direct at “acquisition cost”. Rx claim costs can be reduced from 5 to 15%.
- Health & Wellness Center- This approach allows you to bypass the current “fee for service” pricing mechanism used by insurance companies and provide primary care to employees and their families. An onsite or near site clinic provides better access to care for your employees, can allow them to access care for no cost or little cost, and can immediately super-charge your Wellness Program and begin addressing pre-chronic and chronic conditions within your group. Claim costs can be reduced 10 to 15% after an initial return on investment.
- Subsidy Recovery Programs-. In 2019, we introduced a NEW subsidy program. This program can provide a direct subsidy back to the City on targeted specialty medications, the highest cost segment of your current Pharmacy spend. The Program will provide a direct subsidy equal to 15% off the current cost of these very expensive medications.

In addition, we will go to the marketplace, develop, and issue an RFP on the City’s behalf, evaluate vendors who will best position the City to employ plan design and programs that reduce costs while continuing to provide a valuable benefit to employees.

### **Wellness programs**

Our Wellness Initiatives- We are the only agency in Michigan working with the public sector to find meaningful ways to lower costs within health plans.

We provide services to support Wellness programs. These services can help programs identify and begin lowering the costs within your employee and retiree plans. We have worked with several municipalities to look



at options to promote health and wellness. Some have taken small steps, due to little or no budget, while others have deployed other options available through hospital/physician organizations, insurance companies, and health and wellness vendors.

We meet with our clients to discuss wellness strategy, budget, compliance considerations, and philosophies to create a targeted recommendation that fits each municipality's individual needs and goals. There is a large continuum of wellness programs / plans, and we feel it is important to provide education on the various pros / cons to ensure our clients choose the best option to meet their goals.

We have assisted our clients with strategy, implementation, and roll out of various wellness strategies including a few of the below (partial list):

- Wellness committee
- Wellness surveys
- Informational/educational campaigns
- Lunch and learns
- Health risk assessments
- Biometric screenings
- Incentive based programs
- Tobacco cessation
- Pharmacogenomics (early stages)
- Health and wellness centers

We will work with the City to determine your employees' health challenges and fitness levels, as well as their interest in different types of wellness programs. Areas of focus for a wellness program may include disease prevention, fitness, smoking cessation, alcohol and substance abuse counseling, nutrition education, mental health help, weight loss and stress management. To engage employees, your wellness program must fit what they perceive to be a need and must be something that they are willing to participate in. If your employees do not see a benefit, you may have extremely low engagement and participation.

### **Budgeting and financial analyses**

We will provide the City with budget support and reporting and track the City's actual expenses against this budget projection. Our review includes analyses to determine not only how costs are tracking at a high level, but individual metrics that tell a detailed story of trends. We work closely with your finance team, not just at renewal, but throughout the year to have visibility into cost. Our team strives to provide accurate and timely information that can be used to support the City's budgeting process. Each analysis, report, or study is designed with the need of the client in mind - providing clear and understandable measurements. All financial work is performed by our local team, with analysts and account directors who have decades of underwriting, budgeting, and accounting backgrounds. While many other brokers and agents are outsourcing these services to remote offices, sometimes overseas, we believe that the financial reporting we provide is a key pillar of our service model, and one of our greatest strengths. Our team, specifically the Account Director and Financial Analysts are an email or phone call away during budget preparation, audit, valuation, and bargaining. This level of engagement has proven to be invaluable for our clients over the years.

## RFPs

In addition to general day-to-day services, we will oversee the entire Request for Proposal process and prepare a complete market study to review all your vendor options. Evaluating, negotiating, and recommending insurers and providers to our clients is one of our specialties. Our position in the marketplace allows us to enjoy preferred financial arrangements with insurance vendors and third-party administrators across the United States. We actively cultivate long-standing relationships with major carriers, and those relationships allow us to negotiate aggressively and obtain cost-efficient proposals for our clients.

As we negotiate with vendors, we will also examine your loss history, establish the necessary types of coverage consistent with your risk tolerance, choose carriers that provide superior services, and adopt the optimal funding mechanisms for your specific needs.

We will prepare, solicit, and review all proposals for insurance as requested. We specialize in public sector procurement through our extensive work with municipalities. We have conducted countless RFPs for public sector clients and have gathered substantial knowledge regarding carrier products, pricing, discounts, and know when we see information that may not tell the entire story. We regularly negotiate pricing and contract details with carriers to ensure that the most appropriate program is purchased by our clients.

Prior to any RFP creation/solicitation/analysis, we meet with our client to discuss the RFP strategy. During this meeting, we will meet with purchasing (if applicable) and determine the type of RFP, objectives, question types, committee, selection criteria, interviews, analysis, and scoring. We have established rigorous selection criteria for potential vendors, and recommend a selection based on the following considerations.

### Critical Vendor Selection Criteria

- Overall service and quality
- Experience in administering network-based programs.
- Commitment to continuous quality improvement processes
- Experience in administering multiple option health programs.
- Quality of communication materials (e.g., booklets, EOBs, etc.)
- Effective administration procedures (e.g., coordination of benefits, subrogation, etc.)
- Responsiveness of group representative
- Cost efficiency
- Responsiveness to client feedback
- Professionalism of response to RFP
- Willingness to adapt to changing needs and circumstances.
- Adequate staffing ratios
- Superior network coverage in relation to location of City employees/retirees



### **Funding reviews and recommendations (self- funding, insured, hybrid)**

Our analysts are skilled experts at analyzing data to determine utilization trends. These reports can be provided ad hoc, monthly, or any frequency needed. These utilization reports contain multiple, easy-to-read and understand exhibits, including datapoints that can be used to support strategic decisions:

- Large claims
- Medium claims
- Chronic conditions, including diabetic spend, hypertension, auto immune, etc.
- Top drugs by cost
- Drugs losing patent
- Specialty medications
- Generic percentage and cost per script
- Diabetic spend
- ER/UC visits
- Primary care usage
- Chiropractic usage

This data is key in understanding trends within a health plan. This information can support strategic decisions around self-funding vs. fully insuring the City's plans. We will continue to monitor the City's plan cost and provide advice on other financial models.

### **Employee/retiree communications**

We at Manquen Vance believe great communications are essential in creating an accurate and positive perception of your benefits. The Account Manager will oversee implementing benefit plans/vendors changes, preparing custom employee communication materials, and facilitating employee meetings.

We will work with the City's Human Resources Department to create communications around plan understanding and interpretation. We will also act as a resource for the City's management team to assist with plan interpretation. Manquen Vance is committed to keeping you, your employees, and retirees informed. We can build and customize a communications campaign specific to your needs.

All our clients are in the public sector, and we are therefore very accustomed to communicating with employees / retirees. We can also provide a la carte communication materials based on the specific needs of our clients. In addition to our standard communications surrounding open enrollment and compliance notices, we can provide special communications including (partial list):

- Collective bargaining information before, during, and after bargaining.
- Retiree open enrollment
- Retiree communications if plans are changed.
- Retiree committees, if applicable

## **Compliance assistance and support**

Manquen Vance utilizes both our in-house compliance team and affiliation with an employee benefits law firm to provide support in a broad array of areas. Some examples are below:

- Guidance on complex rules and regulations governing employers and their retirement and welfare plans
- Compliance with DOL to avoid audits, and assist in preparation if an audit is scheduled
- Inform employers about significant changes in ACA via our alerts and newsletter articles
- Answer ACA and other retirement and welfare questions for clients
- Webinars and seminars for employers on the legal and compliance topics of interest
- Collaborative efforts with in-house employer counsel

We are continuously monitoring the changes to the healthcare plan landscape and provide advice and recommendations to our clients regarding the requirements under the employer shared responsibilities provision of PPACA, COBRA, HIPAA and other laws and regulations. We educate our groups on the introduction of new fees/taxes and the impact on their healthcare finances. We will provide advice and guidance on plan design changes because of PPACA requirements. This includes essential health benefits, metal tiers, age 26 rules, and other provisions as they impact your specific benefit program. We work to ensure compliance with Michigan Public Acts including PA 106, PA 152, and PA 202. We provide analysis and communicate the impact to key stakeholders. Our team monitors these state laws and provides updates when additional information is provided through state FAQ documents and updated legislation.

We also partner with an employee benefits law firm to provide our clients with expert advice and to ensure optimal compliance and education. Based on these resources we stay on top of the fluid legislative landscape and report key changes as developments unfold. We can research very client-specific issues and provide very timely responses.

## **Carrier negotiations**

We are a steward of our clients' healthcare dollars, and we work hard to ensure that carriers are offering the best possible pricing to our clients. Our approach to negotiating with carriers is two pronged. First, we continuously evaluate the market to ensure our clients are enrolled with the best programs for their individual needs. Second, we advocate on behalf of our clients and negotiate savings on a regular basis. Below are a few recent examples:

- Client received a 3.3% renewal increase on one of our insured groups. We reviewed PA 106 claim data for the prior two years and built a case with the carrier that the renewal was too high. Through negotiations with their underwriting team, the result of the renewal was a 2.2% REDUCTION, resulting in a 5.5% reduction from the original renewal.
- Negotiated renewal savings of \$85,000 on a stop loss renewal through marketing the coverage to alternative carriers and applying pressure on the vendor.
- Conducted a medical RFP and negotiated a \$60,000 credit to remain with the current carrier.
- Performed a life and disability bid for a new client and realized multi-year savings and identical benefits (over \$160k over three years).

## **Pharmacy initiatives**

It is well known in the industry that Pharmacy Benefit Managers (“PBM’s”) use the lack of transparency to hide high margins. We are able to utilize programs that offer similar services (i.e., national networks and claim oversight) but allow you to purchase direct at “acquisition cost”. Rx claim costs can be reduced by 5 to 15%. At the forefront of public sector initiatives for smaller group plans are consortiums, regional collaborations, and pharmacy initiatives. We regularly evaluate these arrangements for our clients.

## **Ancillary services, including dental, vision, life, disability, FSA, COBRA, FMLA, and voluntary benefits**

While medical benefits are often the focus of the consulting services RFP, we serve as a one stop shop for your employee and retiree benefits needs. Manquen Vance will review all ancillary the City’s ancillary benefits including dental, vision, life, disability, FSA, COBRA, FMLA, and voluntary benefits. We market each line of coverage to find the strongest carrier partners and procure the best pricing available. Our team assists clients with new plan implementation as well as administrative and service issues as they arise. We regularly perform forensic review of CBA language to ensure that benefits are properly aligned.

## **Assisting with enrollment/eligibility**

It is important that the City’s staff, employees, and retirees understand their plans and how to use them efficiently. Manquen Vance regularly provides several different pieces of communication regarding benefits such as, but not limited to, comprehensive benefit booklets, required annual notices, open enrollment communications and benefit enrollment forms. Our customized benefit books consolidate the fragmented benefit summaries from various carriers and put it into one easy-to-use benefit communication tool. Employee educational sessions are also provided through on-site meetings.

Manquen Vance believes communications are essential in creating a positive perception of your benefits for both your active workforce and retiree population. The Account Manager will oversee implementing benefit plans/vendors changes, preparing custom employee/retiree communication materials, facilitating open enrollment meetings, legislation, and compliance (master plan documents, amendments, and policy review), client support, problem-solving, and customer satisfaction surveys.

Our team has extensive experience with various enrollment processes and platforms. From a technology standpoint, we have assisted clients with implementing and optimizing administrative platforms. We have worked extensively with platforms such as Navigator, Ease, Bswift, ADP, Sunguard, and others. Team members understand the timelines, technical features, and unique structures of our municipal clients better than anyone. We can assist the City in evaluating potential partners or optimizing current processes in administration.

Manquen Vance’s formal response to the City’s request follows, along with a separate attached file including sample Client Alerts, whitepapers, and case studies. We appreciate the opportunity to present our capabilities to the City and welcome any questions or additional requests by the evaluation team.

## **Submission Requirements**

### **General company information and account service team**

- a. Respondents must have a minimum 10 years of experience providing healthcare consulting services, preferably in the Michigan municipal market or with other related agencies/authorities/commissions.

Manquen Vance has been providing Employee Health and Benefits consulting services for over 20 years to Michigan municipalities. We have consulted to more Michigan municipalities than any other agency and do not sell any Property and Casualty insurance. Michigan municipal healthcare is our specialty and we focus all of our resources on this market.

- b. Provide a list of your current Michigan municipal clients where you provide full broker/healthcare consulting services.

We have provided a client list and demographic summary in item (f) below. All of our clients receive full brokerage and consulting services for healthcare as we do not sell Property and Casualty insurance.

- c. Provide a confirmation statement as to whether you serve as an independent consultant/broker. Affiliation with any insurance company, third party administrator, or provider network must be disclosed.

Manquen Vance is an independent consulting and brokerage company not affiliated with any insurance company, third party administrative agency or provider network. We work objectively with all insurance carriers and/or vendors and do not have any relationships with vendors that would be viewed as a conflict of interest to the City. Our staff is appropriately licensed to practice as an agent here in Michigan and we continually perform in-house training on federal, state, and vendor/carrier regulations.

- d. Provide a brief history of your firm including size, volume of business, locations, and number of years in business.

Manquen Vance (fka Cornerstone Municipal) was founded nearly 20 years ago by Mark Manquen with the goal of creating a healthcare consulting firm with the capabilities of a large national firm, but with the flexibility, innovation, and personal service of a local boutique firm. Our team consists of 25 full-time employees who work exclusively on public sector healthcare engagements.

The Manquen Vance team services around 40 Michigan municipal clients as valued benefits consultants. Our office is located in Troy, Michigan at 50 W. Big Beaver Road, Suite 220.

The Manquen Vance team has been providing full healthcare consulting services to Michigan municipalities since our beginning. We are the only agency in Michigan that focuses exclusively on municipal healthcare. In May of 2022 we were acquired by Assured Partners and report to their Municipal vertical, Keenan & Associates. This partnership is unique in that we remain autonomous from Assured Partners but are able to leverage the vast resources offered by Keenan's Public Sector group.

- e. Provide your company's philosophy on providing benefits consulting, as well as your corporate mission, vision, and values.

The Manquen Vance team supports a full-service model that encompasses strategic, administrative, and financial consulting work. Our goal is to help our Michigan municipalities achieve the most efficient, lowest cost, and valuable benefit plans they can. Each member of our team is dedicated to working on municipal clients – they do not split time on other private sector clients or team and all work is performed by Michigan residents, working face-to-face together in our Troy office. We develop long-term relationships with our clients and continually adapt and address their changing needs.

The Manquen Vance team has more collective experience in the municipal market than any firm in Michigan. Couple our core team expertise with the resources we have with partner firms, we can deliver high-performance consulting services to the cities we represent. We are a customized firm that excel at delivering a comprehensive suite of services to municipalities, offering the depth of services available at national firms but with the flexibility, innovation, and touch of a smaller boutique firm. While many other brokers are property and casualty agencies at their core, our firm is and has always been solely focused on municipal employee health and wellness benefits.

We work with several associations that support Michigan municipalities and are proud partners to MME, MML, MGFOA, MPELRA, ICMA and others. We are pleased to have had many opportunities to present content in various forms for these organizations and are constantly looking for ways to assist them in enhancing their services. Because we are a company that only works with municipal clients and only on employee benefits, we offer a unique position as subject matter experts to these organizations

Our focus on public sector is unparalleled in the industry and our firm will be the only respondent that focuses all its efforts in the Michigan Municipal sector. In our pursuit of healthcare innovation, strategies, and solutions we have been driven by the unique needs of the municipal market. As a firm Manquen Vance has remained focused on looking forward, being the "eyes and ears" in the market for our clients making sure we focus on delivering high performance healthcare plans/structures to our clients.

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- f. Detail the number of employee benefits clients currently served and the average demographics of your client base.

We are currently working with nearly 40 Michigan municipalities of various sizes. We do not work with any private clients, instead focus on this market to truly be experts in the municipal sector.

The following clients are serviced by either all or most of the assigned team members. This may not be an exhaustive list:

- Bloomfield Township, municipality, 212 active employees, 259 retirees
- Charter Township of Northville, municipality, 114 actives, 25 retirees
- Charter Township of Shelby, municipality, 250 actives, 231 retirees
- Charter Township of West Bloomfield, municipality, 287 employees, 207 retirees
- City of Flint, municipality, 344 actives, 1,500 retirees
- City of Harper Woods, municipality, 69 actives, 140 retirees
- City of Lansing, municipality, 734 actives, 1,900 retirees
- City of Rochester Hills, municipality, 199 actives, 13 retirees
- City of Royal Oak, municipality, 290 actives, 560 retirees
- City of Southfield, municipality, 507 actives, 900 retirees
- City of St Clair Shores, municipality, 228 actives, 525 retirees
- City of Sterling Heights, municipality, 467 actives, 659 retirees

We are happy to provide a full client list if necessary or part of a finalist selection.

- g. What distinguishes your firm from other broker/consulting firms?

We have many differentiating elements at our organization, but here are five of the strongest reason clients choose us:

- **Municipal Experience:** We are the only agency in Michigan that has been working exclusively on municipal benefits for the last 20 years. We have worked with more municipalities than any other agency and know the critical elements of working with local governments. All of our team members work only on Michigan municipal benefits, and we are the sole organization in the state that can make that claim of dedication.

- **Bargaining and Labor Background:** We have extensive experience in bargaining and labor. We actively participate in bargaining, arbitration, and have served as expert witnesses in legal proceedings. This exposure helps us protect our clients against ULPs and other undesirable outcomes. We work collaboratively with clients and unions to navigate contracts and decisions fairly and transparently.
  - **Financial Strength:** We are a strong team of financial experts. More than half of our staff has backgrounds in accounting, finance, and analytics. All financial work is done in-house; none of it is “farmed out” to other offices in other states or countries. While many other agencies are outsourcing this critical function, we know that the knowledge of municipal practices, bargaining, and legislation require a local team of experts. Because we perform all our work in our office, we are able to customize financial work product. We also have more experience in managing self-funded programs for Michigan municipalities than any other agency.
  - **Account Support:** Our Account Managers work closely with our clients to ease the administrative demands that so many municipalities face. They are experts in municipal benefits and compliance, and unlike other agencies, our Account Managers are dedicated to working only with these municipal clients. They are not sharing time with private and public sector clients, allowing them to focus on the unique needs of this sector. Our team of Benefit Specialists also support our HR partners with a deep understanding of active and retiree benefits. They assist employees and retirees over phone calls and emails, and help to design, build, and maintain free benefit administration technology for our clients. They also are all located in our office, and are not spread out over multiple locations, allowing for consistency of access and service.
  - **Innovation:** While many other agencies will claim to be offering innovative products, more often than not that innovation or solution is steerage to products that the agent/broker has financial interest in either directly or indirectly. We approach innovation differently - as a truly objective consultant. We do not own or “consult to” products such as pools or cooperative purchasing arrangements that provide financial benefit to us. Instead, we explore every opportunity as a neutral third party. When we explore an idea or concept, there are multiple vendors or resources compared, rather than just one option. We are truly agnostic to the partner or vendor, so that we can continue to be on the forefront of innovative ideas without bias. Because of this, we have been able to evaluate and implement non-traditional solutions successfully across our book of business.
- h. Proof of errors and omissions insurance with a minimum limit of \$1,000,000 per occurrence. Please see attached Acord form detail confirming this level of coverage.

- i. Describe the proposed team that would work with City of Berkley and provide information about the qualifications and expertise of each team member.

**Mark A. Manquen, CPA, MST (Masters in Taxation)**, is President and thought leader of Manquen Vance and RDS Services, LLC and has more than 20 years of experience working with clients to help them manage their group benefit plans. Mark's expertise is with public organizations of all sizes, including non-profit groups and municipalities. Mark's focus is on developing public sector healthcare collaboratives, healthcare cost containment programs, innovative plan design solutions and effective employee communication of the benefits programs within a union setting. Mark has developed services specific to the public market in the areas of GASB consulting, subsidy recovery services, direct contracted Wellness Centers, collective bargaining support, and Medicare Act services. Mark is a CPA, received his BBA in Finance from the University of Michigan, and his Master of Science in Taxation from Walsh College.

**John Vance, Account Director/Principal (CO-PROJECT MANAGER)** has an extensive financial background and more than 20 years of experience in the benefits consulting industry. John's background as the manager of Manquen Vance's financial analyst department gives him unique insight into how public sector groups operate and the nature of their healthcare finances. John has extensive experience assisting with collective bargaining for public sector groups and has worked closely with key management and labor attorneys to establish and implement collective bargaining strategies. John also has a thorough understanding of the Medicare market and the offerings available to employers with Medicare retirees. John has provided support and testimony in mediations, unfair labor practice hearings, and 312 arbitrations. John also has extensive experience and knowledge related to Michigan laws that impact public sector healthcare as well as PPACA. As Manquen Vance's Principal, John oversees implementing and maintaining best practices throughout the firm. John has created best practices that include service standards, collective bargaining strategy and review, retiree analysis, account management, and financial reporting. John received his BS in Business Management from Oakland University.

**Todd Eurich, Account Director (CO-PROJECT MANAGER)** has a strong financial and strategic background in public sector benefits. He has worked over the past two decades with employers designing and executing benefit plans and solutions and has extensive experience in the public sector. Todd has worked with various schools, cities, and counties in his career and has a deep understanding of the relationships between funding, legislation, and labor. Todd works with municipal HR, Finance, and Leadership to navigate topics from compliance to health plan financing. He is regularly in front of municipal leadership and employees working to bring value to our communities. He has been active in bargaining and other union committees and enjoys educating and engaging employees. Todd received his BA from The University of Michigan, an MBA in Finance from Walsh College, and is a licensed Life and Health Insurance agent.



**Denise Kolen, Senior Account Manager**, has over 25 years of experience in the industry, including all aspects of Employee Benefits. Denise has worked in Corporate Human Resources where she was responsible for Health and Welfare Benefits and Compliance. She has also worked on the Carrier side as a Key Account Manager. In addition to her experience, Denise holds a Bachelor of Science degree in Business Administration from Wayne State University and Master degree in Human Resources from Central Michigan University. She is also a member of Impact 100 Macomb.

**John Kowalski, Senior Plan Analyst**, is responsible for the creation of financial analysis of health and welfare plans for mid to large sized public sector clients. John's responsibilities include cost reporting, financial projections, bid procurement and analysis, financial modeling, and PA analysis (54, 106, & 152). Given the large union make-up of most municipal clients, John often prepares reports and analyses in preparation for collective bargaining, testimony, and for benchmark/survey reporting. John received his bachelor's degree in biology from Oakland University and holds an insurance license for Life, Accident and Health.

**Jamie Gipson, Group Benefits Coordinator** has over 20 years of experience in all facets of Human Resources including benefits administration for both large and small employer groups. She has worked in the insurance industry for many years and has experience managing group health and welfare benefit programs for active and retired employees. She has a B.S. in Human Resources from Oakland University and her Managed Healthcare Professional Designation. Jamie is an expert at eligibility, claim resolution, benefit administration, and providing service to our valued clients.

j. How often does your team meet with your clients and for what purposes?

Our work with clients is a full-year engagement. The year or plan year includes regular meetings and work product, including administrative processes, compliance activities, financial reporting and tracking, budget review and assistance, employee communication and education, and many other custom projects. These can be weekly, bi-weekly, monthly depending on project work and desired cadence. Our team goes beyond providing services at renewal and open enrollment to provide a comprehensive and personalized consulting experience.

Each member of the service team interacts with clients on a regular basis. Our Analysts work directly with finance departments, our Account Managers are tied in day-to-day with administration. We provide educational and communication services to of our clients including in person meetings with our client, their employees, and/or Boards. We make ourselves available to our clients whenever needed. This is not just limited to calls/emails but also meetings. Our team is accustomed to holding meetings with employees and retirees during nonbusiness hours due to varying shifts and schedules. We also commonly attend evening council meetings. Our team seeks to be an extension of your team in managing benefits.

k. Describe your internal mechanism for ensuring customer satisfaction with your services.

We regularly measure client satisfaction. Internally, we also deploy redundancy to ensure accuracy. We use peer review as well as management review prior to work product being released to our clients. Accuracy is of paramount importance. We also developed operational procedures that outline the steps to follow on specific projects, including checklists.

Additionally of note, are the internal efforts to ensure client satisfaction. Account teams are financially incentivized to perform at the highest level. A portion of every employee's compensation within our organization is tied to client satisfaction. Every six months we survey a sampling of each account team's clients to determine their satisfaction level with each team member represented on their account. We gather information on accessibility, responsiveness, expertise/knowledge, proactivity, and overall confidence in working with that individual. When surveying an Account Director, we also ask questions regarding strategy and compliance. Great customer service is a hallmark of our organization, and we hold each employee to a very high standard. We also place a percentage of our compensation at risk (when legally allowed) to further underscore how serious we are about delivering on our promises.

We also want to make note of our service philosophy. We respond to our clients as soon as possible, never longer than later the same day. Clients can contact us through email, office phone, or cell phone. We make ourselves available to our clients whenever needed. This is not just limited to calls/emails but also meetings. Our team is accustomed to holding meetings with employees and retirees during non-business hours due to varying shifts and schedules. We also commonly attend evening council meetings.

l. Describe your approach to the ongoing training of your staff.

We rely heavily on both our internal resources and external sources to continue to grow and train our staff. We have several subject matter experts and managers within our firm. Our compliance director provides regular and ongoing internal education on compliance related topics that impact our clients and the insurance industry. An example of topics discussed recently in our firm include Medicare Advantage updates, EGWP updates, captive stop loss, mature claim rating, and private exchange technology. Our Account Directors meet each week to discuss the latest updates in the industry and client/product updates. The Account Directors meet with the owner every two weeks to discuss industry trends, strategic focus, and account activity. Each Account Director provides training for his/her team weekly including Account Management and financial analysis. The lead plan analyst also provides ongoing training for the analyst department.

Our staff is required to attend at least four industry seminars and webinars annually to learn new concepts and products/programs. Each month BCBSM meets at our office to discuss open case issues and the latest updates within their organization. We have this same type of meeting with

TPAs, stop loss vendors, wellness organizations, and carriers. We are constantly educating our employees on the latest trends.

Additionally, all our Account Directors and Account Managers hold their resident health and accident license in the state of Michigan.

- m. Describe your methods to update clients on employee benefits market trends and compliance topics.

Our office is regularly at the forefront of federal and state legislation that impacts the public sector market. In addition to legislation, we also closely monitor court cases that may impact our clients. We typically provide updates, advice, and guidance to our clients through one or more of the following methods:

- One-on-one meetings with our clients
- Roundtables
- Seminars
- Client alerts
- Email or phone communication
- Newsletters (internal or from our attorneys)
- White paper
- Monthly standing meetings

We provide information in an easily digestible format for our clients and can also repackage the communication for the use of employee / retiree education purposes. We regularly follow legislation (federal AND state) from its infancy through signed law. We provide updates to our clients throughout the process, so they are aware and prepared when a new, impactful bill becomes law. We recommend procedural or language changes when applicable as a result of new legislation.

We have multiple subject matter experts on our team and utilize the services of a nationally renowned law firm, Marathas Barrow (Mar Bar). We are in regular contact with Mar Bar and they keep our staff and clients up to date on key legislation, including COBRA, FMLA, Section 125, PPACA, federal wellness program rule changes, and other federal laws that impact healthcare. We make sure our clients are aware and educated on all federal laws that impact healthcare.

With regard to state legislative updates, we are extremely familiar with state laws that impact Michigan municipalities. Not only do we immerse ourselves in the details of existing/new state laws, but we also follow bills as they move through the Michigan legislature to make sure our clients are always aware of impactful legislation.

We typically communicate current/upcoming Public Acts and their impact through seminars, webinars, white papers, or discuss during in person/virtual meetings with clients. We have provided samples of these with our submission.

## Services

- a. Describe the steps you will take in reviewing City of Berkley current employee benefit plans and develop a long-term strategic plan.

Our team will take a comprehensive approach to learning the history, structure, contracts, and strategy of the City. This process will commence immediately upon selection, and we will be prepared to guide the City in renewal, open enrollment, bargaining, or any other part of our service scope. We will meet and coordinate frequently with leadership at the City during the onboarding process to ensure effective transmittal of information and communication with each member of the service team. We have successfully onboarded each one of our municipal clients and are able to effectively complete the process much faster than most agencies due to our extensive municipal experience, team approach, and availability and accessibility.

We have been helping our municipal clients manage benefit costs for 20 years and know that opportunities to improve cost and efficiency are often moving targets. The benefit plan strategies we develop with you will represent a balance between plans that will help the City reduce costs, are sustainable long-term, and can continue to complement an attractive “benefit package” for potential new employees. We work within the CBA to ensure that any cost saving measures do not result in potentially even more costly litigation.

When clients choose other structural changes to benefits to reduce cost, we provide financial and compliance consulting on potential changes. We provide clear and accurate expectations and assist with any potential bargaining or opening of contracts.

We know that the goal of reducing costs can be achieved without creating negative outcomes if done thoughtfully and transparently. While it is easy to reduce costs through benefit reductions, we have successfully reduced cost through improved efficiency, risk management, vendor negotiation, and other methods. Upon selection, our team would meet with the City to determine strategy and goals and apply cost-saving approaches to the benefit plans.

We have saved our public sector clients over \$15 million since the beginning of 2020, all from efficiencies and carrier negotiations. None of these client savings were derived from the plan or employee takeaways. These are the least impactful opportunities to save money and we have been successful in finding them for many of our governmental clients.

All changes are measured for effectiveness and debriefed with clients at appropriate intervals (i.e., plan year, rebate/refund payment, etc.).

- b. Describe your approach to supporting our programs throughout the plan year.

Our Scope of Services (included after cover letter) describes in detail the ongoing engagement that we have with each of our clients. Manquen Vance strives to be an integral part of your benefits team, working closely with Leadership, Human Resources, and Finance to provide depth of consulting services. We perform all broker services but go much beyond that in the custom work plan executed for each client. We provide support to Human Resources on both a day-to-day basis and for planned projects such as Open Enrollment or other communications. We serve as resources for bargaining and strategy. We work to solve all financial reporting needs and create more efficient processes for your staff. Our team is committed to service and supporting the management of your benefits program.

- c. In your opinion, what are the three major challenges companies our size face and how will your firm help meet these challenges?

The challenges facing each client are unique and ever-changing. Our team has worked through changes in the insurance marketplace, state and federal legislation, and economic changes over the past 20 plus years. We have learned that there will always be new challenges and opportunities going forward. A few of those are:

- Concern over healthcare cost, both active and retiree, as one of the major challenges to municipal groups. A sound financial strategy combined with appropriate risk management, efficient contracts, and actionable data are key to running a competitive and sustainable benefits plan. We help our clients do this with a comprehensive strategic plan customized for their population. We study self-funding and risk tolerance. We work to put as much of the healthcare cost in control of the client, no matter the funding mechanism and develop a plan to prepare for future cost increases before they become harder to manage.
- Pharmacy cost control is also a major concern. New treatments, the rise of GLP-1 costs, and other high-cost drugs have been helping to fuel healthcare cost increases. Our team analyzes pharmacy contract, pharmacy utilization, impact of cost control measures and plan features, patent changes, and other drivers. We work with our clients to evaluate carve-in and carve-out options, along with other targeted programs. We have evaluated many pharmacy plans and contracts with our skilled analyst team and other resources and will continue to do this for our clients as the next pharmacy trend approaches.
- Enhancing value in your benefits program is a challenge to Michigan municipalities. The benefits program is typically the second largest people spend, yet many municipal employees do not see a lot of value in what they have. Through a combination of evaluation, benchmarking, and review, we compare the plans to make sure we are meeting the needs of the employees and retirees. We seek out any barriers to use or care that may be impacting the members and work to address them. We work to educate and communicate the workings of the plan, provide services to help with potential issues, and explain the value that they provide. This is critical for attraction and retention of team members, a critical issue for Michigan municipal employers.

- d. Are there new coverage options that we should consider in seeking proposals for health insurance services (i.e. onsite clinics, PBMs, voluntary benefits, etc.)?

Our approach to finding the right strategy for the City is to leave no stone unturned, yet we are objective consultants when it comes to innovative approaches to healthcare. Often non-traditional approaches such as on-site clinics, reference-based pricing, wellness compliant plans, pharmacy alternatives, and voluntary benefits are sold as solutions. While we have evaluated and/or implemented each of these and many other programs, we do not propose them as solutions. Instead, all options are evaluated with the specific client's strategy in mind. This is important because there is no one-size-fits-all scenario in the healthcare industry.

More often than not, new coverage options are proposed as win-win scenarios, which may not completely evaluate the potential impact to both employee and employer. We are candid and deliberate when reviewing options with our clients and believe that it is better to be fully aware and share the impact of any new approaches to maintain the trust they have worked so diligently to cultivate with their employees. We also have candid conversations about whether the options are in line with the strategy and all parties' best interest. We do not push new ideas to drive additional revenue from products (like voluntary benefits), but rather truly objectively evaluate value, effectiveness, and impact.

Our team is at the forefront of healthcare innovation, but with a critical and objective eye. We believe this to be in our client's best interest, but we have successfully implemented on-site clinics, custom pharmacy arrangements, voluntary benefit offerings, wellness programs, and many other approaches. Our experience in evaluating and implementing innovative ideas affords us the understanding that a particular approach may not be the right fit for a particular client, and when it is, how to effectively implement and manage those programs.

- e. Detail your benchmarking capability and access to survey data.

As an organization that works exclusively with Michigan public sector organizations, we pride ourselves on our awareness of the market and trends related to plans, costs, trends, bargaining, and retiree healthcare. We maintain an internal database of local and national benchmarks and can customize for specific client needs. This database includes both plan design and cost information.

In some situations, we will utilize national or regional sources for benchmarking. We are in the unique and enviable position to utilize our internal clients and prospects when benchmarking. Between the number of municipal accounts, we have as clients, and our prospects, we have an abundance of data available as an agency. There is great depth in the information we present because much of the data comes from our clients and is known to be accurate. We also conduct comparability surveys on behalf of our clients that have led to additional information we can utilize when reviewing benchmarking.

We are continuously aware of the latest trends, bargained plans, and changes occurring in the Michigan municipal market. We have the ability to provide any applicable targeted benchmarking the City may need.

- f. Describe your standard package of employee communication services, including digital and/or internet based employee communication tools.

We at Manquen Vance believe great communications are essential in creating an accurate and positive perception of your benefits. The Account Manager will oversee implementing benefit plans/vendors changes, preparing custom employee communication materials, and facilitating employee meetings.

We will work with the City's Human Resources Department to create communications around plan understanding and interpretation. We will also act as a resource for the City's management team to assist with plan interpretation. Manquen Vance is committed to keeping you, your employees, and retirees informed. We can build and customize a communications campaign specific to your needs.

All our clients are in the public sector, and we are therefore very accustomed to communicating with employees / retirees. We can also provide a la carte communication materials based on the specific needs of our clients. In addition to our standard communications surrounding open enrollment and compliance notices, we can provide special communications including (partial list):

- Collective bargaining information before, during, and after bargaining.
- Retiree open enrollment
- Retiree communications if plans are changed.
- Retiree committees, if applicable

- g. Describe how your firm can assist City of Berkley's employees with claim related issues.

Every client is assigned an Account Manager and Group Benefits Coordinator. While our entire team will work with the City's Human Resources staff, these two individuals will be the primary points of contact for the City on daily HR issues, including claims issues. The Account Manager will work closely with the City on all communications, carrier/vendor issues, carrier transitions, compliance (in addition to our compliance attorneys), contract review, open enrollment, and issue resolution.

The Group Benefits Coordinator will also act as the primary contact for claim issues, billing problems, employee/retiree issue resolution, and will provide support to the Account Manager. Our Group Benefits Coordinators have extensive experience in working with both member and vendors to ensure that claim issues are handled quickly and fairly. Our team prides itself on customer service to the City's members, and also has commanded respect from vendors for the



way that we solve issues – with open communication and direct setting of expectations. We get results by understanding the issue and finding the quickest and easiest resolution for all parties. Our team will work directly with the City’s members, freeing up time for the internal resources at the City.

- h. Do you have a process in place for tracking communication between you and your clients? Describe.

Our team has regular cadence with each client, based on their needs and preference so we are constantly communicating with each other. These regular touchpoints include multiple team members (Account Director, Account Manager, Analysts, Benefit Specialists) to ensure we are all working effectively. These standing meetings allow us to track communication between us and our clients due to their frequency and regularity.

All electronic communications with vendors are saved in our systems and accessible for all team members. Emails between the client and service team are also stored if they relate to a particular issue or project. We have a communication response expectation that the client will be responded to the same day as their request.

- i. What steps will you take to help the City of Berkley assess potential wellness initiatives?

We are the only agency in Michigan working exclusively with the public sector to find meaningful ways to lower costs within health plans. Our team does this in many different ways, and each engagement is customized to a client’s needs and resources.

We provide services to support Wellness programs. These services can help programs identify and begin lowering the costs within your employee and retiree plans. We have worked with several municipalities to look at options to promote health and wellness. Some have taken small steps, due to little or no budget, while others have deployed other options available through hospital/physician organizations, insurance companies, and health and wellness vendors.

We meet with our clients to discuss wellness strategy, budget, compliance considerations, and philosophies to create a targeted recommendation that fits each municipality’s individual needs and goals. There is a large continuum of wellness programs / plans, and we feel it is important to provide education on the various pros / cons to ensure our clients choose the best option to meet their goals.

We have assisted our clients with strategy, implementation, and roll out of various wellness strategies including a few of the below (partial list):

- Wellness committee



- Wellness surveys
- Informational/educational campaigns
- Lunch and learns
- Health risk assessments
- Biometric screenings
- Incentive based programs
- Tobacco cessation
- Pharmacogenomics (early stages)
- Health and wellness centers

We will work with the City to determine your employees' health challenges and fitness levels, as well as their interest in different types of wellness programs. Areas of focus for a wellness program may include disease prevention, fitness, smoking cessation, alcohol and substance abuse counseling, nutrition education, mental health help, weight loss and stress management. To engage employees, your wellness program must fit what they perceive to be a need and must be something that they are willing to participate in. If your employees do not see a benefit, you may have extremely low engagement and participation.

- j. Describe how your firm will provide value with Rx and Pharmacy Benefit Management (PBM) analysis.

It is well known in the industry that Pharmacy Benefit Managers ("PBM's") use the lack of transparency to hide high margins. We can utilize programs that offer similar services (i.e., national networks and claim oversight) but allow you to purchase direct at "acquisition cost". Rx claim costs can be reduced by 5 to 15%. At the forefront of public sector initiatives for smaller group plans are consortiums, regional collaborations, and pharmacy initiatives. We regularly evaluate these arrangements for our clients and will work to make sure the City has transparent, efficient contracts with these vendors.

- k. Describe your experience and expertise in moving clients from a fully-insured to self-insured (self-funded) medical and dental plans. Include how you will help us develop a risk and reserve strategy.

We have conducted alternative funding mechanism reviews for all our clients and assisted them in deciding on the most cost-effective platform. We are adept at the pros/cons of alternative funding types and have experience analyzing, presenting, and communicating the various types. We understand that the City has an ERS (Experience-rated) arrangement with BCBSM. We have assisted over a dozen clients over the last five to seven years building financial models to assess whether to remain under an ERS contract or to transition to an Administrative Services Contract (ASC).

We are experts in self-funding and understand the reserving and risk strategies because we work so closely with our clients' finance and leadership. We go beyond reporting to try and understand what is going to impact the plan cost and how to help our clients manage it with internal and external controls. We can share practices of our other municipal clients who have developed these approaches and evaluate the right strategy for the City based on our experience in self-funding and financial management.

- I. Does your firm employ the following experts? If yes, please describe the services they provide as well as their credentials. If no, please provide your standard methodology for providing the services of that specialty.
- Health and wellness director
  - Communications Specialist

Manquen Vance takes a team approach to handling health and wellness initiatives. Our leadership team, Account Directors, and Account Managers work together to address topics in health and wellness. We collaboratively develop content for communications and discuss emerging trends in the marketplace. Our team is highly experienced in health and wellness, specifically for the municipal market, and we leverage that experience gladly. All our team members are constantly researching and discussing healthcare and benefits topics, along with sharing practices and approaches that have had success.

Our communications are developed in-house, and we rely on our team approach to design and implement any communications projects. Our Account Managers and Benefit Specialists help with paper and technology-based enrollment, create and distribute benefit guides, notices, and other communication pieces throughout the year. Due to the team's extensive experience in communicating with both active and retiree municipal populations, we believe that this team approach is a significant advantage. All communications are customized for the client, and the team's deep knowledge of a client's structure and preferences allows for effective communications programming.

### **Marketing, vendor negotiations, and management**

- a. Outline your approach to negotiations and renewals with insurance carriers on your client's behalf and provide a sample timeline.

In addition to general day-to-day services, we will oversee the entire Request for Proposal process and prepare a complete market study to review all your vendor options. Evaluating, negotiating, and recommending insurers and providers to our clients is one of our specialties. Our position in the marketplace allows us to enjoy preferred financial arrangements with insurance vendors and third-party administrators across the United States. We actively cultivate long-standing relationships with major carriers, and those relationships allow us to negotiate aggressively and obtain cost-efficient proposals for our clients.

As we negotiate with vendors, we will also examine your loss history, establish the necessary types of coverage consistent with your risk tolerance, choose carriers that provide superior services, and adopt the optimal funding mechanisms for your specific needs.

We will prepare, solicit, and review all proposals for insurance as requested. We specialize in public sector procurement through our extensive work with municipalities. We have conducted countless RFPs for public sector clients and have gathered substantial knowledge regarding carrier

products, pricing, discounts, and know when we see information that may not tell the entire story. We regularly negotiate pricing and contract details with carriers to ensure that the most appropriate program is purchased by our clients.

Prior to any RFP creation/solicitation/analysis, we meet with our client to discuss the RFP strategy. During this meeting, we will meet with purchasing (if applicable) and determine the type of RFP, objectives, question types, committee, selection criteria, interviews, analysis, and scoring. We have established rigorous selection criteria for potential vendors, and recommend a selection based on the following considerations.

**Critical Vendor Selection Criteria:**

- Overall service and quality
- Experience in administering network-based programs.
- Commitment to continuous quality improvement processes
- Experience in administering multiple option health programs.
- Quality of communication materials (e.g., booklets, EOBs, etc.)
- Effective administration procedures (e.g., coordination of benefits, subrogation, etc.)
- Responsiveness of group representative
- Cost efficiency
- Responsiveness to client feedback
- Professionalism of response to RFP
- Willingness to adapt to changing needs and circumstances.
- Adequate staffing ratios
- Superior network coverage in relation to location of City employees/retirees

- b. Provide a recent example of how your firm has assisted a client to effectively address the challenge of rising health care costs without drastically decreasing benefits to employees.

We are a steward of our clients' healthcare dollars, and we work hard to ensure that carriers are offering the best possible pricing to our clients. Our approach to negotiating with carriers is two pronged. First, we continuously evaluate the market to ensure our clients are enrolled with the best programs for their individual needs. Second, we advocate on behalf of our clients and negotiate savings on a regular basis. Below are a few recent examples:

- Client received a 3.3% renewal increase on one of our insured groups. We reviewed PA 106 claim data for the prior two years and built a case with the carrier that the renewal was too high. Through negotiations with their underwriting team, the result of the renewal was a 2.2% REDUCTION, resulting in a 5.5% reduction from the original renewal.
- Negotiated renewal savings of \$85,000 on a stop loss renewal through marketing the coverage to alternative carriers and applying pressure on the vendor.
- Conducted a medical RFP and negotiated a \$60,000 credit to remain with the current carrier.

- Performed a life and disability bid for a new client and realized multi-year savings and identical benefits (over \$160k over three years).

c. Describe your approach to monitoring the performance of insurance carriers, and other vendors.

Our office is always monitoring our clients' vendors/carriers, plan performance/trends, and opportunities. We will work as an extension of your team to manage the carriers, ensure the City has the most advantageous programs (financially and benefit value), and proactively discuss alternative considerations with the City in areas such as communications, collective bargaining, funding mechanisms, compliance, wellness, and innovative health plan solutions.

We will conduct all bidding/RFPs on the City's behalf and will make recommendations. All of our analyses and recommendations are data driven and unbiased. Easily understood data is important so the City can make educated decisions. We firmly believe in providing meaningful information that supports the City's programs.

Vendor and carrier management is ongoing. Our staff has a depth of knowledge and familiarity with the carrier and vendor community, and we assess their competitiveness on a regular basis. We have carrier and vendor meetings where product, services and performance are discussed on a regular basis. We build in performance guarantees when appropriate. We keep our eyes and ears on the market to anticipate service changes (such as a vendor leaving commercial markets or struggling with administration).

d. Describe your experience managing employee claims and escalation, your experience assisting clients with complicated administrative issues and fostering positive resolution. Do you provide services in-house or outsource services for elevated claims, billing, and eligibility issues?

As mentioned earlier, each client is assigned an Account Manager and Group Benefits Coordinator. While our entire team will work with the City's Human Resources staff, these two individuals will be the primary points of contact for the City on daily HR issues. The Account Manager will work closely with the City on all communications, carrier/vendor issues, carrier transitions, compliance (in addition to our compliance attorneys), contract review, open enrollment, and issue resolution.

We are also fortunate to have an internal administrative team that handles many service requests. The Benefit Specialist is responsible for pursuit of all carrier issues, claim, billing, eligibility, and other coverage issues that the City, or one of its employees, may be experiencing. These four individuals are seasoned benefits professionals, assigned to specific clients, and possess the interpersonal skills necessary to work with employee and retirees in a respectful manner. There is not a separate charge for the services we would provide for the City.

We provide in-house services for elevated claims, billing, and eligibility issues along with support for other administrative functions such as EDI feeds and electronic eligibility management. Our in-house services are provided by our seasoned Benefit Specialist, working on our Troy office. The

Benefit Specialist coordinates and works closely with the Account Manager to address these types of issues. Both Benefit Specialists and Account Managers are familiar with all Michigan vendors and systems and have relationships at the service levels of these organizations. This allows them to address immediate needs stemming from these types of issues and to diagnose the source of the problem. Our team approach seeks to not only to remedy the situation at hand but to prevent future similar issues from occurring in the first place if possible. We have evaluated and continue to review third-party advocacy programs for many of our clients as well. All support services provided by Manquen Vance are within the scope of services and are not any additional cost.

### **Data analysis and reporting**

What resources do you use to analyze medical and pharmacy claims?

Our analyst team and strategic leads, all located in our Michigan offices, are skilled experts at analyzing data to determine utilization trends. These reports can be provided ad hoc, monthly, or as needed. These utilization reports contain multiple easy to read and understand exhibits, including datapoints that can be used to support strategic decisions:

- Large claims
- Medium claims
- Chronic conditions
- Top drugs by cost
- Drugs losing patent
- Specialty medications
- Generic percentage and cost per script
- Diabetic spend
- ER/UC visits
- Primary care usage
- Many more categories

This data is key in understanding trends within a health plan. This information can support strategic decisions that support collective bargaining, wellness programs, self-funding vs. fully insured, and innovative health program initiatives. Not only do we offer standard reports, but we can customize data and build ad hoc reports as needed. Data is provided as often as needed, typically monthly or quarterly. We are also used to providing calendar and fiscal information to meet both planning and accounting needs.

a. **Describe your underwriting and actuarial resources.**

All of our financial work is performed in-house, by long-term employees who have been working exclusively with Michigan municipalities. We do not send out reporting or underwriting to other offices or overseas, like so many of our competitors. Our local team has extensive experience in analysis, projection, underwriting, budget development, and many other financial and accounting functions unique to Michigan municipalities. Because we only work with Michigan municipalities, we are experts in PA 152 and the financial impacts of bargaining.

We provide regular financial and plan reporting to all our municipal clients. We also generate ad-hoc reports for clients on an “as needed” basis. The frequency is determined by the needs of the client and particular project. We provide a comprehensive, full financial analysis each year prior to a group’s renewal and at key moments during the plan year, from budgeting, bargaining, and close of fiscal and plan years. This constant flow of information supports various financial functions of our governmental clients, from collective bargaining discussions with unions, retiree options, budget versus actual spend, high-cost claim tracking, educational materials for employee presentations and many more.

This commitment comes with results. We have saved our public sector clients over \$15 million since the beginning of 2020, all from efficiencies and carrier negotiations. None of these client savings were derived from plan or employee takeaways.

- b. What types of plan and benefit reports do you provide and how frequently do you provide them? Provide examples.

Examining and understanding data is an integral part of benefits management. A close look at this data will allow the City to make the best possible administrative decisions. The claims utilization will show the services that are of most value to employees / retirees, may warn of upcoming catastrophic claims, and will identify emerging trends in utilization and care. Additionally, the data will identify areas of abuse and areas where greater controls are required. We provide monthly and quarterly financial and plan reporting. We also generate ad-hoc reports for clients as needed with the frequency determined by the needs of each client.

We provide a full financial analysis each year prior to a group's renewal. Information contained in these reports vary widely from data to support collective bargaining discussions with unions, retiree options, budget versus actual spend, high-cost claim tracking, educational materials for employee presentations and many more.

Our ongoing monthly/quarterly reporting includes a tracking of claims/fees compared to budget. We track actives and retirees separately and evaluate granular metrics to determine trends. These granular metrics include large claims, medium claims, Rx generic full rate, Rx brand/generic cost, Rx top 50 by cost (to determine patent status and specialty usage).

We will also provide all the ad-hoc analysis needed by the City to make informed decisions and to support audits, collective bargaining, and all other operational needs. This partial list below includes some of the data items we collect and review on medical/Rx programs. This is a partial list, but we'd be happy to discuss in greater detail if selected as a finalist:

- Cashflow reporting
- Funding mechanisms
- Rx trends
- Budget creation and reconciliation
- Bargaining analyses
- Retiree healthcare analyses, including pre-Medicare, Medicare, MA, EGWP
- Rate development
- PA 106, and PA 152 analyses
- Large claims
- Medium claims
- Chronic conditions, including diabetes, hypertension, auto immune, etc.
- Top drugs by cost
- Drugs losing patent
- Specialty medications
- Generic percentage and cost per script
- Diabetic spend
- ER/UC visits
- Primary care usage
- Chiro usage
- Preventive care and wellness usage
- Many more categories and ad hoc as needed

Manquen Vance has one of the most skilled analytical teams in the market. We can make this claim because many of our staff members have worked at other agencies around the state and our office has developed some of the most impressive analytical tools and analyses in the area. Not only do we employ a team of skilled Analysts, but each of our Account Directors were previously Analysts. This translates to a firm with an extremely high financial aptitude. We thoroughly understand the importance of useful financial analyses and know how to read and interpret the output. We provide a myriad of financial analyses and have the flexibility to create ad hoc reports as needed. Unlike some of our competitors, our analysis is conducted in house (in Troy, MI) by Analysts who understand the Michigan public sector market.

c. Are there additional charges for customized or ad-hoc reporting?

We provide regular financial and plan reporting to all our municipal clients. We also generate ad-hoc reports for clients on an “as needed” basis. The frequency is determined by the needs of the client and particular project. We provide a comprehensive, full financial analysis each year prior to a group’s renewal and at key moments during the plan year, from budgeting, bargaining, and close of fiscal and plan years. This constant flow of information supports various financial functions of

our governmental clients, from collective bargaining discussions with unions, retiree options, budget versus actual spend, high-cost claim tracking, educational materials for employee presentations and many more.

- d. Describe your proposed cost-control strategies providing innovative approaches your firm has implemented with clients and the impact.

When hired by a Michigan municipality, we hold meetings where we learn about a City's healthcare history, culture, relationship with unions and retirees, compliance status, and review collective bargaining agreements. We then conduct a thorough evaluation of current healthcare plans to craft a strategy and make recommendations on cost containment. We present this information to the executive team, as well as internal legal, outside labor counsel, and City Council. We have utilized numerous strategies when assisting clients with cost containment and each strategy was uniquely crafted for each individual client. While we have many different strategies we recommend, they vary based on multiple variables.

A partial review of areas we'll investigate for the City are shown below, but please remember that these will change after we gain a better understanding of the City's data, philosophies, and strategic direction:

- Collective bargaining financial/communication support, including reviewing your bargaining documents to determine any potential risk. For example, we reviewed a bargaining agreement we found online, and the City is currently potentially exposed to a PPACA penalty based on the current "pay in lieu" language as currently written.
- Review current claim data and cost drivers
- Continual evaluation of aspects of self-funding and or a healthcare consortium.
- Wellness considerations, including health and wellness centers.
- Innovative pharmacy considerations.
- Review compliance status to determine if there any potential risks
- Explore opportunities for direct primary care and health and wellness centers
- Myriad of other areas of focus, which will be targeted as we learn more about the City's plans.

Over the past few years, we have saved our clients millions of dollars through these types of efficiencies alone. These savings were not the result of any employee/retiree benefit takeaways and instead are due to our innovation and negotiating strength. These savings came from self-funding, Medicare alternatives, audits, RFPs, carrier negotiations, primacy audits, and other efficiencies.

- e. How do you objectively and independently verify the value of network discounts?

Since claim costs are so crucial to the overall cost to the plan, the discounts across carriers becomes a very important evaluation.



There are many methods to evaluating discounts.

- CPT code analysis can be used for medical. Certain highly utilized services (and their CPT codes) are provided to each quoting carrier, and they are asked to provide their pricing based on a specific zip code.
- Full medical claim repricing is another option. This is rare because it is costly to run this type of analysis. Most carriers will only conduct a full medical claim repricing on very large groups.
- For prescription drugs, we have conducted full claim repricing, unit cost repricing, and AWP/MAC/WAC internal repricing estimates. There are some “gotchas” in prescription drug discounts that must be discussed and understood in order to select the best pharmacy carrier (via carve out).

Manquen Vance uses methods that we are willing to discuss in person given the opportunity, it is one of our competitive advantages and proprietary. We feel that our method gives us a very accurate comparison across quoting carriers, and we use this for medical, Rx, dental, and vision.

After we have evaluated the discounting and have chosen a carrier with the strongest total value discounting proposal for the City. For medical, we will look at the population breakouts of the City (including retirees). We will then evaluate if there are any network deficiencies (i.e., specific hospitals not included in a given network). If a group is strongly considering a new network, we can also provide geo access reports as well as provider disruption reports. A Geo Access report provides information on how many physicians, specialists, and hospitals are available to a member within a certain distance from their home zip code. This report illustrates access, but not disruption. We can also get a report of the actual physicians who are used by members and have the proposed new carrier conduct a disruption analysis.

For prescription drugs, most pharmacy carriers have very robust networks that include most large chain and local pharmacies. However, there are instances where negotiations between a PBM and pharmacy chain break down and some chains are not available in the network. The more interesting analysis for pharmacy networks is to review the current pharmacies used by members and propose a limited pharmacy network which can yield greater discounts due to additional steerage to a particular pharmacy chain.

Vendor and carrier management is ongoing. Our staff has a depth of knowledge and familiarity with the carrier and vendor community, and we assess their competitiveness on a regular basis. We have carrier and vendor meetings where product, services and performance are discussed.

We will review carrier contracts for financial appropriateness, strength of benefits and coverage definitions / responsibilities. We conduct these types of reviews at renewal time implementation of a new carrier/product, and ad hoc when appropriate. These reviews are important for risk management, financial stewardship, and best practices.

The results of any study or review are also compared to our knowledge of the market and experiences with other clients, a test for reasonableness. Our team then will review the results after an appropriate time interval to monitor and measure the results versus expectations. We often build in performance guarantees based on the expected results to hold all parties accountable and support the decision process.

- f. Does your firm employ data mining tools to analyze clinical data to project future risks and costs over time? Explain your process and provide examples?

Our analyst team and strategic leads, all located in our Michigan offices, are skilled experts at analyzing data to determine utilization and future cost and trends. These reports can be provided ad hoc, monthly, or as needed. These utilization reports contain multiple easy to read and understand exhibits, including datapoints that can be used to support strategic decisions:

- Large claims
- Medium claims
- Chronic conditions
- Top drugs by cost
- Drugs losing patent
- Specialty medications
- Generic percentage and cost per script
- Diabetic spend
- ER/UC visits
- Primary care usage

This data is key in understanding trends within a health plan. This information can support strategic decisions that support collective bargaining, wellness programs, self-funding vs. fully insured, and innovative health program initiatives.

Not only do we offer commonly utilized reporting, but we can customize data and build ad hoc reports as needed. We review claims and clinical data throughout the year and leverage all available data that the vendors provide to deliver actionable results based supported with data.

- g. How does the firm identify and/or assist in developing outcome-based wellness programs?

Our team can provide a wellness and preventive health analysis of your employees and claim experience. We are familiar with the many programs and plans available in the marketplace. Our office has worked with many Michigan public employers to evaluate options to promote health and wellness. Some have taken small steps, due to little or no budget, while others have deployed other options available through hospital/physician organizations, insurance companies, and health and wellness vendors.

We meet with our clients to discuss wellness strategy, budget, compliance considerations, and philosophies to create a targeted recommendation that fits each municipality's individual needs and goals. There is a large continuum of wellness programs / plans, and we feel it is important to provide education on the various pros / cons to ensure our clients choose the best option to meet

their goals. We have assisted our clients with strategy, implementation, and roll out of various wellness strategies including a few of the below (partial list):

- Wellness committee
- Wellness surveys
- Wellness fairs
- Informational/educational campaigns
- Lunch and learns
- Health risk assessments
- Biometric screenings
- “Incentive based” programs
- Tobacco cessation
- Chronic condition management
- Pre diabetic and diabetic management
- Pharmacogenomics
- Health and wellness centers

We have been recognized multiple years as one of Michigan’s Best and Brightest organizations in wellness due to our innovative program support in this area. We are happy to provide samples of reporting if selected as a finalist.

Our office has been very innovative and forward thinking on wellness. We understand that each employer sits in a different position on the wellness program continuum, and we work to educate our clients on the different programs and products available, as well as the costs and estimated ROI at each stage. The examples below illustrate two clients that wanted different outcomes from their wellness programs. One was dipping their toe in the wellness program waters and the other took a more aggressive approach. These are only two of many examples we have:

- Example 1 – Client one had never previously employed a wellness program and wanted to start small to begin introducing the concept to their employees. They began with a “did you know” campaign where we assisted this group by pulling content from a federal government website that houses excellent monthly information on various health topics. They have launched their campaign with fliers, posters, and emails. They understand this will not yield much in the way of behavioral changes, but it is their first step in a strategic approach of implementing a wellness campaign. The next step may include items such as biometric screenings, HRAs, flu shots, and informational teaching sessions.
- Example 2 – We worked with three of our clients in Oakland County to implement an onsite/near site employer sponsored health and wellness center. These three Cities formed an interlocal governmental agreement and we conducted an exhaustive RFP for a clinic manager. We selected a firm out of Tennessee, and they opened the clinic in January 2015 in the City of Madison Heights. This clinic will reduce costs through four methods – First, it provides basic medical care at a cheaper cost than through their BCBSM contracts.

Second, there is an onsite generic drug dispensary that will cost less than the current Rx cost structure because the clinic management company purchases Rx at wholesale from the manufacturers. Third, this center can provide occupational health services such as drug screenings and pre-employment physicals. Fourth, the convenience and financial incentive for employees to seek care at the center will play a role in introducing wellness savings. The physician spends 20 minutes with each patient and there is little to no wait time. This works to build a relationship between the patient and a physician. That same physician will also provide ongoing outreach to the patient. This is far more effective than an insurance company employee reaching out to a patient to discuss their care when they have no prior relationship. A personal relationship with a physician goes a long way to building better engagement in health. These centers are voluntary for members. There is additional cost for ongoing maintenance of a health and wellness center, including a full scope of services.

- h. Do you provide detailed claim, utilization review, medical case management and disease management data on the frequency basis determined by client? Do you provide analysis of that data and any resulting recommendations in plan design or approach?

Examining claim utilization data is an integral part of benefits management. A close look at this data will show a significant amount of information that will allow the City to make the best possible administrative decisions. The claims utilization will show the services that are of most value to employees, may warn of upcoming catastrophic claims and will identify emerging trends in employee utilization and care. Additionally, the data will identify areas of abuse and areas where greater controls are required. We also use this data to project premium impact when evaluating changes.

Our team members are experts with analysis to support financial analysis, as well as provide exhaustive ad hoc reporting. Cost analysis reports are provided on a regular basis throughout the Plan Year and a comprehensive “roll up” reporting package is delivered annually. Manquen Vance believes it is important to delve beyond the standard reporting provided by carriers. Our team is adept at finding and explaining the meaning behind the numbers and will provide reports assessing the success factors of the plans provided by the City.

We also leverage cost/utilization reporting to successfully negotiate insured and fee renewals on behalf of our clients. We have successfully negotiated countless fees/rates for our clients, including a recent negotiation that resulted in a 5% reduction from the initial renewal, resulting in a \$614,000 cost reduction for our client.

## **Legal and compliance**

- a. Do you have in-house legal advisors who provide counsel to your clients? If so, is there an additional fee for these services?

We do not have an in-house attorney on staff but utilize external counsel. There is no fee for these services which we will describe in the question below.

- b. If you rely on external counsel, please describe how City of Berkley would be charged for these services?

Manquen Vance retains the legal services of Marathas Barrow. They provide our office with legal advisory services related to federal healthcare legislation and laws. Our primary contact, Stacy Barrow, has been practicing employee benefits law for over 15 years. We have utilized the services of an outside attorney for over five years. Our team meets regularly with Stacy and his team to proactively review potential changes in the legal landscape. As a firm, they provide written guidance on myriad of issues ranging from ACA to Labor. Our local office typically receives answers to requests in under 24 hours, and most frequently within a few hours.

- c. How do you provide legal research, compliance, and legal consultation and information on the benefit plans?

We are continuously monitoring the changes to the healthcare plan landscape and provide advice and recommendations to our clients regarding the requirements under the employer shared responsibilities provision of PPACA, COBRA, HIPAA and other laws and regulations. We educate our groups on the introduction of new fees/taxes and the impact on their healthcare finances. We will provide advice and guidance on plan design changes because of PPACA requirements. This includes essential health benefits, metal tiers, age 26 rules, and other provisions as they impact your specific benefit program. We work to ensure compliance with Michigan Public Acts including PA 106, PA 152, and PA 202. We provide analysis and communicate the impact to key stakeholders. Our team monitors these state laws and provides updates when additional information is provided through state FAQ documents and updated legislation.

We are extremely familiar with state laws that impact Michigan municipalities. Not only do we immerse ourselves in the details of existing/new state laws, we also follow bills as they move through the Michigan legislature to make sure our clients are always aware of impactful legislation. We typically communicate current/upcoming Public Acts and their impact through seminars, webinars, white papers, or discuss in person meetings with clients.

Below is a brief list of state laws that we follow and for which we provide advice:

- Public Act 106: We discuss the multiple components of this law, including pooling, claim reporting, and bid requirements. We provide education on all components and create a PA 106 bid calendar. We assist our client with bids per their procurement policy. Depending on each municipality's purchasing ordinance, we may conduct the entire RFP process or merely assist as needed. This varies by client, but we are able to fully run RFPs and the resulting analyses.

- Public Act 54: Discuss the original law, amendment, and dissolution of the Act which impacted 312 Arbitration groups. We will analyze employee contributions as a result of open contracts and best practices going forward.
- Public Act 152: We have conducted seminars and countless informational sessions on the original law and numerous amendments since 2011. We are also experts on the court cases that have occurred as a result of this Act and the potential impact to each municipality. For our clients, we conduct an annual analysis showing the financial difference of hard cap vs. 80/20. We also incorporate the financial impact of each PA 152 option when illustrating collective bargaining models.
- Public Act 142: “aka the 1% tax”, we understand this state law and incorporate the cost into budget projections and PA 152 employee contributions.
- Public Act 202: As the newest state law that impacts municipal healthcare, we have already conducted seminars and numerous meetings with our clients to discuss the law and its impact on municipalities. We will assist our clients by providing education and guidance. Moreover, we will assist clients in building solutions in their development of a corrective action plan if needed.

Through our compliance team in house and through our contractual arrangement with an employee benefits law firm we provide support in a broad array of areas:

- We help keep clients in compliance with ERISA (if applicable) and non-ERISA state statutes.
- We inform employers about important changes at both the state and federal level (i.e., Michigan Public Acts or Federal ACA) via our alerts, newsletter articles, webinars and in person meetings questions for clients.
- We provide timely webinars and seminars for employers on the legal and compliance topics of interest.
- We often work with in-house employer counsel to investigate very specific legal issues that may be unique to the City.
- We will provide guidance and advice on all health care related state/federal laws that impact the City. If needed, we will also provide/coordinate department head training when required.

d. How do you keep your clients up-to-date? Provide samples?

Our office is regularly at the forefront of federal and state legislation that impacts the public sector market. In addition to legislation, we also closely monitor court cases that may impact our clients, in particular with the shifting landscape of retiree healthcare. We are continuously monitoring the changes to national healthcare policies and provide advice and recommendations

to our clients regarding the requirements under the employer shared responsibilities provision of PPACA, COBRA, FMLA, HIPAA and other laws and regulations.

We also work to ensure compliance with Michigan Public Acts including PA 142, PA 106, PA 54, PA 152, and PA 202. We provide analysis and communicate the impact to key stakeholders. Our team monitors these state laws and provides updates when additional information is provided through state FAQ documents and updated legislation.

We typically provide updates, advice, and guidance to our clients through one or more of the following methods:

- One-on-one meetings with our clients
- Roundtables
- Seminars
- Client alerts
- Email or phone communication
- Newsletters (internal or from our attorneys)
- White paper
- Monthly standing meetings

We provide information in an easily digestible format for our clients and can also repackage the communication for the use of employee / retiree education purposes. We regularly follow legislation (federal AND state) from its infancy through signed law. We provide updates to our clients throughout the process, so they are aware and prepared when a new, impactful bill becomes law. We recommend procedural or language changes when applicable as a result of new legislation.

We have multiple subject matter experts on our team and utilize the services of a law firm named Marathas Barrow (Mar Bar) from Massachusetts. We are in regular contact with Mar Bar, and they keep our staff and clients up to date on key national legislation.

We have included samples of our compliance alerts with this submission.

- e. Do you prepare your clients Form 5500 filings on their behalf and at what cost?

As we work exclusively with Michigan municipalities, we typically do not place these services with clients. We do have relationships and partnerships with firms that provide these services. The cost of these services varies, but typically below the cost of other firms providing these services.

- f. What is your approach to ensure that your clients are in compliance with all applicable regulations (ERISA, HIPAA, COBRA, ACA etc.)?

As mentioned in the answer above, we communicate frequently on legislative and regulatory changes with direct outreach to clients through various methods and at various intervals. We have included samples of some of these communications with the response. When changes are required because of new regulations, we present the required changes to our clients and establish next steps to update plans, documents, and procedures as appropriate.

Our frequent standing service meetings with clients include discussions on strategic, financial, and compliance topics each meeting. This compliance component includes ACA requirements, notices, CMS reporting, and many other topics. Our Account Managers work with our internal compliance director and other resources to regularly review a client's needs and proactively address them. This has included support for 1094/1095 filing, COBRA compliance, FMLA, along with many other engagements.

Internally, Manquen Vance adheres to all HIPAA privacy and security standards and we help our clients to do so as well. We protect data from security breaches by employing recommended NIST standards and protocols. We also employ Multi Factor Authentication login protocols to further protect our systems from any potential outside data breaches. We maintain an IT Contingency, Business Continuity and Disaster Recovery Plan based on NIST SP 800-34. A signed Business Associate Agreement will be put in place and Zix secure email technology is utilized when communicating Protected Health Information with the client.

**Completion of required forms provided by the City of Berkley:**

- A. [Non-Discrimination Affidavit](#)
- B. [Non-Collusive Affidavit](#)
- C. [Conflict of Interest Disclosure Form](#)
- D. [Hold Harmless and Indemnity Form](#)
- E. [Iran Business Relationship Affidavit](#)

We have completed and included the above forms with our submission.



## References

Please provide the names and contact information for 3 comparable sized and structured clients with which City of Berkley may request reference conversations. References must include current healthcare broker/consulting clients that are Michigan municipalities or are other related agencies/authorities/commissions.

### **City of Ferndale, Municipality**

- Approximately 150 employees
- 300 East Nine Mile Road Ferndale, MI 48220
- Contact name: Dan Jacey, Director of Human Resources
- Phone Number: (248) 546-2378
- [djacey@ferndalemi.gov](mailto:djacey@ferndalemi.gov)
- Services Provided: Employee Benefits Consulting Services

### **City of Southfield, Municipality**

- Approximately 1,100 employees
- 26000 Evergreen Road, Southfield, MI 48076
- Contact name: John Michrina, Deputy City Administrator
- Phone Number: (248) 796-5114
- [jmichrina@cityofsouthfield.com](mailto:jmichrina@cityofsouthfield.com)
- Services Provided: Employee Benefits Consulting Services

### **Charter Township of Shelby, Municipality**

- Approximately 500 employees
- 52700 Van Dyke Ave. Shelby Township, MI 48316
- Contact name: Lisa Suida, HR Director
- Phone Number: (586) 726-7241
- [lsuida@shelbytwp.org](mailto:lsuida@shelbytwp.org)
- Services Provided: Employee Benefits Consulting Services

### **City of Sterling Heights, Municipality**

- Approximately 1,500 employees
- 40555 Utica Road, Sterling Heights, MI 48313
- Contact name: Kate Baldwin, HR & Benefits Manager
- Phone Number: (586) 446-2316
- Services Provided: Employee Benefits Consulting Services

## Compensation

- a. How would you prefer to be compensated? (i.e., direct fee, commissions, retainer, etc.).

We have provided a sample fee agreement with this response based on a direct fee offset with commissions to lower the total cost to the City. We are flexible in the method of compensation, depending on the City's needs and are happy to discuss alternate payment methods.

All compensation will be disclosed annually to the City and at time of any transition of coverage and marketing. We pride ourselves on transparency in revenue and believe that our services are priced correctly – we do not have to find additional income under TPA or other vendor arrangements. We believe this protects all parties involved and welcome the opportunity to discuss any additional needs for compensation transparency. If upon takeover, we discover compensation that is determined to be in excess of approximate, we will work with the City to select a level that is agreed upon and reportable.

Schedule of payments can be determined upon the City's discretion for Fee Based payments and can be done on monthly/quarterly/annual basis. If compensation is provided through commission, these will be done in line with current processes and carrier determined.

- b. Does your firm accept contingent commission payments or bonuses from insurers with which you place business?

Unlike most other brokers, we do not have any override or contingent commission paid by vendors. These overrides and additional compensation are often not disclosed by brokers or simply noted as a footnote that they may be received in certain instances. We do not have any of these arrangements in place which allows for truly objective vendor evaluation – there is no benefit to placing more business with a particular product or vendor. None of the vendors or products that are placed for our clients are designed as revenue streams for the agency, unlike many other brokers in the market.

- c. If you charge fees for consulting, employee communication, and/or any other services, please indicate the basis of your charges (hourly, by project, etc.) and what typical charges might be.

We do not charge any separate fees for consulting, employee communications, or benefit specialist support. Legal and compliance services are included as well in our Scope of Services. Custom projects (without the need for an external vendor) are also included at no additional cost. If there are projects that are outside of the Scope of Services and require external vendors and cost, we will evaluate and propose a separate agreement with the City.

- d. Describe your protocol for disclosure of compensation and philosophy on compensation transparency.

We disclose all commissions and compensation annually, at the time of contract inception and renewal, and with any vendor or product change that occurs. Additionally, if there is any change in commission payment during the year due to the vendor's policy, we will communicate that as well. Commissions are disclosed as both percent basis (when applicable) and dollar targets so that clients can easily understand what is being paid. We are confident that our service value exceeds the level of service for each one of our clients, and therefore do not attempt to obscure the compensation we receive for our services by reporting percent commission alone.

- e. Describe our right to terminate a contract with you. Is there a minimum contract period?

There is no minimum contract required, but the goal of our team is to work with the City and all our clients for decades or longer. We typically see three-year contracts, but our services can be terminated at any time. We do not believe in "locking in" a client and are confident that our expertise and service is the best method of retaining clients. Manquen Vance is amenable to a multi-year contract, but it is not required.

- f. Please provide a sample fee agreement.

Please see attached fee agreement sample (attachments folder). We are happy to re-draft a custom agreement upon selection or if needed for additional evaluation.

September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve the purchases of a new Morbark BVR13 Brush Chipper from Morbark, of Winn, MI, In the amount of \$52,012.45. This purchase is budgeted under account number 226-528-982-000 (Solid Waste Equipment).

Ayes:

Nays:

Absent:

Motion:



# MEMORANDUM

To: Mayor Dean and City Council  
From: Adam Wozniak, Superintendent of Public Works  
Date: August 27, 2025  
Subject: Purchasing a Morbark BVR13 Brush Chipper

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Madam Mayor and Members of City Council,

## Background

As part of the FY 2025-2026 budget, funds were allocated for the purchase of a new brush chipper for our bi-weekly brush pick up. This item was included in the Capital Improvement Plan.

## Summary

- This purchase would utilize the Sourcewell Cooperative Contract #031721-MBI.
- This purchase would utilize account number 226-528-982-000 (Solid Waste Equipment).
- The total purchase price for this unit is \$52,012.45 which is \$2012.45 higher than the original budget and will require a budget amendment which would utilize current labor cost savings associated with this fund.
- The primary reason for this purchase is for the Bi-weekly brush route that we have re-introduced this year. This chipper will be the primary chipper for the brush route.
- Several models were evaluated and we are recommending the Morbark BVR13 (13" chipper) with dual feed wheels and a gas engine. The smaller gas engine option is large enough to cover our brush route and it offers a significant cost savings due to the lower initial purchase and maintenance costs compared to the larger diesel engines.
- Our current larger Morbark M15RX (15" chipper) will remain in the fleet to cover larger storm damage and as a backup unit for the Bi-weekly brush route.

## Recommendation

It is my Recommendation that City Council approves the purchase of 2025 Morbark BVR13 Brush Chipper from Morbark of Winn, Mi in the amount of \$52,012.45 utilizing the account number 226-528-982-000.

# Equipment Quote and Order



**MORBARK®**



Sold To: City of Berkley  
3238 Bacon Ave  
Berkley, MI 48072

Herein referred to as 'buyer'

Ship To: City of Berkley  
TBD  
TBD

Quote #: \_\_\_\_\_ Quote Date: 8/12/2025 Contact: Matthew Wells Lead Time: \_\_\_\_\_  
Terms: Net 30 Days Ph #: 248-250-2166 Delivery Instructions: FOB-Shipping Point  
Preparer: Logan Yuncker Email: mwells@berkleymi.gov Customer PO#: \_\_\_\_\_

## 2025 Morbark BVR13 Brush Chipper

### EQUIPMENT AND OPTIONS

#### STANDARD UNIT:

- Morbark orange urethane paint system
- Dual horizontal feed wheel compression with hydraulic lift assist, manually applied hydraulic down pressure at the gauge panel and reversing automatic feed system
- Electronic three position control bar
- Gauge panel mounted on side of infeed
- 18" diameter x 16-1/2" wide staggered knife pocket drum with two (2) dual-edged chipper knives
- Manual crank swivel discharge with 360° rotation
- 17-gallon composite fuel tank with drain plug and sight gauge
- 7-gallon composite hydraulic reservoir with drain plug and sight gauge
- 5" x 3" tubular steel tongue with hitch plate
- 7-pin flat electrical connector
- 6,000# Torsion axle with electric brakes and break-away actuator
- Toolbox
- Complete set of manuals
- Deutz 2.9L, 72-HP gasoline engine with Morbark ZeroClutch (centrifugal) in lieu of standard

#### OPTIONS:

- 12" Hitch extension
- Amber strobe light
- Bottom bump bar
- Cone holder
- Spare 235/80R x 16" tire and rim

#### COMMENTS:

Sourcewell #031721-MBI, Member ID#36932

### TOTAL CALCULATION

Quantity Requested:	1			
	Entries			Calculation
Configured Total		=	\$	60,130.00
Discount	13.5%	=	\$	(8,117.55)
Delivery \$	-	=	\$	-
Extended Price		=		\$52,012.45

QUOTE IS VALID FOR 30 DAYS

September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember  
\_\_\_\_\_ to approve the proposal from Bureau Veritas to complete a space  
utilization study at City Hall at a cost not to exceed \$5,000. These funds will come from account  
101-267-931-101.

Ayes:

Nays:

Absent:

Motion:



# MEMORANDUM

To: Mayor Dean and City Council  
From: Alex Brown, Facilities Manager  
  
Date: *September 8, 2025*  
Subject: Space utilization study

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Madam Mayor and Members of City Council,

## Background

- This study will help us to better understand our current space needs as well as plan for future space needs at City Hall.
- In conjunction with the property appraisal , we will gain the information needed to make informed decisions about the future of City Hall.
- This study will be performed by Bureau Veritas, the same vendor who recently completed our facilities assessment.
- The space utilization study is a add on service from the original facilities assessment scope of work.

## Summary

- Approval of proposal from Bureau Veritas to perform space utilization study.
- Cost will not exceed \$5,000
- Funds are budgeted in account # 101-267-931-101

## Recommendation

Matter of approving the proposal from Bureau Veritas to complete a space utilization study at City Hall at a cost not to exceed \$5000. These funds will come from account # 101-267-931-101





May 2, 2025

Via Email: Abrown@berkleymi.gov

Alex Brown  
Facilities Manager  
City of Berkley  
3338 Coolidge Hwy  
Berkley, MI 48072

RE: City of Berkley; Space Needs Analysis for City Hall  
PO: 171395.25A

Dear Alex Brown:

We are pleased to provide City of Berkley (hereinafter referred to as “Client”) with the following proposal. If accepted, Bureau Veritas Technical Assessments LLC (hereinafter referred to as “BVTA”) will perform the services listed below (collectively, the “Services”) meeting the specifications hereafter described.

#### Properties

Building	Address	SF
Berkley City Hall	3338 Coolidge Hwy, Berkley MI 48072	7,000

#### Proposed Service & Fee

Service	Fee USD
Optional Service: Space Needs Analysis	\$4,000

All fees referred to in this document are expressed in US Dollars. The proposed fees are limited to the specific Services described in this Proposal, performed according to the requirements of the corresponding ASTM standard practices, or Client-specified Protocols.

#### Deliverable(s)

The quoted price includes the delivery of:

# of	Report Type	Method of Delivery
1	Draft	Email Full Report (PDF)
1	Final	Email Full Report (PDF)

Unless otherwise specified, BVTA will submit all reports in Final format. Timing for completion of any requested post-delivery modifications to the report will be determined at the time of the request.

If different deliverables are required, please indicate the quantity, type and method of delivery on the Project Authorization page of this proposal.

#### Timing

BVTA's report(s) will be delivered within 40 full business/working days after receipt and approval of the signed proposal document.

After engagement, a call will be placed to the designated onsite Point of Contact (POC) provided by the Client in order to schedule the site visit(s), where applicable. The Client acknowledges that the Point of Contact provided shall be deemed an agent of the Client for the purposes of providing access and conveying information pertaining to the Site.

### Projects Placed on Hold or Canceled

Should the Client place the awarded project on hold or cancel the engagement after contract execution, the Client agrees to pay project-specific costs incurred by BVTA, such as administrative processing, regulatory database searches and non-recoverable travel fees, as well as a percentage of the project fee, depending upon the time the project is placed on hold or cancelled. Please note that BVTA invoices canceled jobs at the time of cancellation. Jobs on hold will be automatically invoiced 30 days from the date of the hold request. Requests to cancel or place projects on or off hold must be received by BVTA in writing (email acceptable) from the Client. Invoices billed as a result of projects being placed on hold or canceled are fully collectible.

### Payment & Retainer Details

An invoice for payment will be submitted with the initial report deliverable(s) and will be payable within 30 days or upon the closing of the transaction, whichever comes first. Upon receipt of the initial report deliverable(s); the invoice is fully collectible. Please forward payments to: Accounting Department, Bureau Veritas Technical Assessments LLC, PO Box 74007289, Chicago, IL 60674-7289 or contact your BVTA administrator to pay via credit card or to receive wiring instructions. BVTA recommends payment by credit card for amounts less than \$1000. **Please ensure that Proposal #171395.25A or invoice number is clearly identified on all payments and correspondence for proper credit.**

### Documents to be Furnished by Client

In order to facilitate a cursory review of pre-existing documents for each Project, BVTA asks to be furnished with electronic or printed copies of available site information. Such documents may include but are not required to complete the project:

#### FCA Services:

- Inspection Reports (sewer, boiler, chiller, etc)
- Prior Engineering Reports (CNA, PNA, PCA, etc.)
- Prior Master Plans / Facility Master Plans
- Capital Expenditure Schedules (prior or planned)
- Rehabilitation budget & scope (draft or final)
- Accessibility Transition Plans/Self Evaluations
- Building Systems Maintenance Records
- Owner Elected Repair list (if available)
- Original Building Plans (can be viewed on-site)
- Fire Protection/Life Safety Plans
- Site Plan/Floor Plans

### Terms & Conditions

BVTA will perform its Services subject to the attached "Terms & Conditions", which are incorporated by reference and made a part of this Proposal. Please indicate your acceptance of this Proposal by signing the attached "Project Authorization" page where indicated and return it to BVTA.

Please feel free to contact me at (410) 533-6988 or Cheyenne.Irby@bvna.com should you have any questions. BVTA welcomes the opportunity to be of service.

Sincerely,

Bureau Veritas Technical Assessments LLC



Cheyenne T. Irby  
Associate Vice President

## Description of Services

### SPACE NEEDS ANALYSIS

Current space utilization for the facilities will be assessed; This will include measuring the space and documenting the current use and classification of the space by “Type-of-Use”. Type-of-Use consists of areas designated for work activities. Space utilization metrics and occupancy specifications will be determined based on standards employed by the State requirements, GSA workspace utilization standards, and US Dept of Commerce office space planning standards. Some of these standards will evaluate square footage required based on the use of the space and the average occupancy capacity for that use. BV will evaluate current and planned employment projection to assess whether current space are sufficient to support programing needs for the next 10 years. The space utilization and occupancy survey will give an overall understanding of how the facility uses the space. This data should provide the means to evaluate space requirements for current adequacy. In addition to best use practices from similar facilities throughout the country, recommendations to optimize space use with a clear distinction between types will also be determined by prioritizations discussed between the client and BV. The general mission is to identify and provide the delta of what spaces are currently being utilized as verses what is needed to currently meet specs and requirements. Space utilization and occupancy will be determined by the needs, mission, intentions, and regulatory requirements of the city or municipal department so they can determine specific functional spaces related to the capacities of the size and design of the area.

### Terms & Conditions

1. Billings, Payment and Credit. The Client shall pay Bureau Veritas Technical Assessments LLC for the Services performed in accordance with the prices set forth in the Proposal. All billings and payments will be in US dollars. Invoices shall be submitted in accordance with the Proposal. Payment of the Bureau Veritas Technical Assessments LLC invoices shall be the primary, absolute and non-contingent obligation of the Client, and shall not be conditioned upon the closing of a loan transaction or any other event. PAYMENT IS DUE WITHIN 30 DAYS OF THE DATE OF THE INVOICE OR UPON THE CLOSING OF THE TRANSACTION, WHICHEVER OCCURS FIRST. Upon receipt of the initial report deliverable(s), the invoice is fully collectible. If Bureau Veritas Technical Assessments LLC does not receive payment in full within thirty (30) calendar days of the date of the invoice, the account shall be deemed delinquent. Unpaid delinquent balances shall bear interest from the invoice date at one and one-half percent (1.5%) per month, or at the maximum lawful interest rate (whichever rate is less). If a delinquency occurs, Bureau Veritas Technical Assessments LLC may, at its option (and without relieving the Client from its payment obligation), revoke and disclaim the Client's right to rely on any report delivered pursuant to the Proposal, until payment in full is made.  
  
The Client shall be liable to Bureau Veritas Technical Assessments LLC for all costs and expenses of collection, including reasonable attorney and paralegal fees, and court costs. Time is of the essence with respect to this provision. Bureau Veritas Technical Assessments LLC's non-exercise of any rights or remedies, whether specified herein or as otherwise provided by law, shall not be deemed a waiver of any rights or remedies, nor preclude Bureau Veritas Technical Assessments LLC from the future exercise of such rights or remedies. If a third party is accepting a Proposal as agent for the Client, such third party represents and warrants to Bureau Veritas Technical Assessments LLC that it is duly authorized to bind the Client to the terms of the Proposal and guarantees payment for services.
2. Right of Entry: Force Majeure. The Client shall arrange for the right of entry to the subject property ("Site") by Bureau Veritas Technical Assessments LLC, its agents, employees, consultants, contractors and subcontractors, for the purpose of performing all acts as may be reasonably necessary to perform the Services within the agreed scope of work. Bureau Veritas Technical Assessments LLC may require that an authorized knowledgeable representative of the owner be present at the Site as a condition to the performance of the Services and may require that site personnel operate major building systems and equipment at the time the Services are performed. Bureau Veritas Technical Assessments LLC's ability to comply with the schedule for performance described in the Proposal is contingent upon timely Site access. Bureau Veritas Technical Assessments LLC shall not be responsible for damages or delays in performance caused by force majeure, acts of God, events beyond the control of Bureau Veritas Technical Assessments LLC, or events that could not have been reasonably foreseen and prevented.
3. Documents: Samples. All field notes, calculations, estimates and other documents, data or information prepared by or on behalf of Bureau Veritas Technical Assessments LLC in connection with the performance of its Service (collectively, "Documents"), shall remain the sole property of Bureau Veritas Technical Assessments LLC. All Documents prepared by Bureau Veritas Technical Assessments LLC for the Client with respect to any Site shall be used solely for the intended purposes described in the Proposal, and solely with respect to the subject Site. Unless otherwise agreed, Bureau Veritas Technical Assessments LLC shall retain all Documents for three (3) years following submission of Bureau Veritas Technical Assessments LLC's report to the Client. In its sole discretion and without prior notice to the Client, Bureau Veritas Technical Assessments LLC may dispose of all field samples within thirty (30) calendar days after submission of Bureau Veritas Technical Assessments LLC's report to the Client.
4. Matters Known to Client. The Client, itself or through the site owner, shall provide Bureau Veritas Technical Assessments LLC with any and all information known to the Client, or suspected by the Client, which pertains to: (a) the existence or possible existence at, on, under or in the vicinity of the Site, of any hazardous materials, pollutants, lead-based paint, radon or asbestos; (b) any conditions at, on, under or in the vicinity of the Site, which might represent a potential safety hazard or danger to human health or the environment; (c) any permit, manifest, title record, or other record of compliance or non-compliance with any federal, state or local laws, or court or administrative order or decrees; (d) known or suspected deficiencies or adverse conditions associated with structures or other physical improvements on Site; or (e) modifications or changes from the original plans and specifications of Site improvements which could affect the recommendations or conclusions reached by Bureau Veritas Technical Assessments LLC in the performance of its Services.
5. Preliminary Findings. Preliminary findings (often referred to as verbals) can be provided to the client in order to quickly apprise them of preliminary data obtained as a result of Bureau Veritas Technical Assessments LLC's visual observations at the project site. They are not intended to be exhaustive or conclusive or to substitute for the final written report; as they do not include the information obtained from a number of other equally important and necessary elements of the complete assessment report. Bureau Veritas Technical Assessments LLC recommends against making any decisions based upon such limited, preliminary, verbal results.
6. WARRANTIES AND INDEMNIFICATION. In performing the Services, Bureau Veritas Technical Assessments LLC shall exercise the degree of skill and care ordinarily exercised by consultants in the same community and in the same time frame providing similar services for projects of comparable size, complexity, schedule and other characteristics of the Project (the "Standard of Care"). EXCEPT AS SET FORTH IN THE IMMEDIATELY PRECEDING SENTENCE, BUREAU VERITAS TECHNICAL ASSESSMENTS LLC MAKES NO WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES OR ANY OF ITS ORAL OR WRITTEN REPORTS. CLIENT ACKNOWLEDGES AND AGREES THAT (I) THE SERVICES MAY REQUIRE JUDGMENTS TO BE MADE BY BUREAU VERITAS TECHNICAL ASSESSMENTS LLC THAT ARE BASED UPON LIMITED DATA RATHER THAN UPON SCIENTIFIC CERTAINTIES; (II) BUREAU VERITAS TECHNICAL ASSESSMENTS LLC'S APPROACH, RECOMMENDATIONS, AND ASSOCIATED COST ESTIMATES, IF ANY, ARE BASED ON INDUSTRY PRACTICES AND AVERAGES; (III) PROFESSIONAL OPINIONS ARE RENDERED WITH RESPECT TO OBSERVATIONS MADE AND DATA OBTAINED AT THE TIME OF

ASSESSMENT; AND (IV) ULTIMATE OUTCOMES COULD BE INCONSISTENT WITH THE CONCLUSIONS, RESULTS AND PROJECTIONS OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC. ALL INFORMATION REGARDING OPERATIONS, PLANS, SPECIFICATIONS, CONDITIONS OR TEST DATA WHICH IS PROVIDED TO BUREAU VERITAS TECHNICAL ASSESSMENTS LLC BY CLIENT, OWNERS OR THIRD PARTIES (INCLUDING WITHOUT LIMITATION, ANY POINT OF CONTACT AT THE SITE), IS DEEMED BY BUREAU VERITAS TECHNICAL ASSESSMENTS LLC TO BE CORRECT AND COMPLETE WITHOUT INDEPENDENT VERIFICATION BY BUREAU VERITAS TECHNICAL ASSESSMENTS LLC. BUREAU VERITAS TECHNICAL ASSESSMENTS LLC ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF SUCH INFORMATION AND SHALL NOT BE LIABLE IF RELIANCE ON SUCH INFORMATION RESULTS IN INCORRECT CONCLUSIONS OR RESULTS. CLIENT SHALL RELEASE BUREAU VERITAS TECHNICAL ASSESSMENTS LLC FROM ANY AND ALL LIABILITIES, LOSSES, COSTS, DAMAGES, CLAIMS, OBLIGATIONS, FEES AND EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES) (COLLECTIVELY, "LOSSES"), IF RELYING ON SUCH INFORMATION RESULTS IN INCORRECT CONCLUSIONS OR RESULTS.

7. LIMITATION OF LIABILITY. IN NO EVENT SHALL BUREAU VERITAS TECHNICAL ASSESSMENTS LLC BE LIABLE FOR LATENT OR HIDDEN CONDITIONS, CONDITIONS NOT ACTUALLY OBSERVED BY BUREAU VERITAS TECHNICAL ASSESSMENTS LLC WITHIN THE LIMITED SCOPE OF WORK, THE POTENTIAL CONSEQUENCES OF OBSERVABLE CONDITIONS, CONDITIONS OF WHICH CLIENT HAD KNOWLEDGE OF AT THE TIME OF THE ASSESSMENT, OR ANY UNAUTHORIZED ASSIGNMENT OF OR RELIANCE UPON THE REPORTS. THE LIABILITY OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC, AND THAT OF ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS AND SUBCONTRACTORS, TO CLIENT OR TO ANY THIRD PARTY, INCLUDING ANY COMPANY AFFILIATED WITH SUCH PARTIES, OR ANY OFFICER, DIRECTOR, EMPLOYEE, AGENT, SUBCONTRACTOR, SUCCESSOR, OR ASSIGN OF SUCH PARTIES, FOR ANY LOSSES, WHETHER IN CONTRACT OR TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY), RELATED TO THE SERVICES, THE AGREEMENT OR OTHERWISE, SHALL NOT EXCEED AN AGGREGATE OF \$25,000.00 PER PROJECT. IN NO EVENT SHALL BUREAU VERITAS TECHNICAL ASSESSMENTS LLC BE LIABLE TO CLIENT FOR ANY EXEMPLARY, PUNITIVE, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFITS) ARISING FROM OR IN ANY WAY CONNECTED WITH ITS PERFORMANCE OR FAILURE TO PERFORM UNDER THE AGREEMENT, EVEN IF THE AFFECTED PARTY HAS KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES.
8. WAIVER OF JURY TRIAL. THE CLIENT AND BUREAU VERITAS TECHNICAL ASSESSMENTS LLC HEREBY KNOWINGLY, VOLUNTARILY AND IRREVOCABLY WAIVE ANY AND ALL RIGHTS TO A TRIAL BY JURY IN ANY ACTION, PROCEEDING, CLAIM, OR COUNTERCLAIM, WHETHER IN CONTRACT OR TORT, AT LAW OR IN EQUITY, ARISING OUT OF OR IN ANY WAY RELATED TO THE SERVICES OR THIS AGREEMENT.
9. RELiance AND ASSIGNMENT. BUREAU VERITAS TECHNICAL ASSESSMENTS LLC'S WRITTEN REPORT SHALL CONTAIN BUREAU VERITAS TECHNICAL ASSESSMENTS LLC'S STANDARD RELIANCE LANGUAGE UNLESS ALTERNATE LANGUAGE HAS BEEN PRE-APPROVED BY THE CLIENT AND BUREAU VERITAS TECHNICAL ASSESSMENTS LLC. IF NO PRE-APPROVED ALTERNATE LANGUAGE EXISTS, THE SERVICES, THE REPORTS AND OTHER RELATED WORK PRODUCT PROVIDED BY BUREAU VERITAS TECHNICAL ASSESSMENTS LLC MAY BE RELIED UPON BY THE CLIENT, ITS SUCCESSORS AND ASSIGNS WITH RESPECT TO A LOAN SECURED BY THE SUBJECT PROPERTY, AND ANY RATING AGENCY RATING, OR ANY ISSUER OR PURCHASER OF, ANY SECURITY COLLATERALIZED OR OTHERWISE BACKED BY SUCH LOAN. NO OTHER PERSON OR ENTITY MAY RELY ON THE REPORT WITHOUT THE ADVANCE WRITTEN CONSENT OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC, AND NO OTHER THIRD-PARTY BENEFICIARIES ARE INTENDED. EXCEPT AS DESCRIBED ABOVE, THE CLIENT SHALL NOT ASSIGN THE PROPOSAL, ANY REPORT OR ANY RELATED WORK PRODUCT, WITHOUT THE PRIOR WRITTEN CONSENT OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC. ANY UNAUTHORIZED REUSE OR REDISTRIBUTION OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC'S WORK PRODUCT OR REPORTS SHALL BE AT THE CLIENT'S AND RECIPIENT'S SOLE RISK, WITHOUT LIABILITY TO BUREAU VERITAS TECHNICAL ASSESSMENTS LLC. CLIENT WILL HOLD BUREAU VERITAS TECHNICAL ASSESSMENTS LLC HARMLESS FROM ANY AND ALL LIABILITY, OBLIGATION, COST AND EXPENSE ARISING FROM OR RELATED TO ANY UNAUTHORIZED DISTRIBUTION OR USE BY CLIENT OF BUREAU VERITAS TECHNICAL ASSESSMENTS LLC'S WORK PRODUCT OR REPORTS. BUREAU VERITAS TECHNICAL ASSESSMENTS LLC SHALL NOT ASSIGN ITS OBLIGATIONS UNDER THE PROPOSAL; HOWEVER, BUREAU VERITAS TECHNICAL ASSESSMENTS LLC MAY EMPLOY, BY SUBCONTRACT, SUITABLY TRAINED PERSONS OR ENTITIES ACCEPTABLE TO BUREAU VERITAS TECHNICAL ASSESSMENTS LLC TO PERFORM THE SERVICES.
10. Confidentiality. Bureau Veritas Technical Assessments LLC shall not disclose information regarding the Proposal, the Services or any Documents, except to the Client, employees, consultants, subcontractors, or other persons engaged by Bureau Veritas Technical Assessments LLC to perform the Services, third parties designated by the Client (subject to the reliance limitations described herein), or as required by law. Notwithstanding the terms of this Section, Bureau Veritas Technical Assessments LLC shall comply with all judicial orders, government directives, and laws, regulations and ordinances, regarding the reporting to appropriate public agencies of potential dangers to public health, safety or the environment.
11. Miscellaneous. Bureau Veritas Technical Assessments LLC is an independent contractor of Client, and not Client's agent, employee or partner. The Agreement shall be governed by the laws of the State of Maryland and the parties irrevocably consent to the jurisdiction of the courts of the State of Maryland and of the United States District Court for the District of Maryland, if a basis for federal jurisdiction exists. In the event a dispute relating to an Bureau Veritas Technical Assessments LLC report results in litigation, and the claimant does not prevail at trial, then the claimant shall pay all costs incurred by Bureau Veritas Technical Assessments LLC in the defense of the claim, including reasonable attorney's fees. Each provision of the Agreement shall be considered separable, and if, for any reason, any provision or provisions herein are determined to be invalid and contrary to any existing or future law, such invalidity shall not affect those portions of this Agreement that are valid. This Agreement constitutes the entire agreement, and supersedes all prior agreements and understandings, both written and oral, between the parties with respect to the Services to be provided pursuant to this Agreement. The provisions of the Agreement may only be modified by a written instrument signed by an authorized representative of each party.

### Project Authorization

To contract with BVTA for this project, please review and edit the information below, sign, and return the entire agreement to BVTA.

#### Client Contact & Report Addressee:

Alex Brown  
City of Berkley  
3338 Coolidge Hwy  
Berkley, MI 48072  
Office: 248-658-3355 Cell: 248-483-1032  
Email: Abrown@berkleymi.gov

#### Report & Invoice Recipient:

Alex Brown  
City of Berkley  
3338 Coolidge Hwy  
Berkley, MI 48072

#### Project Information:

Property Name: City of Berkley  
City/County: Berkley

Address: Multi-site  
State/Zip: MI, 48072

#### Building Information:

Type of Project: City Hall  
Buildings: 1 Stories: TBD Units: N/A  
Square Feet: 7000 Acres: TBD % Occupied: N/A  
Year Built: TBD Built in Phases: N/A Yr(s)/Phases: N/A

**Report Delivery Date:** 40 business days from receipt of signed "Project Authorization" to proceed, site contact and mobilization fee, if required.

Service	Fee USD
Space Needs Analysis	\$4,000

# of Reports	Report Type	Delivery Method
1	Draft	Email Full Report (PDF)
1	Final	Email Full Report (PDF)
Unlimited Users	Database	Cloud based

**Site Point of Contact:** (the POC shall be deemed an agent of the client for providing access and conveying site data)

POC:	POC Phone:
POC E-mail:	POC Cell:

I have read and verified the accuracy of the information set forth above, and in Proposal No. 171395.25A, including the legal name of the Client. I hereby certify that I am an employee authorized to sign this contract on behalf of the Client, and by my signature below I hereby accept the Proposal, as addressed to my company, including the attached Terms and Conditions, and authorize BVTA to proceed with the Services as described. Should any project information change, I understand that additional fees may accrue, and the due date may be extended.

Authorized Signature	(Printed Name)	Phone #
Company Name	Title	Date

September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember  
\_\_\_\_\_ to approve the proposal for appraisal of City-owned properties from  
CBRE, Inc.

Ayes:

Nays:

Absent:

Motion:



**CITY OF BERKLEY**  
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

# MEMORANDUM

To: Mayor Dean and City Council  
From: Kristen Kapelanski, Community Development Director  
Date: September 8, 2025  
Subject: Contract with CBRE for Appraisal of City Properties

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Madam Mayor and Members of City Council,

## Background

- The City acquired 3501 Griffith Ave., several years ago. It is a 40 ft. x 133 ft. lot on the west side of Griffith, north of Twelve Mile Rd. The property is currently zoned R-1AB with the Parking Overlay and is bordered by parking (mostly privately owned) and single-family residential uses. The City does not have a planned use for the property in the near future.
- The City recently assessed the condition of its municipal facilities. That assessment showed that municipal buildings needed improvements, but were not past the point of their useful life, except for the City Hall site.

## Summary

- City staff solicited two proposals for appraisal of the City Hall property/associated land and 3501 Griffith Ave.
- Given the fact that the Griffith Ave. lot could be converted to private parking in the future (utilizing the parking overlay), staff felt it prudent to determine the market value should such an opportunity arise.
- An appraisal of the City Hall property is the next step (following the facilities assessment) in determining the ultimate vision for the site.
- The most cost effective of the two proposals was presented by CBRE, Inc. with a total cost of \$6,250 for the following services:
  - Appraisal of 3501 Griffith Ave.



- Appraisal of City Hall property assuming the two different scenarios as described below.



Scenario 1: The land value of the area outlined in red.

Scenario 2: The land value of the area outlined in red excluding the Public Safety building.

Note: The historical portion of City Hall is shown in orange. This building is a registered historic site and can only be minimally altered. It would be included in the land value appraisal.

- This item is budgeted as part of the maintenance fund for the City Hall property, account #101-267-931-101.

### **Recommendation**

It is our recommendation that the City Council approves the appraisal contract with CBRE for appraisals of 3501 Griffith Ave. and the City Hall property/associated land.

CBRE, Inc.  
2000 Town Center, Suite 2200  
Southfield, MI 48075  
[www.cbre.us/valuation](http://www.cbre.us/valuation)

August 26, 2025

**Cameron Mattox, MAI**  
VAS - First Vice President

Kristen Kapelanski  
Community Development Director  
**CITY OF BERKLEY**  
3338 Coolidge Hwy  
Berkley, MI 48072  
Phone: 248-658-3329  
Email: [kkapelanski@berkleymi.gov](mailto:kkapelanski@berkleymi.gov)

RE: Assignment Agreement | CB25US080597  
Residential  
2 Properties – Multiple Locations

Dear Ms. Kapelanski:

CBRE, Inc. ("CBRE") is pleased to submit this proposal and our Terms and Conditions for this assignment.

## PROPOSAL SPECIFICATIONS

Purpose: To estimate the Market Value of the referenced real estate

Premise: As Is – City Hall Site and Historic building (available for lease)



## Proposal and Contract for Services

Scenario 1) We would assume that the city would be incorporating that portion of the road into the development and Rosemont would dead end wherever you tell us it will end. So, as you see above, we would provide a value of the value of the overall site, with a separate value of the historical building as if available for lease.

Scenario 2) Would be the same process but excluding the green cut +/- out for the public safety building. We would ask that you determine how much land is allocated to the public safety building.

As Is – Griffith Street Parking Lot

Rights Appraised: Fee Simple

Intended Use: Internal Decisions/Other

Intended Use Comments: For a potential public/private partnership

Intended User: The intended user is CITY OF BERKLEY (“Client”), and such other parties and entities (if any) expressly recognized by CBRE as intended users (each an “Intended Users” and collectively the “Intended Users”) provided that any Intended User’s use of, and reliance upon, any report produced by CBRE under this Agreement shall be subject to the Terms and Conditions attached hereto and incorporated herein (including, without limitation, any limitations of liability set forth in the attached Terms and Conditions).

Reliance: Reliance on any reports produced by CBRE under this Agreement is extended solely to parties and entities expressly acknowledged in a signed writing by CBRE as Intended Users of the respective reports, provided that any conditions to such acknowledgement required by CBRE or hereunder have been satisfied. Parties or entities other than Intended Users who obtain a copy of the report or any portion thereof, whether as a result of its direct dissemination or by any other means, may not use or rely upon any opinions or conclusions contained in the report or such portions thereof, and CBRE will not be responsible for any unpermitted use of the report, its conclusions or contents or have any liability in connection therewith.

Unless otherwise expressly identified in this Agreement, there are no third-party beneficiaries of this Agreement pertaining to this appraisal assignment or any reports produced by CBRE under this Agreement, and no other person or entity shall have any right, benefit or interest under this Agreement or with respect to any reports produced by CBRE under this Agreement.

Scope of Inspection: CBRE will conduct a physical inspection of the subject property and its surrounding environs on the effective date of appraisal.

If this expected property inspection is not possible due to unforeseen issues (such as lack of on-site personnel cooperation, physical obstructions, or appraiser/property contact health and safety concerns), the client will be promptly advised. The client may continue this assignment based on other inspection options agreed upon by CBRE and client or provide CBRE with a written notice to cancel. If CBRE determines that a credible appraisal result cannot be achieved due to inspection limitations, it will promptly provide the client with a written cancellation of this assignment.

## Proposal and Contract for Services

Valuation Approaches:	All three traditional approaches to value will be considered.
Report Type:	Appraisal Report
Appraisal Standards:	USPAP
Appraisal Fee:	\$6,250.00. If cancelled by either party before a completion, the fee will be based on CBRE's hourly rates for the time expended; plus actual expenses.
Expenses:	Fee includes all associated expenses except to the extent otherwise provided in the attached Terms and Conditions.
Retainer:	A retainer is not required for this assignment.
Payment Terms:	Final payment is due upon delivery of the final report or within thirty (30) days of your receipt of the draft report, whichever is sooner. The full appraisal fee is considered earned upon delivery of the draft report. We will invoice you for the assignment in its entirety at the completion of the assignment.
Delivery Instructions:	<p>CBRE encourages our clients to join in our environmental sustainability efforts by accepting an electronic copy of the report.</p> <p>An Adobe PDF file via email will be delivered to <a href="mailto:kkapelanski@berkeleymi.gov">kkapelanski@berkeleymi.gov</a>. The client has requested 0 bound final copy (ies).</p>
Delivery Schedule:	
Final Report:	20 business days after the Start Date
Start Date:	The appraisal process will start upon receipt of your signed agreement and the property specific data.
Acceptance Date:	<p>These specifications are subject to modification or withdrawal if this proposal is not accepted within 5 business days from the date of this letter.</p> <p>When executed and delivered by all parties, this letter, together with the Terms and Conditions and the Specific Property Data Request attached hereto and incorporated herein, will serve as the Agreement for appraisal services by and between CBRE and Client. Each person signing below represents that it is authorized to enter into this Agreement and to bind the respective parties, including all intended users, hereto.</p>

We appreciate this opportunity to be of service to you on this assignment. If you have additional questions, please contact us.

Sincerely,  
CBRE, Inc.  
Valuation & Advisory Services

*Cameron Mattox*

Cameron Mattox, MAI  
VAS - First Vice President  
As Agent for CBRE, Inc.  
T 248-936-6818  
Cameron.Mattox@cbre.com

Enclosures:

PROPERTY LIST			
Property Name	Property Location	Report Type	Appraisal Fees
3501 Griffith Ave	3501 Griffith Ave, Berkley, MI 48072	Appraisal Report	\$1,750.00
3338 Coolidge Highway	3338 Coolidge Highway, Berkley, MI 48072	Appraisal Report	\$4,500.00
Assignment Total:			\$6,250.00

AGREED AND ACCEPTED

FOR CITY OF BERKLEY (“CLIENT”):

Signature	Date
Kristen Kapelanski	Community Development Director
Name	Title
248-658-3329	kkapelanski@berkleymi.gov
Phone Number	E-Mail Address

ADDITIONAL OPTIONAL SERVICES

Assessment & Consulting Services: CBRE’s Assessment & Consulting Services group has the capability of providing a wide array of solution-oriented due diligence services in the form of property condition and environmental site assessment reports, ALTA Surveys, and other necessary due diligence service (seismic risk analysis, zoning compliance service, construction risk management, annual inspections, etc.).Initial below if you desire CBRE to contact you to discuss a proposal for any part or the full complement of consulting services, or you may reach out to us at **ACSProposals@cbre.com**. We will route your request to the appropriate manager. For more information, please visit **www.cbre.com/assessment**.

## Proposal and Contract for Services

### TERMS AND CONDITIONS

1. The Terms and Conditions herein are part of an assignment agreement (the “Agreement”) for appraisal services (“Services”) between CBRE, Inc. (“CBRE”) and the client signing this Agreement and for whom the Services will be performed (the “Client”) for the property identified herein (the “Property”) and shall be deemed a part of such Agreement as though fully set forth therein. In addition, with respect to any appraisal report prepared by CBRE pursuant to the Agreement (the “Report”), any use of, or reliance on, the Report by any Intended User constitutes acceptance of these Terms and Conditions as well as acceptance of all qualifying statements, limiting conditions, and assumptions stated in the Report. The Agreement shall be governed and construed by the laws of the state where the CBRE office executing this Agreement is located without regard to conflicts of laws principles.
2. Client shall be responsible for the payment of all fees stipulated in this Agreement. Payment of the fees and preparation of the Report are not contingent upon any predetermined value or on any action or event resulting from the analyses, opinions, conclusions, or use of the Report. Final payment is due as provided in the Proposal Specifications Section of this Agreement. If a draft Report is requested, the fee is considered earned upon delivery of the draft Report. It is understood that the Client may cancel this assignment in writing at any time prior to delivery of the completed Report. In such event, the Client is obligated to pay CBRE for the time and expenses incurred (including, but not limited to, travel expenses to and from the job site) prior to the effective date of cancellation, with a minimum charge of \$500. Hard copies of the Reports are available at a cost of \$250 per original color copy and \$100 per photocopy (black and white), plus shipping fees of \$30 per Report.
3. If CBRE is subpoenaed or ordered to give testimony, produce documents or information, or otherwise required or requested by Client or a third party to participate in meetings, phone calls and conferences (except routine meetings, phone calls and conferences with the Client for the sole purpose of preparing the Report), litigation, or other legal proceedings (including preparation for such proceedings) because of, connected with or in any way pertaining to this assignment, the Report, CBRE’s expertise, or the Property, Client shall pay CBRE’s additional out-of-pocket costs and expenses, including but not limited to CBRE’s reasonable attorneys’ fees, and additional time incurred by CBRE based on CBRE’s then-prevailing hourly rates and related fees. Such charges include and pertain to, but are not limited to, time spent in preparing for and providing court room testimony, depositions, travel time, mileage and related travel expenses, waiting time, document review and production, and preparation time (excluding preparation of the Report), meeting participation, and CBRE’s other related commitment of time and expertise. Hourly charges and other fees for such participation will be provided upon request. In the event Client requests additional Services beyond the scope and purpose stated in the Agreement, Client agrees to pay additional fees for such services and to reimburse related expenses, whether or not the completed Report has been delivered to Client at the time of such request.
4. CBRE shall have the right to terminate this Agreement at any time for cause effective immediately upon written notice to Client on the occurrence of fraud or the willful misconduct of Client, its employees or agents, or without cause upon 5 days written notice.
5. In the event Client fails to make payments when due then, from the date due until paid, the amount due and payable shall bear interest at the maximum rate permitted in the state where the CBRE office executing this Agreement is located. **EACH PARTY, AFTER HAVING THE OPPORTUNITY TO CONSULT WITH COUNSEL OF ITS CHOICE, KNOWINGLY AND VOLUNTARILY, WAIVES ANY RIGHT TO TRIAL BY JURY IN THE EVENT OF LITIGATION IN ANY WAY RELATED TO THIS AGREEMENT.**
6. CBRE assumes there are no major or significant items or issues affecting the Property that would require the expertise of a professional building contractor, engineer, or environmental consultant for CBRE to prepare a valid Report hereunder. Client acknowledges that such additional expertise is not covered in the fee and agrees that, if such additional expertise is required, it shall be provided by others at the discretion and direction of the Client, and solely at Client’s additional cost and expense.

## Proposal and Contract for Services

7. Client acknowledges that CBRE is being retained hereunder as an independent contractor to perform the Services described herein and nothing in this Agreement shall be deemed to create any other relationship between Client and CBRE. Unless otherwise stated in this Agreement, Client shall not designate or disclose CBRE or any of its agents or employees as an expert or opinion witness in any court, arbitration, or other legal proceedings without the prior written consent of CBRE.
8. This assignment shall be deemed concluded and the Services hereunder completed upon delivery to Client of the Report discussed herein.
9. All statements of fact in the Report which are used as the basis of CBRE's analyses, opinions, and conclusions will be true and correct to CBRE's actual knowledge and belief. CBRE does not make any representation or warranty, express or implied, as to the accuracy or completeness of the information or the condition of the Property furnished to CBRE by Client or others. TO THE FULLEST EXTENT PERMITTED BY LAW, CBRE DISCLAIMS ANY GUARANTEE OR WARRANTY AS TO THE OPINIONS AND CONCLUSIONS PRESENTED ORALLY OR IN ANY REPORT, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF FITNESS FOR ANY PARTICULAR PURPOSE EVEN IF KNOWN TO CBRE. Furthermore, the conclusions and any permitted reliance on and use of the Report shall be subject to the assumptions, limitations, and qualifying statements contained in the Report.
10. CBRE shall have no responsibility for legal matters, including zoning, or questions of survey or title, soil or subsoil conditions, engineering, or other similar technical matters. The Report will not constitute a survey of the Property analyzed.
11. Client shall provide CBRE with such materials with respect to the assignment as are requested by CBRE and in the possession or under the control of Client. Client shall provide CBRE with sufficient access to the Property to be analyzed, and hereby grants permission for entry unless discussed in advance to the contrary.
12. The data gathered in the course of the assignment (except data furnished by Client, "Client Information") and the Report prepared pursuant to the Agreement are, and will remain, the property of CBRE. With respect to Client Information provided by Client, CBRE shall not violate the confidential nature of the appraiser-client relationship by improperly disclosing any confidential and proprietary Client Information furnished to CBRE. Notwithstanding the foregoing to the contrary, CBRE is authorized by Client to disclose all or any portion of the Report and related data as may be required by applicable law, statute, government regulation, legal process, or judicial decree, including to appropriate representatives of the Appraisal Institute if such disclosure is required to enable CBRE or its employees and agents to comply with the Bylaws and Regulations of the Appraisal Institute as now or hereafter in effect.
13. Unless specifically noted, in preparing the Report CBRE will not be considering the possible existence of asbestos, PCB transformers, or other toxic, hazardous, or contaminated substances and/or underground storage tanks (collectively, "Hazardous Materials") on or affecting the Property, or the cost of encapsulation or removal thereof. Further, Client represents that there are no major or significant repairs, improvements or deferred maintenance of the Property that would require the expertise of a professional cost estimator, engineer, architect or contractor. If any such repairs, improvements or maintenance are needed, the estimates for such repairs, improvements or maintenance are to be prepared by other parties pursuant to a separate written agreement in Client's sole discretion and direction, and are not deemed part of the Services or otherwise covered as part of the fee hereunder.
14. In the event Client intends to use the Report in connection with a tax matter, Client acknowledges that CBRE provides no warranty, representation or prediction as to the outcome of such tax matter. Client understands and acknowledges that any relevant taxing authority (whether the Internal Revenue Service or any other federal, state or local taxing authority) may disagree with or reject the Report or otherwise disagree with Client's tax position, and further understands and acknowledges that the taxing authority may seek to collect additional taxes, interest, penalties or fees from Client beyond what may be suggested by the Report. Client agrees that CBRE shall have no responsibility or liability to Client or any other party for any such taxes, interest, penalties or fees and that Client will not seek damages or other



## Proposal and Contract for Services

compensation from CBRE relating to any such taxes, interest, penalties or fees imposed on Client, or for any attorneys' fees, costs or other expenses relating to Client's tax matters.

15. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANY PROVISION OF THIS AGREEMENT TO THE CONTRARY:

(A) EXCEPT TO THE EXTENT ARISING FROM SECTION 16, OR SECTION 17 IF APPLICABLE, IN NO EVENT SHALL EITHER PARTY OR ANY OF ITS AFFILIATES, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, OR CONTRACTORS BE LIABLE TO THE OTHER PARTY, FOR ANY LOST OR PROSPECTIVE PROFITS OR ANY OTHER INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT OR OTHER EXEMPLARY LOSSES OR DAMAGES, WHETHER BASED IN CONTRACT, WARRANTY, INDEMNITY, NEGLIGENCE, STRICT LIABILITY OR OTHER TORT OR OTHERWISE, REGARDLESS OF THE FORESEEABILITY OR THE CAUSE THEREOF.

(B) EXCEPT TO THE EXTENT ARISING FROM SECTION 16, OR SECTION 17 IF APPLICABLE, AGGREGATE DAMAGES IN CONNECTION WITH THIS AGREEMENT FOR EITHER PARTY (EXCLUDING THE OBLIGATION TO PAY THE FEES AND COSTS REQUIRED HEREUNDER) SHALL NOT EXCEED THE GREATER OF THE TOTAL FEES PAYABLE TO CBRE UNDER THIS AGREEMENT OR TEN THOUSAND DOLLARS (\$10,000).

(C) CBRE SHALL HAVE NO LIABILITY WITH RESPECT TO ANY LOSS, DAMAGE, CLAIM OR EXPENSE INCURRED BY OR ASSERTED AGAINST CLIENT ARISING OUT OF, BASED UPON OR RESULTING FROM CLIENT'S OR ANY INTENDED USER'S FAILURE TO PROVIDE ACCURATE OR COMPLETE INFORMATION OR DOCUMENTATION PERTAINING TO ANY SERVICES OR REPORT ORDERED UNDER OR IN CONNECTION WITH THIS AGREEMENT, INCLUDING CLIENT'S OR ANY INTENDED USER'S FAILURE, OR THE FAILURE OF ANY OF CLIENT'S OR ANY INTENDER USER'S RESPECTIVE OFFICERS, DIRECTORS, MEMBERS, PRINCIPALS, AGENTS OR EMPLOYEES, TO PROVIDE A COMPLETE AND ACCURATE COPY OF THE REPORT TO ANY THIRD PARTY. CBRE SHALL HAVE NO LIABILITY WHATSOEVER FOR REPORTS OR DELIVERABLES THAT ARE SUBMITTED IN DRAFT FORM.

(D) THE LIMITATIONS OF LIABILITY IN SUBSECTIONS 15(A) AND 15(B) ABOVE SHALL NOT APPLY IN THE EVENT OF A FINAL FINDING BY A COURT OF COMPETENT JURISDICTION THAT SUCH LIABILITY IS THE RESULT OF A PARTY'S FRAUD OR WILLFUL MISCONDUCT.

16. (a) Client shall not disseminate, distribute, make available or otherwise provide any Report prepared hereunder to any third party (including without limitation, incorporating or referencing the Report, in whole or in part, in any offering, including, but not limited to any offering of the Property or any securities offering as defined by applicable law, or other material intended for review by other third parties) except (i) to any third party (a) identified in the Agreement as an Intended User subject to the terms and conditions of this Agreement or (b) otherwise expressly acknowledged in a separate writing executed by CBRE, such third party and Client, setting forth that such third party is an "Intended User" of the Report and providing CBRE with an acceptable release from such third party with respect to such Report or wherein Client provides acceptable indemnity protections to CBRE against any claims resulting directly from the distribution of the Report to such third party; (ii) to any third party service provider (including accountants, attorneys, rating agencies and auditors) using the Report in the course of providing Services for the sole benefit of an Intended User and limited to the Intended Use of the Report as defined in this Agreement, or (iii) to the extent required by applicable law, statute, government regulation, legal process, or judicial decree.

(b) In the event CBRE consents, in writing, to Client incorporating or referencing the Report in any offering or other materials intended for review by other parties, Client shall not distribute, file, or otherwise make such other materials available to any such parties unless and until Client has provided CBRE with complete copies of such offering or other materials and CBRE has approved the inclusion of the Report, or reference to the Report and/or CBRE, in such offering and other materials in writing. Further, CBRE's consent to such inclusion of the Report, or reference to the Report and/or CBRE, in any securities offering is subject to (i) CBRE's and CBRE's securities counsel's review and approval, in writing, of any inclusion of the Report, or reference to the Report and/or CBRE, in such securities offering; (ii) Client shall not modify the Report, any such inclusion of or reference to the Report and/or CBRE in such securities offering once approved

## Proposal and Contract for Services

by CBRE and its securities counsel in writing; and (iii) Client shall reimburse CBRE for its out-of-pocket costs and expenses, including attorneys' fees, arising from legal review of such securities offering and related materials on CBRE's behalf.

(c) In the absence of satisfying the conditions of this Section 16 with respect to any party who is not designated as an Intended User, in no event shall the receipt of a Report by such party extend any right to the party to use and rely on such Report, and CBRE shall have no liability for such unauthorized use and reliance on any Report.

(d) In the event Client breaches the provisions of this Section 16, Client shall indemnify, defend and hold CBRE and its affiliates and their officers, directors, employees, contractors, agents and other representatives (CBRE and each of the foregoing an "Indemnified Party" and collectively the "Indemnified Parties"), fully harmless from and against all losses, liabilities, damages and expenses (collectively, "Damages") claimed against, sustained or incurred by any Indemnified Party arising out of or in connection with such breach, regardless of any negligence on the part of any Indemnified Party in preparing the Report.

17. In the event Client incorporates or references the Report, in whole or in part, in any offering, including, but not limited to any offering of the Property or any securities offering as defined by applicable law, or other material intended for review by other parties, Client shall indemnify, defend and hold each of the Indemnified Parties harmless from and against any Damages in connection with (i) any transaction contemplated by this Agreement or in connection with the Report or the engagement of or performance of Services by any Indemnified Party hereunder, (ii) any Damages claimed by any user or recipient of the Report, whether or not an Intended User, (iii) any actual or alleged untrue statement of a material fact, or the actual or alleged failure to state a material fact necessary to make a statement not misleading in light of the circumstances under which it was made with respect to all information furnished to any Indemnified Party or made available to a prospective party to a transaction, or (iv) an actual or alleged violation of applicable law by an Intended User (including, without limitation, securities laws) or the negligent or intentional acts or omissions of an Intended User (including the failure to perform any duty imposed by law); and will reimburse each Indemnified Party for all reasonable fees and expenses (including fees and expenses of counsel) (collectively, "Expenses") as incurred in connection with investigating, preparing, pursuing or defending any threatened or pending claim, action, proceeding or investigation (collectively, "Proceedings") arising therefrom, and regardless of whether such Indemnified Party is a formal party to such Proceeding. Client agrees not to enter into any waiver, release or settlement of any Proceeding (whether or not any Indemnified Party is a formal party to such Proceeding) without the prior written consent of CBRE (which consent will not be unreasonably withheld or delayed) unless such waiver, release or settlement includes an unconditional release of each Indemnified Party from all liability arising out of such Proceeding.
18. Time Period for Legal Action. Unless the time period is shorter under applicable law, except in connection with Section 16 and Section 17, CBRE and Client agree that any legal action or lawsuit by one party against the other party or its affiliates, officers, directors, employees, contractors, agents, or other representatives, whether based in contract, warranty, indemnity, negligence, strict liability or other tort or otherwise, relating to (a) this Agreement, (b) any Services or Reports under this Agreement or (c) any acts or conduct relating to such Services or Reports, shall be filed within two (2) years from the date of delivery to Client of the Report to which the claims or causes of action in the legal action or lawsuit relate. The time period stated in this section shall not be extended by any incapacity of a party or any delay in the discovery or accrual of the underlying claims, causes of action or damages.
19. Miscellaneous.
- (a) This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof. This Agreement may not be amended, modified or discharged, nor may any of its terms be waived except by written agreement of both parties. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. A signed copy of this Agreement

**Proposal and Contract for Services**

transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement for all purposes.

- (b) Neither party shall assign this Agreement in whole or in part (other than by operation of law) to any person or entity without the prior written consent of the other party. Subject to the foregoing, this Agreement and all of its provisions shall be binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns.
- (c) No consent or waiver, either expressed or implied, by a party to or of any breach or default, shall be construed to be a consent or waiver to or of any other breach or default in the performance of any obligations hereunder. Failure of a party to complain or declare the other party in default shall not constitute a waiver by such party of rights and remedies hereunder.
- (d) Except as hereinafter provided, no delay or failure in performance by a party shall constitute a default hereunder to the extent caused by Force Majeure. Unless the Force Majeure substantially frustrates performance of the Services, Force Majeure shall not operate to excuse, but only to delay, performance of the Services. If Services are delayed by reason of Force Majeure, CBRE promptly shall notify Client. Once the Force Majeure event ceases, CBRE shall resume performance of the Services as soon as possible. As used herein, "Force Majeure" means any event beyond the control of the Party claiming inability to perform its obligations and which such Party is unable to prevent by the exercise of reasonable diligence, including, without limitation, the combined action of workers, fire, acts of terrorism, catastrophes, changes in laws, condemnation of property, governmental actions or delays, national emergency, war, civil disturbance, floods, unusually severe weather conditions, endemic or pandemic, or other acts of God. Inability to pay or financial hardship shall not constitute Force Majeure regardless of the cause thereof and whether the reason is outside a party's control.
- (e) Any provision of this Agreement that, by its language, contemplates performance or observation subsequent to any termination or expiration of this Agreement shall survive such termination or expiration and shall continue in full force and effect.
- (f) If any provision of this Agreement, or application thereof to any person or circumstance, shall to any extent be invalid, then such provision shall be modified, if possible, to fulfill the intent of the parties reflected in the original provision. The remainder of this Agreement, or the application of such provision to person or circumstance other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

## SPECIFIC PROPERTY DATA REQUEST

In order to complete this assignment under the terms outlined, CBRE, Inc., Valuation & Advisory Services, will require the following specific information for the property:

1. **PLEASE NOTIFY US IMMEDIATELY IF ANY OTHER CBRE SERVICE LINE (INCLUDING CAPSTONE) IS INVOLVED IN THE BROKERAGE, FINANCING, INVESTMENT OR MANAGEMENT OF THIS ASSET.**

If any of the requested data and information is not available, CBRE, Inc., reserves the right to extend the delivery date by the amount of time it takes to receive the requested information or make other arrangements. Please have the requested information delivered to the following:

Cameron Mattox, MAI  
VAS - First Vice President  
Cameron.Mattox@cbre.com  
CBRE, Inc.  
Valuation & Advisory Services  
2000 Town Center, Suite 2200  
Southfield, MI 48075

September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to consider special land use approval for a gas station/convenience store in the Flex District at 2114 W. Eleven Mile Road, on the northwest corner of Eleven Mile Road and Henley Avenue.

Ayes:

Nays:

Absent:

Motion:



**CITY OF BERKLEY**  
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

# MEMORANDUM

To: Mayor Dean and City Council  
From: Kristen Kapelanski, Community Development Director  
Date: September 8, 2025  
Subject: PSU-02-25 2114 Eleven Mile

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Madam Mayor and Members of City Council,

## Background

- The applicant is proposing to occupy a vacant property as a gas station/convenience store at the northwest corner of Eleven Mile Rd. and Henley Ave. No significant site improvements are proposed.
- The zoning of the property is Flex District, which permits gas stations as special land uses subject to certain conditions. Refer to the staff review letter for conditions for gas stations and the special land use standards.
- The subject property previously operated as a gas station several years ago but has not been in operation in the past two years, making it an abandoned non-conforming use, per the Zoning Ordinance.
- The Planning Commission held the required public hearing and recommended approval of the request. Refer to the draft meeting minutes for conditions of approval.

## Summary

- An analysis of the special land use standards is provided in the staff review.
- There are several automotive use standards that are outlined in the review. The applicant is planning to seek a variance from the Zoning Board of Appeals for the deficient front yard pump island setback. All others either don't apply or are in compliance.

## Recommendation

Any motions recommending approval of the special land use request should reference the standards in Chapter 138, Section 10.03 and include the conditions noted in the Planning Commission's motion recommending approval.



## CITY OF BERKLEY COMMUNITY DEVELOPMENT

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

### MEMORANDUM

**To:** F & L Berkley, LLC (Fadi Kajy), Applicant  
**From:** Kristen Kapelanski, Community Development Director  
**Subject:** PSU-02-25: 2114 Eleven Mile Rd.  
**Date:** August 21, 2025

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The applicant has requested to operate a gas station (with no service component) at 2114 Eleven Mile Rd. The current zoning of the parcel is Flex District and gas stations are a special land use. Minimal exterior site changes are proposed. ***Items that are bolded and italicized need to be addressed prior to final approval.***

#### **Background**

The subject property previously operated as a gas station and automotive service station in years past. Since this use is considered abandoned per the nonconforming use standards, the applicant is required to go through the special land use process.

#### **Special Land Use Standards**

Special land uses require the approval of the City Council after a recommendation from the Planning Commission. Standards listed in the ordinance for consideration of a special land use request are identified below. Staff comments are italicized.

- **Compatibility with Adjacent Uses:** The special land use must be designed and constructed in a manner harmonious with the character of adjacent properties and the surrounding area, as compared to the impacts of permitted uses. *The subject property would be considered a medium site type in the Flex District. This site type allows both mixed-use high-impact and mixed-use low-impact uses (as well as institutional uses) as principal permitted uses. The impacts from a small gas station use with no service station would not be greater than the impacts from say a high-volume drive through, which is a permitted use. Additionally, the property was previously used as a gas station and service station with the existing complement of uses nearby and no significant site changes are proposed.*
  - **Compatibility with the Master Plan:** The proposed special land use must be compatible and in accordance with the goals and objectives of the City of Berkley Master Plan and any associated sub-area and corridor plans, including the Downtown Master Plan. *The applicant is not proposing substantial site work and intends to occupy the site as-is. The proposed use is compatible with the recommendations of the Master Plan, as incorporated into the new Zoning Ordinance.*
-

- **Traffic Impact:** The proposed special land use must be located and designed in a manner that will minimize the impact of traffic, taking into consideration the following: pedestrian access and safety; vehicle trip generation; types of traffic; access location and design; loading and unloading; circulation; parking design; street and bridge capacity; and traffic operations at nearby intersections and access points. Efforts must be made to ensure that multiple transportation modes are safely and effectively accommodated in an effort to provide alternate modes of access and alleviate vehicular traffic congestion. *The site currently has three driveways, two on Eleven Mile and one on Henley. This allows for adequate circulation around the site. There is a large shrub/tree along the Henley frontage that should be trimmed to accommodate the required corner clearance.*
- **Impact on Public Services:** The proposed special land use must be adequately served by essential public facilities and services, such as streets, pedestrian or bicycle facilities, police and fire protection, drainage systems, refuse disposal, water and sewage facilities and schools. Such services must be provided and accommodated without an unreasonable public burden. *This was a previously operating site that is served by City utilities.*
- **Compliance with Zoning Standards:** The proposed special land use must be designed, constructed, operated and maintained to meet the stated intent of the zoning district and must comply with applicable ordinance standards. *While the applicant is intending to occupy the site as is, there are a number of standards that would be applicable to new sites that should be considered for incorporation. It appears lighting exists on the site but shielding is required to prevent light spillover onto the adjacent residential property and right-of-way. Additionally, the applicant should consider adding some greenspace to the site through the use of planters and/or converting a portion of the strip of pavement adjacent to Henley on the northeast portion of the property to greenspace. (See picture below.)*



- **Impact on the Overall Environment:** The proposed special land use must not unreasonably impact the quality of the natural features and the environment in comparison to the impacts associated with typical permitted uses. *The applicant is proposing to use an already developed site and no new environmental impacts are proposed.*
- **Special Land Use Approval Specific Requirements.** The general standards and requirements of this section are basic to all uses authorized by special land use approval. The specific and



detailed requirements relating to particular uses and area requirements must also be satisfied for those uses.

- **Additional Factors:** The following factors must also be considered by the Planning Commission when reviewing a special land use request.
  - The nature and character of the activities, processes, materials, equipment or conditions or operation, either specifically or typically associated with the use.
  - Vehicular circulation and parking areas.
  - Outdoor activity, storage and work areas. *No outdoor storage or work areas are proposed.*
  - Hours of operation. *The applicant should confirm the hours of operation.*
  - Production of traffic, noise vibration, smoke, fumes, odors, dust, glare, light or other public nuisances.

#### **General Zoning Ordinance Standards**

- **Non-conforming Site Standards:** Per Article 16 of the Zoning Ordinance, non-conforming lots and structures may be used for a permitted or special land use in the applicable district provided the non-conformity is not increased. Any additions or other site changes would need to comply with current zoning ordinance standards. The applicant is not proposing any site changes.
- **Special Land Use Considerations:** Since a gas station is considered a special land use in the Flex District, the Planning Commission and City Council have some discretion in determining if the site layout (as-is) meets the intent of the Zoning Ordinance and Master Plan. There are several staff recommendations for how this can better be met in the discussion of the special land use standards above.
- **Parking Requirements:** Gas stations are required to provide one space for each fueling position, one stacking space per fueling position, plus one parking space per employee and one parking space for each 100 sq. ft. of retail area. The retail area is approximately 285 sq. ft., requiring 3 spaces. *The number of employees at any given time should be confirmed by the applicant.* Based on the provided dimensions, there are 9 spaces on site, conforming to ordinance requirements. Adequate pump stacking is provided.

#### **Automotive Use Standards**

Section 8.05 of the Zoning Ordinance includes specific requirements for automotive uses, including gas stations. While the general site layout standards do not apply since this is a non-conforming property with a non-conforming structure, the requirements for an automotive use, a use previously abandoned and no longer considered non-conforming, do. Below are the standards that apply to gas stations. Staff comments are italicized.

- The following minimum setbacks apply to pump facilities in conjunction with fueling:

Yard	Pump Island Required Setback (feet)	Pump Island Proposed Setback (feet)

Front	30	16 (Eleven Mile)
Exterior Side	20	30+ (Henley)
Interior Side	20	45 +
Rear	20	50+

*The deficient front yard setback requires a variance from the Zoning Board of Appeals. Any approval motions made by the Planning Commission should include a condition that this variance be granted.*

- Fueling areas must be arranged so that motor vehicles do not park on or extend over abutting landscape areas, sidewalks, streets, buildings or adjacent properties while being served. *This standard is met.*
- Required fire protection devices under the canopy must be architecturally screened so that the tanks are not directly visible from the street. The screens must be compatible with the design and color of the canopy. *No canopy is proposed.*
- Canopy lighting must be recessed so that the light source is not visible from off-site. *No canopy is proposed.*
- Automotive fueling/multi-use stations must be designed in a manner that promotes pedestrian and vehicular safety. The parking and circulation system within each development must accommodate the safe movement of vehicles, bicycles, pedestrians and refueling activities throughout the proposed development and to and from surrounding areas in a safe and convenient manner. *See the special land use analysis above.*
- All repair and maintenance activities must conform to the standards set forth in Section 8.05.A. Dismantled, wrecked or immobile vehicles are not permitted to be stored on site. *No repair and maintenance are proposed.*
- If an accessory vehicle wash is proposed, it must comply with the standards set forth in Section 8.05. *No vehicle wash is proposed.*

Please contact me if you have any questions.

Cc: Kim Anderson, Zoning Administrator



**CITY OF BERKLEY**  
**COMMUNITY DEVELOPMENT**  
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

**APPLICATION FOR SPECIAL LAND USE REVIEW**

**NOTICE TO APPLICANT:** Applications for Special Land Use review by the Planning Commission must be submitted to the City of Berkley Building Department in **substantially complete form** at least 30 days prior to the Planning Commission's meeting at which the application will be considered. The application must be accompanied by the data specified in the Zoning Ordinance, including fully dimensioned site plans, plus the required review fee.

The Planning Commission will hold the required *public hearing* and will make a recommendation to the City Council. Special Land Use approval shall be obtained from the City Council.

The Planning Commission meets the fourth Tuesday of the month at 7:00pm in the Council Chambers at the City of Berkley City Hall, 3338 Coolidge Hwy, Berkley, MI 48072. The City Council meets the first and third Mondays of the month at 7:00pm in the Council Chambers at the City of Berkley City Hall, 3338 Coolidge Hwy, Berkley, MI 48072.

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**TO BE COMPLETED BY APPLICANT:**

I (We), the undersigned, do hereby respectfully request Special Land Use Review and provide the following information to assist in the review:

Project Name: F&L Berkley LLC  
Applicant: Fadi Kaji  
Mailing Address: 1877 Orchard Lake Rd Suite 104  
Telephone: [REDACTED] Sylvan Lake / MI 48320  
Email: [REDACTED]  
Property Owner(s), if different from Applicant: —  
Mailing Address: Same as above  
Telephone: [REDACTED]  
Email: [REDACTED]  
Applicant's Legal Interest in Property: Owner.

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**LOCATION OF PROPERTY:**

Street Address: 2114 W. Eleven Mile Rd  
Nearest Cross Streets: N off 11 Mile Between Henley & Berkley Ave.  
Sidwell Number(s): 25-17-358-017

**PROPERTY DESCRIPTION:**

Provide lot numbers and subdivision: E 14' Lot 295, also all of lots 296 to 300  
incl, also 1/2 of Vac. Alley adj to same, Hannan's West Royal  
Property Size (Square Feet): 12,700 (Acres): .29 Oak Subdivision

**EXISTING ZONING DISTRICT** (please check):

- |                                |  |   |
|--------------------------------|--|---|
| <input type="checkbox"/> R-1AB | <input type="checkbox"/> Community Centerpiece | <input type="checkbox"/> Residential Corridor |
| <input type="checkbox"/> R-1CD | <input type="checkbox"/> Downtown              | <input type="checkbox"/> Woodward Corridor    |
| <input type="checkbox"/> R-2   | <input checked="" type="checkbox"/> Flex       | <input type="checkbox"/> Cemetery             |
| <input type="checkbox"/> R-M   | <input type="checkbox"/> Gateway Corridor      | <input type="checkbox"/> Parking Overlay      |
| <input type="checkbox"/> R-M-H |  |   |

**Street Type:**

- |                                   |                                   |   |                                      |
|-----------------------------------|-----------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Corridor | <input type="checkbox"/> Downtown | <input checked="" type="checkbox"/> Walkable Area | <input type="checkbox"/> Residential |
|-----------------------------------|-----------------------------------|---|--------------------------------------|

Present Use of Property: Vacant

Proposed Use of Property: Gas station

Is the property located within the Downtown Development Authority? ☐ Yes ☒ No

**PROJECT DESCRIPTION:**

Gas station

Does the proposed project / use of property require Site Plan Approval? ☐ Yes ☒ No

Does the proposed project require Variance(s) from the Zoning Board of Appeals? ☐ Yes ☒ No

*[Handwritten mark]*

If yes, describe the variances that will be required: None.

**PLEASE COMPLETE THE FOLLOWING CHART:**

Type of Development	Number of Units	Gross Floor Area	Number of Parking Spaces On Site	Number of Employees on Largest Shift
Attached Residential				
Office				
Commercial				
Industrial				
Other				

**STANDARDS FOR SPECIAL LAND USE APPROVAL:**

To be considered for Special Land Use approval, the Planning Commission and City Council shall consider the following standards. Please address **how** the proposed use satisfies each standard, as specified in Section 138-10.03

1. The proposed use will promote the use of land in a socially and economically desirable manner.

Would like to open for business as a gas station on  
previously was used (Tanks are in the Ground and approved by  
DEQ to operate as  
gas station.

2. The proposed use is necessary for the public convenience at that location.

To provide goods & services to the general public, will do our  
best to make it appealing and to match the great looks of the City  
of Bulldog.

3. The proposed use is compatible with adjacent land uses.

The subject property was open as a service station before  
changing to a gas station will allow to serve the neighborhood, remove  
blight from the community, and allow us to improve.

4. The proposed use is designed so that the public health, safety and welfare shall be protected.

will bring to business ~~stalled~~ surrounding property  
& improve appearance of the building & improve the looks  
of the businesses in the City  
values.



5. The proposed use will not cause injury to other property in the neighborhood.

*exactly the opposite, the Gas Station will improve  
and complement other business in the area.*

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**PROFESSIONALS WHO PREPARED PLANS:**

A. Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Design Responsibility (engineer, surveyor, architect, etc.): \_\_\_\_\_

B. Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Design Responsibility: \_\_\_\_\_

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**SUBMIT THE FOLLOWING:**

1. A PDF electronic copy of a complete set of plans, sealed by a registered architect, engineer, or surveyor and any supporting documents, emailed to [planning@berkleymi.gov](mailto:planning@berkleymi.gov).
  2. Proof of property ownership (title insurance policy or registered deed with County stamp).
-

**PLEASE NOTE:** The applicant, or a designated representative, **MUST BE PRESENT** at all scheduled meetings, or the Special Land Use request may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a Special Land Use application or to revoke any permits granted subsequent to the Site Plan Approval.

We encourage applicants to make a presentation of the proposed project to the Planning Commission and City Council, as appropriate. To assist in this effort, we have available for your use at meetings a projector, laptop computer and screen. This will allow the Planning Commission and audience to be fully engaged so they can give your project the attention it deserves. Planning Commission and City Council meetings are recorded and televised.

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**PROPERTY OWNER'S APPROVAL: (Initial each line)**

P.K. ✓ I hereby authorize and give permission for the City of Berkley to install one or more temporary signs on my property, in order to notify the public of the required public hearing related to the Special Land Use request.

P.K. ✓ I hereby authorize the employees and representatives of the City of Berkley to enter upon and conduct an inspection and investigation of the above referenced property in relation to the above request.

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**APPLICANT'S ENDORSEMENT: (Initial each line)**

P.K. ✓ All information contained therein is true and accurate to the best of my knowledge.

P.K. ✓ I acknowledge that the Planning Commission will not review my application unless all information in this application and the Zoning Ordinance has been submitted.

P.K. ✓ I acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing or approval of this Special Land Use application.

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**If an application is withdrawn more than three (3) weeks prior to the meeting date, 90% of the fee will be refunded. If the application is withdrawn less than three (3) weeks prior to the meeting, no refund will be given.**

---

3

  
Signature of Applicant  
Date 6/19/25

Fadi Hajj  
Applicant Name (Print)

\_\_\_\_\_  
Signature of Applicant  
Date

\_\_\_\_\_  
Applicant Name (Print)

  
Signature of Property Owner Authorizing this Application  
Date 6/19/25

Fadi Hajj  
Property Owner Name (Print)

**OFFICE USE ONLY**

Received 6/23/25 Receipt # \_\_\_\_\_ Meeting Date \_\_\_\_\_ Case # PSU-02-25

Fee: \$1,000.00



O-07-25

**AN**  
**ORDINANCE**  
**of the City Council of the City of Berkley, Michigan to Amend Section 14-36, Outdoor**  
**Uses in Connection with Class C Liquor-Licensed Establishments of the City of**  
**Berkley Code of Ordinances to address incorrect Zoning Ordinance References.**

**THE CITY OF  
BERKLEY ORDAINS:**

**SECTION 1:** Section 14-36 Outdoor Uses in Connection with Class C Liquor-Licensed Establishments of the Berkley City Code is amended, as follows:

**Sec. 14-36. – Outdoor Uses in Connection with Class C Liquor-Licensed Establishments.**

The purposed of this section is to regulate outdoor uses in connection with class C liquor-licensed establishments in order to provide for the health, safety and welfare of the citizens of the city, including, but not limited to, the protection of patrons with class C liquor-licensed establishments, the avoidance of blight upon surrounding properties, the preservation of harmonious, aesthetic appearances and the elimination of conditions interfering with the peaceful enjoyment of surrounding properties.

Outdoor ~~dining~~ service areas on private property shall be reviewed and approved in accordance with chapter 138, ~~article VI, division 6~~ of the Code. Approval of consumption of liquor within the outdoor ~~dining~~ service area shall only be granted after the ~~dining~~ service area has been approved.

~~Sidewalk cafes shall be reviewed and approved in accordance with section 106-42. Approval of consumption of liquor within the sidewalk café shall only be granted after the sidewalk café has been approved.~~

Temporary sale and consumption of liquor within a tent or other temporary structure shall be reviewed and approved in accordance with chapter 138, ~~article III, division 3~~ of the Code. ~~Upon receipt of a complete application, administration will forward the matter to the city council for review.~~

**SECTION 2: Severability Clause**

Should any word, phrase, sentence, paragraph, or section of this Ordinance be held invalid or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

**SECTION 3: Penalty**

All violations of this ordinance shall be municipal civil infractions and upon determination of responsibility therefore shall be punishable by a civil fine of not more than \$500, and/or such other sanctions and remedies as prescribed in Article IX of Chapter 82 of the Code of Ordinances.

**SECTION 4: Effective Date**

Red, strikethrough text is proposed to be deleted: ~~example~~  
Blue underlined text is proposed to be inserted: example

This Ordinance shall become effective 30 days following the date of adoption.

**SECTION 5:** Publication

The City Council directs the City Clerk to publish a summary of this ordinance in compliance with Public Act 182 of 1991, as amended, and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Council Meeting on Monday, September 8, 2025 .

Adopted on the Second Reading at the Regular City Council Meeting on \_\_\_\_\_ .

\_\_\_\_\_  
Bridget Dean, Mayor

Attest:

\_\_\_\_\_  
Victoria E. Mitchell, City Clerk

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Blue underlined text is proposed to be inserted: example



**CITY OF BERKLEY**  
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

# MEMORANDUM

To: Mayor Dean and City Council  
From: Kristen Kapelanski, Community Development Director  
Date: September 8, 2025  
Subject: City Code 'Cleanup' Amendment for Outdoor Seating References

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Madam Mayor and Members of City Council,

## Background

- Section 14-36 of the City Code includes regulations for outdoor uses in connection with a Class C Liquor License. There are several cross-references to outdoor dining areas and sidewalk cafes.
- Incorporated in the rewritten Zoning Ordinance, adopted in March of this year, are standards for outdoor dining areas, including requirements for submittal requirements and staff review.

## Summary

- The proposed ordinance amendments to Section 14-36 of the City Code include the following:
  - An update of references to include the terminology listed in the zoning ordinance (outdoor service areas instead of outdoor dining areas and sidewalk cafes); and
  - Removal of references to outdated zoning ordinance sections.

## Recommendation

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve the first reading to amend Section 14-36, Outdoor Uses in Connection with Class C Liquor-Licensed Establishments of the City of Berkley Code of Ordinances to address incorrect Zoning Ordinance references.

O-08-25

AN  
ORDINANCE

of the City Council of the City of Berkley, Michigan to Amend Article 2 Definitions, Article 6 Site Design Based Districts, Article 9 General Provisions, Article 11 Sign Regulations, Article 14 Off-Street Parking, Loading and Access Standards and Article 15 Site Plan Review Procedures and Requirements of Chapter 138 Zoning of the Berkley Code of Ordinances to add definitions for business services and live/work units, to clarify site area governs site layout, to clarify the reviewer for fences, to allow ground-mounted solar energy systems in residential districts, to clarify regulations for residential driveways, to modify the width requirements for attached garages, to clarify regulations for detached accessory buildings and swimming pools, to clarify regulations for window signs and temporary signs, to clarify clear vision zone requirements, to add regulations for areas of residential parking and recreational vehicles, to clarify requirements for where on-street parking may be counted as individual business parking and to clarify requirements and procedures for pre-application and preliminary site plan review.

THE CITY OF

BERKLEY ORDAINS:

SECTION 1: Article 2 Definitions of the Berkley City Code is amended, as follows:

ARTICLE 2 DEFINITIONS

SECTION 2.01 [Unchanged]

SECTION 2.02 DEFINITIONS

*Accessory building or accessory structure – Build-to-line:* [Unchanged.]

*Business Services:* Establishments that provide services primarily to other businesses, rather than the general public.

*Canopy – Light Trespass:* [Unchanged.]

*Live/work unit:* A combined live/work space or an integrated living unit and working space with an internal connection between the living unit and working space.

*Loading space – Tattoo Studio:* [Unchanged.]

*Temporary building and use:* A structure or use permitted by the Community Development Director or their designee and/or the Building Official to exist during periods of construction of the main use or for special events.

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Blue underlined text is proposed to be inserted: example

A. *Carnivals: - Charities/Not-For-Profit Events:* [Unchanged.]

D. *Promotional Events and Sidewalk Display:* Sales or promotional exhibitions that display materials or include promotional activities that are otherwise prohibited by the City Code such as, but not limited to, grand opening or anniversary celebrations including outdoor activities and live music or outdoor sidewalk sales ~~utilize public sidewalk space, including benches and other street furnishings, to display materials related to the sale or promotion.~~

E. *Seasonal Sales:* [Unchanged.]

*Tents: - Zoning Map:* [Unchanged.]

**SECTION 2:** Article 6 Site Design Based Districts of the Berkley City Code is amended, as follows:

## **ARTICLE 6 SITE DESIGN BASED DISTRICTS**

### **SECTION 6.01 PURPOSE AND INTENT**

The Master Plan identified areas within the City that place greater emphasis on regulating site design and character of development as well as use and intensity of use. Within these areas, the City encourages development with a mix of uses, including public open space, in order to provide walkable development in a sustainable manner. The Site Design-Based Districts are intended to implement the vision, goals, and objectives of the Master Plan and any other applicable plans.

A. [Unchanged.]

B. ***Factors for regulation:*** Considering site context provides a customized approach to the inherent conditions of the areas where these regulations are applied. These regulations are based on two significant factors: site context and site layout.

1. ***Site context.*** Site context is derived from existing and desired characteristics, which include street types and site types.
  - a. Streets can be divided into various types, based on purpose and unique attributes.
  - b. Sites are divided into types based on characteristics including shape, size, and orientation. Site types are distinguished from one another by their site context, which includes size and configuration of the site, traffic patterns, location, existing land uses, and intensity of use. Total lot area governs site layout type.
2. ***Site layout.*** Site layout addresses the manner in which buildings and structures are situated on their lots, relate to surrounding buildings, and relate to street frontage. The shape of the building, the land area to volume ratio, and the orientation of the building have significant impacts on the general feel and character of an area. Site layout standards control height, placement, building configuration, parking location, and ground story activation applicable to the site context.
3. Regulations are tailored to meet a more specific intent of each district. These districts and intents are set forth elsewhere in this Article.

C. [Unchanged.]

**SECTION 6.02 - SECTION 6.09 EXCEPTIONS AND WAIVERS** [Unchanged.]

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Blue underlined text is proposed to be inserted: example

**SECTION 3:** Article 9 General Provision of the Berkley City Code is amended, as follows:

## **ARTICLE 9 GENERAL PROVISIONS**

### **SECTION 9.01 PURPOSE** [Unchanged.]

### **SECTION 9.02 FENCES AND WALLS**

**A.** – **B.** [Unchanged.]

**C.** *Requirements for Residential Districts.*

1. – 11. [Unchanged.]

12. Any fence or landscape treatment erected within ten feet of a driveway or public right-of-way intersection must permit a motorist an unobstructed view of the public right-of-way when exiting a driveway. The sidewalk must be visible for a distance of ten feet on both sides of the driveway. Visibility is judged from the garage door jambs or ten feet from the sidewalk along the driveway's edge, whichever is closer. Visibility is judged from thirty inches above the sidewalk. The ~~Community Development Director~~ Zoning Administrator or their designee will be the judge of visibility. These requirements apply whether or not the fence is on the same parcel as the driveway.

13. [Unchanged.]

**D.** – **F.** [Unchanged.]

### **SECTION 9.03 WIND ENERGY** [Unchanged.]

### **SECTION 9.04 SOLAR ENERGY**

**A.** – **E.** [Unchanged.]

**F.** The following requirements apply to ground-mounted solar energy systems.

1. Ground-mounted solar energy systems are a permitted accessory use in the R-1AB Single-Family Residential, R-1CD Single Family Residential, R-2 Two-Family Residential, R-M Low-Density Multiple-Family Residential, R-M-H High Density Multiple-Family Residential, Flex, Cemetery, and Community Centerpiece zoning districts.

2. – 6. [Unchanged.]

### **SECTION 9.05 DRIVEWAYS**

**A.** [Unchanged.]

**B.** Certificate Required. The construction or rebuilding of any driveway must be performed in compliance with all municipal codes and requires a zoning certificate. The requirements of Section 106-47 of the Berkley Code of Ordinances apply.

**D.** *Single or Two Family Residential Uses.* For single family or two family homes in all zoning districts, the following regulations apply:

1. [Unchanged.]

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Red, strikethrough text is proposed to be deleted: ~~example~~

Blue underlined text is proposed to be inserted: example

2. **Driveway widths:** In no instance may a driveway be installed in front of a residential structure, except in front of an attached garage or where circular driveways are permitted.  
The widths of driveways must meet the following requirements:

Table 9.05.D.2.			
Type of Lot	Maximum Driveway Width	Minimum Driveway Width	Location
Interior lot	16 ft.	9 ft.	Between the front building line and the front lot line
Interior lot with attached garage	Width of garage façade and taper uniformly to 16 ft.		At the front lot line
Corner lot when garage faces side street	20 ft. or the width of the garage, whichever is greater		At the side street lot line
Interior lot on Greenfield Road between Twelve Mile and Catalpa	20 ft.		Between the front building line and the front lot line

3. – 6. [Unchanged.]

D. [Unchanged.]

**SECTION 9.06 ESSENTIAL SERVICES - SECTION 9.08 LOT LIMITATIONS** [Unchanged.]

**SECTION 9.09 ACCESSORY BUILDINGS AND STRUCTURES**

Accessory buildings and structures must be classified as defined in Article 2, Definitions of this Ordinance and, unless otherwise provided in this Ordinance, are subject to this Section. By their definition and nature, accessory buildings and structures must be secondary and clearly incidental to the principal building on a parcel of land. Such buildings or structures therefore are not permitted as the only building or structure on a parcel of land. The erection, rebuilding or construction of an accessory building or structure may require a building permit and/or zoning certificate.

**A. Layout requirements.**

1. [Unchanged.]

Red, strikeout text is proposed to be deleted: ~~example~~

Blue underlined text is proposed to be inserted: example

2. The width of a front-loading attached garage must not be more than ~~forty-five~~ fifty percent of the total width of the main building as measured along the front building line. The garage portion must be recessed at least five more feet from the front building line.
3. – 4. [Unchanged.]
5. **Setbacks.**
  - a. Detached accessory buildings, except those totaling 36 sq. ft. or less and 6 ft. or less in height, dog houses and dog runs, must not be located closer than ten feet to any main building or other accessory building.
  - b. – c. [Unchanged.]
- B. – G. [Unchanged.]
- H. **Windows.** On elevations facing neighboring properties, where the window header is eight feet or more above grade, the amount of glazing must be limited to no more than eight square feet per elevation, unless superseded by the Michigan Residential Building Code.
- I. **Swimming Pools.**
  1. A wall of a swimming pool must be located ~~more than~~ six feet or greater from any rear or side parcel line.
  2. A wall of a swimming pool that has a capacity greater than six hundred gallons must be located ~~more than~~ six feet or greater from the main building or other accessory building or structure. Swimming pools that have a capacity of six hundred or fewer gallons are excepted from this setback requirement.
  3. Construction requires a site plan, building permit, and all applicable electrical heating and plumbing permits. All pools, which contain twenty-four inches or more of water in depth at any point, must be surrounded by an adequate enclosure in accordance with the City's current building codes and current ISPSC codes. Electrical service conductors and other overhead wires must be located a minimum of ten feet from the pool's edge or a minimum of twenty-two feet above the pool surface. Pool heaters must be installed according to the current adopted City Code. All swimming pools must be provided with a recirculating skimming device. The water of all swimming pools must be sanitized. The installation of swimming pools must be in accordance with the requirements of the Building and Electrical Code.
- J. – K. [Unchanged.]

**SECTION 9.10 WIRELESS COMMUNICATION FACILITIES - SECTION 9.19 CALCULATING BUILDING HEIGHT** [Unchanged.]

**SECTION 4:** Article 11 Sign Regulations of the Berkley City Code is amended, as follows:

**ARTICLE 11 SIGN REGULATIONS**

**SECTION 11.01 INTENT - SECTION 11.02 SIGN COMPUTATION** [Unchanged.]

**SECTION 11.03 EXEMPT SIGNS**

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Red, strikeout text is proposed to be deleted: ~~example~~

Blue underlined text is proposed to be inserted: example



- A. [Unchanged.]
- B. The following signs are permitted in non-residential districts and are exempt from the regulations of this Article.
1. Banners six sq. ft. or less.
  2. Barber poles, not exceeding twelve inches in diameter and eight feet in height.
  3. Fuel pumps.
  4. Vehicle signs.
  5. Window signs, not exceeding twenty-five percent of the total glass area of each facade.

**SECTION 11.04 PROHIBITED SIGNS** [Unchanged.]

**SECTION 11.05 GENERAL STANDARDS - SECTION 11.07 PERMANENT SIGNS** [Unchanged.]

**SECTION 11.08 TEMPORARY AND PORTABLE SIGNS**

- A. – B. [Unchanged.]
- C. *Standards for All Temporary Signs.*
1. Temporary signs must be constructed of durable, all-weather materials and designed to remain in place and in good repair so long as they remain on display.
  2. For temporary signs greater than six square feet in area ~~or greater~~, display of temporary banners and temporary signs ~~mounted on building walls (temporary wall signs)~~ are allowed for up to two continuous periods no greater than a total of thirty days in a calendar year.

**SECTION 11.09 DESIGN, CONSTRUCTION, AND MAINTENANCE REQUIREMENTS - SECTION 11.10 NONCONFORMING SIGNS** [Unchanged.]

**SECTION 5:** Article 14 Off-Street Parking, Loading and Access Standards of the Berkley City Code is amended, as follows:

**ARTICLE 14 OFF-STREET PARKING, LOADING, AND ACCESS STANDARDS**

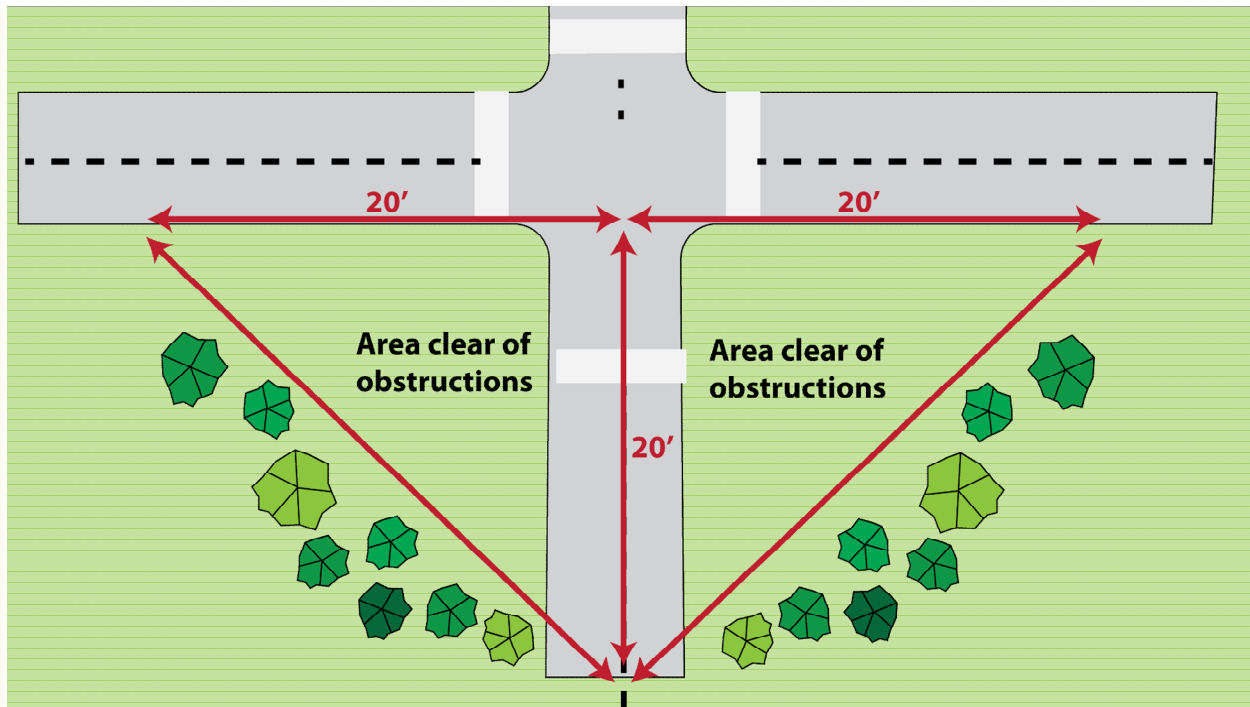
**SECTION 14.01 INTENT - SECTION 14.02 STREETS, ROADWAYS, AND RIGHTS-OF-WAY** - [Unchanged.]

**SECTION 14.03 CLEAR VISION ZONE**

There must be a clear vision zone at all intersecting streets, at intersecting driveways and sidewalks and at intersecting drives and maneuvering lanes within off-street parking areas consisting of a triangular area defined by the point of intersection of the driveways or maneuvering lanes and the two points extended along a distance of twenty feet. The lines for the triangular area are created by utilizing the edge of the drives or maneuvering lanes closest to an existing or proposed building. The above-described triangular area must have no obstruction to vision permitted from a height of two feet to eight feet above the established grade as set by the City Engineer or their designee.

Red, strikeout text is proposed to be deleted: ~~example~~

Blue underlined text is proposed to be inserted: example



#### SECTION 14.04 VEHICLE PARKING REQUIREMENTS

##### *General Standards.*

- A. – C. [Unchanged.]
- D. ***Location of parking space for one- and two family dwellings.*** The off-street parking facilities required for one- and two family dwellings and accessory dwelling units must be located on the same lot or plot of ground as the building they are intended to serve and must consist of any combination of a parking strip, parking apron, carport, or garage, as required by Section 9.05. The parking strip may be part of a driveway, including a circular driveway.
- E. ***~~Location of~~ parking space for other land uses.***
1. The off-street parking facilities required for all other uses must be located on the lot or within five hundred feet of the permitted uses requiring such off-street parking, such distance to be measured along lines of public access to the parcels between the nearest point of the parking facility to the building to be served.
  2. No parking is permitted on any residential lot or combination of lots in the side or rear yards except on a hard surface material.
  3. Recreational vehicles must be stored in an accessory structure or the rear yard on a hard surface. A recreational vehicle parked on property for more than forty-eight hours is considered stored.
- M. ***On-street parking credit.*** On-street parking spaces where the entire space is directly in front of a business's ~~building~~ property frontage or side yard frontage in the case of a corner lot may be counted toward the required number of parking spaces. Partial spots may not be used for an on-street parking credit.

Red, strikethrough text is proposed to be deleted: ~~example~~

Blue underlined text is proposed to be inserted: example

N. – R. [Unchanged.]

**SECTION 14.05 EXEMPTIONS - SECTION 14.08 OFF-STREET LOADING REQUIREMENTS –**  
[Unchanged.]

**SECTION 6:** Article 15 Site Plan Review Procedures and Requirements of the Berkley City Code is amended, as follows:

**ARTICLE 15 SITE PLAN REVIEW PROCEDURES AND REQUIREMENTS**

**SECTION 15.01 INTENT - SECTION 15.02 BUILDING, STRUCTURES, AND USES REQUIRING SITE PLAN REVIEW** [Unchanged.]

**SECTION 15.03 SITE PLAN REVIEW PROCEDURES**

A. [Unchanged.]

B. *Pre-Application Meeting (Optional).* Prior to the submission of an application for site plan approval, the applicant, with appropriate experts, may meet City staff and consultants ~~with the directors of the community development, building, and DPW departments of the City or their designees, together with any consultants such directors deem appropriate.~~ The applicant must present at such conference(s) at least a sketch plan of the proposed site plan, as specific in Section 15.03(A).

C. *Preliminary Site Plan Procedures.*

1. A petitioner seeking Site Plan Approval as required under Section 15.02 must submit an application to the Zoning Administrator for preliminary site plan approval, together with the appropriate fees. Refer to Section 15.06 for data required for Preliminary Site Plans.

2. – 6. [Unchanged.]

D. – E. [Unchanged.]

**SECTION 15.04 ADMINISTRATIVE PLAN REVIEW - SECTION 15.08 EXTENSION, REVOCATION, AND ABANDONMENT OF SITE PLAN APPROVAL** [Unchanged.]

**SECTION 7:** Severability Clause

Should any word, phrase, sentence, paragraph, or section of this Ordinance be held invalid or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

**SECTION 8:** Penalty

All violations of this ordinance shall be municipal civil infractions and upon determination of responsibility therefore shall be punishable by a civil fine of not more than \$500, and/or such other sanctions and remedies as prescribed in Article IX of Chapter 82 of the Code of Ordinances.

**SECTION 9:** Effective Date

This Ordinance shall become effective 30 days following the date of adoption.

Red, strikeout text is proposed to be deleted: ~~example~~

Blue underlined text is proposed to be inserted: example

**SECTION 10:** Publication

The City Council directs the City Clerk to publish a summary of this ordinance in compliance with Public Act 182 of 1991, as amended, and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Council Meeting on Monday, September 8, 2025 . Adopted  
on the Second Reading at the Regular City Council Meeting on \_\_\_\_\_ .

\_\_\_\_\_  
Bridget Dean, Mayor

Attest:

\_\_\_\_\_  
Victoria E. Mitchell, City Clerk

Red, strikethrough text is proposed to be deleted: ~~example~~

Blue underlined text is proposed to be inserted: example



**CITY OF BERKLEY**  
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

# MEMORANDUM

To: Mayor Dean and City Council  
From: Kristen Kapelanski, Community Development Director  
Date: September 8, 2025  
Subject: Zoning Ordinance 'Cleanup' Amendment

---

Madam Mayor and Members of City Council,

## Background

- The City Council adopted the new Zoning Ordinance in March of 2025.
- As staff has begun to use the new Zoning Ordinance, they've come across a number of minor items that require clarification or are need of small adjustments to improve the functionality of the new standards.
- The Planning Commission held the required public hearing on the amendments on August 26, 2025 and recommended approval of the amendments.

## Summary

- The proposed ordinance amendments include the following:
  - Add a definition of business services for clarification purposes;
  - Add a definition of a live/work unit;
  - Remove references to utilization of a public sidewalk for promotional events and sidewalk displays, consistent with the prior ordinance;
  - Indicate the total site layout area governs the site layout type required;
  - Correct administrative references to the Zoning Administrator versus the Community Development Director as the reviewer of zoning certificates;
  - Permit ground-mounted solar panels in residential districts;
  - Clarify that driveways require a zoning certificate and may not be installed in front of a residential building (except in the case of an attached garage or circular drive);
  - Clarify that accessory building construction may require a building permit or zoning certificate;

- Amend the allowable percentage of a front-loading attached garage when compared to the main building;
- Clarify that accessory buildings 36 sq. ft. or less are not subject to accessory building setbacks;
- Clarify that Michigan Building Code requirements supersede zoning ordinance requirements for windows on accessory structures facing neighboring properties;
- Clarify that the amount of window signs is regulated based on the entire façade and not each window;
- Remove references to building mounted signs in temporary sign regulations so that temporary sign regulations apply to all sign types;
- Clarify that clear vision zone requirements apply to intersecting driveways and sidewalks;
- Add in standards for the location of recreational vehicle storage;
- Clarify that parking must be on a hard surface;
- Include on-street parking spaces on the side yard frontage as spaces that may be counted towards parking requirements in the case of corner lots;
- Clarify that pre-application meetings will be with City staff and consultants; and
- Add a reference to the Preliminary Site Plan data checklist in the Preliminary Site Plan Procedure regulations.

## **Recommendation**

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve the first reading to amend Article 2 Definitions, Article 6 Site Design Based Districts, Article 9 General Provisions, Article 11 Sign Regulations, Article 14 Off-Street Parking, Loading and Access Standards and Article 15 Site Plan Review Procedures and Requirements of Chapter 138 Zoning of the Berkley Code of Ordinances to add definitions for business services and live/work units, to clarify site area governs site layout, to clarify the reviewer for fences, to allow ground-mounted solar energy systems in residential districts, to clarify the regulations for residential driveways, to modify the width requirements for attached garages, to clarify the regulations for detached accessory buildings and swimming pools, to clarify regulations for window signs and temporary signs, to clarify clear vision zone requirements, to add regulations for areas of residential parking and recreational vehicles, to clarify requirements for where on-street parking may be counted as individual business parking and to clarify requirements and procedures for pre-application and preliminary site plan review.

THE CITY OF BERKLEY  
Community Development Department  
3338 Coolidge Hwy. Berkley, Michigan 48072  
(248) 658-3320

**NOTICE OF PUBLIC MEETING**  
**BERKLEY PLANNING COMMISSION**

NOTICE IS HEREBY GIVEN, in accordance with the Berkley City Code, Chapter 138, Section 18.03, that there will be a meeting of the Berkley Planning Commission to be held at the City of Berkley in the Council Chambers, 3338 Coolidge Hwy., Berkley, Michigan on **Tuesday, August 26, 2025** at 7:00 PM.

AN ORDINANCE of the City Council of the City of Berkley, Michigan to Amend Article 2 Definitions, Article 6 Site Design Based Districts, Article 9 General Provisions, Article 11 Sign Regulations, Article 14 Off-Street Parking, Loading and Access Standards and Article 15 Site Plan Review Procedures and Requirements of Chapter 138 Zoning of the Berkley Code of Ordinances to add definitions for business services and live/work units, to clarify site area governs site layout and clarify what is treated as a zoning lot, to clarify the reviewer for fences and requirements for landscape treatments, to allow ground-mounted solar energy systems in residential districts, to clarify regulations for residential driveways, to modify the width requirements for attached garages, to clarify regulations for detached accessory buildings and swimming pools, to clarify regulations for window signs and temporary signs, to clarify clear vision zone requirements, to add regulations for areas of residential parking and recreational vehicles, to clarify requirements for where on-street parking may be counted as individual business parking and to clarify requirements and procedures for pre-application, special land use and preliminary site plan review.

The draft ordinance is available for review at: [www.berkleymi.gov/community-development/development-projects](http://www.berkleymi.gov/community-development/development-projects).

Comments regarding the amendment may be made in person on the night of the meeting or may be made in writing. All written comments must be submitted to the Community Development Department or emailed to [planning@berkleymi.gov](mailto:planning@berkleymi.gov) before 4:30 pm on the date of the Planning Commission meeting.

KRISTEN KAPELANSKI  
COMMUNITY DEVELOPMENT DIRECTOR

**Publish Once:**

Royal Oak Tribune  
Friday, August 8, 2025

**THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, AUGUST 26, 2025 AT BERKLEY CITY HALL BY CHAIR LISA KEMPNER.**

*The minutes from this meeting are in summary form capturing the actions taken on each agenda item. To view the meeting discussions in their entirety, this meeting is broadcasted on the city's government access channel, WBRK, every day at 9AM and 9PM. The video can also be seen, on-demand, on the city's YouTube channel: <https://www.youtube.com/user/cityofberkley>*

**DRAFT**

**PRESENT:** Lisa Hamameh Mike Woods  
Shiloh Dahlin  
Lisa Kempner  
Eric Arnsman

**ABSENT:** Josh Stapp  
Joe Bartus

**ALSO PRESENT:** Kristen Kapelanski, Community Development Director

**APPROVAL OF AGENDA**

Community Development Director Kapelanski noted that the election of officers should be added to the agenda.

Motion by Commissioner Hamameh to approve the amended agenda with the election of officers added as item number six and supported by Commissioner Arnsman.

Voice vote to approve the agenda

AYES: 5  
NAYS: 0  
ABSENT: Bartus, Stapp

**MOTION CARRIED**

\* \* \* \* \*

**APPROVAL OF THE MINUTES**

Motion by Commissioner Hamameh to approve the minutes of the May 27, 2025 regular Planning Commission meeting and supported by Commissioner Arnsman.

Voice vote to approve the meeting minutes of May 27, 2025.

AYES: 5  
NAYS: 0  
ABSENT: Bartus, Stapp

**MOTION CARRIED**

\* \* \* \* \*

**COMMUNICATIONS**

Community Development Director Kapelanski shared that the latest issue of the Michigan Association of Planning magazine was provided for the Commissioners. Also included in the packet was a report from the Michigan Municipal League and SEMCOG showcasing ideas to spur development on West Twelve Mile from near Tyler to Greenfield.



\*\*\*\*\*

**CITIZEN COMMENTS**

NONE

\*\*\*\*\*

**OLD BUSINESS**

NONE

\*\*\*\*\*

**NEW BUSINESS**

1. **PUBLIC HEARING PSU-02-25: 2114 Eleven Mile Rd.:** The applicant, F & L Berkley, LLC, is requesting special land use approval for a gas station/convenience store in the Flex District on the northwest corner of Eleven Mile Rd. and Henley Ave.

Community Development Director Kapelanski presented the special land use request noting no changes to the site are proposed. She highlighted the special land use review standards and a needed variance for a deficient pump island setback. She noted that since the site was not being altered, dimensional and general standards from the zoning did not apply as the site and any dimensional requirements would be considered non-conforming. Since this was a special land use, the standards for special land uses and the automotive uses would apply.

The Planning Commission asked some clarifying questions confirming the distinction between a non-conforming use and non-conforming structures. Community Development Director Kapelanski confirmed that if a service use was proposed, the applicant would need to receive special land use approval for that use at a future time.

The applicant's attorney, Ellis Freatman, confirmed no changes to the site are proposed and a service station use was not proposed. The applicant has no objection to providing planters or light shielding as suggested in the staff review. The applicant, Fadi Kajy, stated that there would be one employee per shift. The hours of operation would be 6AM to 11PM.

Chair Kempner opened the public hearing at 7:13PM.

No one wished to speak and no correspondence was received.

Chair Kempner closed the public hearing at 7:14PM.

The Commission discussed the existing screen wall, which covers the majority of the rear property line. They confirmed with the applicant that the vegetation would be trimmed. Community Development Director Kapelanski confirmed that the area not covered by the screen wall was an existing non-conforming condition. The Commission agreed that the location of the garage on the adjacent residential property also helped to buffer the residence.

The Commission asked that a barrier be added to the parking area along Henley to provide a buffer from the sidewalk. The applicant agreed he could do that. The Commission suggested planters as a buffer option to protect the area and to provide greenspace. The applicant said he would be willing to place planter(s) there but would want to confirm it wouldn't conflict with the operation of the underground tanks in that area.

The Commission went through the special land use and all agreed that all standards were met.

Motion by Commissioner Hamameh and supported by Commissioner Dahlin to recommend approval of PSU-02-25 2114 W. Eleven Mile Rd. with the following findings:

- The proposed plan meets the standards of approval in Chapter 138, Section 10.03;

And the following conditions:

- The applicant obtaining a variance from the Zoning Board of Appeals for the front yard setback;
- Shielding of the lights, as required by the ordinance;
- The trees and shrubs along Henley Ave. to be trimmed to accommodate the corner clearance requirements; and
- The installation of substantial landscaping planters along Henley Ave. to clearly delineate the sidewalk to the extent practicable as determined appropriate by the Community Development Director. Alternatively, converting a portion of the pavement adjacent to Henley Ave. in the northeast corner to some sort of greenspace.

Roll call vote on the motion to approve PSU-02-25 2114 W. Eleven Mile Rd.

AYES: 5

NAYS: 0

ABSENT: Bartus, Stapp

### **MOTION CARRIED**

- 2. PUBLIC HEARING** An ordinance to amend Article 2 Definitions, Article 6 Site Design Based Districts, Article 9 General Provisions, Article 11 Sign Regulations, Article 14 Off-Street Parking Loading and Access Standards and Article 25 Site Plan Review Procedures and Requirements of Chapter 138 Zoning of the Berkley Code of Ordinances to add definitions for business services and live/work units, to clarify site area governs site layout, to clarify the reviewer for fences, to allow ground-mounted solar energy systems in residential districts, to clarify regulations for residential driveways, to modify the width requirements for attached garages, to clarify regulations for detached accessory buildings and swimming pools, to clarify regulations for window signs and temporary signs, to clarify clear vision zone requirements, to add regulations for areas of residential parking and recreational vehicles, to clarify requirements for where on-street parking may be counted as individual business parking and to clarify requirements and procedures for pre-application and preliminary site plan review.

Community Development Director Kapelanski presented the amendments and referenced her staff review for a list of the included items. These are amendments that have come up in the course of staff using the ordinance and responding to property inquiries, residential zoning certificate requests, et cetera.

Chair Kempner opened the public hearing at 7:50PM.

No one wished to speak and no comments were received.

Chair Kempner closed the public hearing at 7:50PM.

Chair Kempner asked that the next round of amendments clarify when a site plan is required for special land use application. Commissioner Dahlin asked that at a minimum, a scaled sketch plan be provided. Community Development Director Kapelanski said she would add this to the next round of amendments.

Motion by Commissioner Dahlin and supported by Commissioner Woods to recommend approval of the first round of zoning ordinance cleanup amendments listed in the August 26, 2025 Planning Commission agenda.

Roll call vote on the motion to recommend approval of the zoning ordinance amendments

AYES: 5

NAYS: 0

ABSENT: Bartus, Stapp

### **MOTION CARRIED**

### **3. Community Development Annual Report**

Community Development Director Kapelanski presented the Community Development Department Annual Report.

Motion by Commissioner Arnsman and supported by Commissioner Dahlin to accept the Community Development Department Annual Report for Fiscal Year 24/25.

Voice vote on the motion to accept the Community Development Annual Report.

AYES: 5

NAYS: 0

ABSENT: Bartus, Stapp

### **MOTION CARRIED**

### **4. Planning Commission Bylaws and Rules of Procedure**

Community Development Director Kapelanski pointed out the changes suggested for the Bylaws and Rules of Procedure to comply with the Board and Commission Handbook recently approved by the City Council.

Motion by Commissioner Woods and supported by Commissioner Dahlin to approved the revised Bylaws and Rules of Procedure.

Voice vote on the motion to approve the Bylaws and Rules of Procedure.

AYES: 5

NAYS: 0

ABSENT: Bartus, Stapp

### **MOTION CARRIED**

### **5. Discussion of Training Needs**

Community Development Director Kapelanski pointed out that the State's Redevelopment Ready Communities program requires a joint board and commissions meeting be held every year. She thought this could be an opportunity for joint training between some combination of the Planning Commission, City Council and Zoning Board of Appeals.

The Commission suggested exploring special land use consideration and motion making training for the Planning Commission and City Council, and parliamentary procedure training for the Planning Commission, City Council and Zoning Board of Appeals.

### **6. Election of Officers**

Chair Kempner said she would be happy to continue serving as Chair.

Motion by Commissioner Hamameh and supported by Commissioner Dahlin to nominate Lisa Kempner to continue as Chair of the Planning Commission.

Voice vote on the motion to approve Lisa Kempner as Chair of the Planning Commission.

AYES: 5

NAYS: 0

ABSENT: Bartus, Stapp

**MOTION CARRIED**

Commissioner Dahlin said she would be willing to serve as Vice-Chair.

Motion by Commissioner Woods and supported by Commissioner Hamameh to nominate Shiloh Dahlin as the Vice-Chair of the Planning Commission.

Voice vote on the motion to approve Shiloh Dahlin as Vice-Chair of the Planning Commission.

AYES: 5

NAYS: 0

ABSENT: Bartus, Stapp

**MOTION CARRIED**

Commissioner Arnsman said he would be willing to serve as Secretary.

Motion by Commissioner Dahlin and supported by Commissioner Hamameh to nominate Eric Arnsman as the Secretary of the Planning Commission.

Voice vote on the motion to approve Eric Arnsman as the Secretary of the Planning Commission.

AYES: 5

NAYS: 0

ABSENT: Bartus, Stapp

**MOTION CARRIED**

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**LIAISON REPORT**

Commissioners provided updates on the Chamber of Commerce, the Downtown Development Authority and Zoning Board of Appeals.

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**COMMISSIONER COMMENTS**

NONE

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**STAFF COMMENTS**

NONE

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**ADJOURNMENT**

Motion to adjourn by Commissioner Dahlin, supported by Commissioner Arnsman.

Voice vote for adjournment

AYES: 5

NAYS: 0

ABSENT: Bartus, Stapp

**With no further business, the meeting was adjourned at 8:15PM.**

September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember  
\_\_\_\_\_ to authorize the rollover budget amendment for the 2025/26 budget  
as presented.

Ayes:

Nays:

Absent:

Motion:



**CITY OF BERKLEY**  
**OFFICE OF THE CITY CLERK**  
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

# MEMORANDUM

To: Mayor Dean and City Council  
From: Carl Johnson, Finance Director  
  
Date: *September 2, 2025*  
Subject: Rollover Budget Amendment 2026-1

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Madam Mayor and Members of City Council,

## **Background**

The State of Michigan Budget Act requires the City to adopt an annual budget prior to the beginning of each fiscal year and to amend the budget periodically as facts and circumstances change throughout the year. City of Berkley adopted an annual budget for all funds for fiscal year 2025 and has made amendments throughout the year. At the end of each fiscal year all remaining budgets lapse. The purpose of the attached rollover amendment is to “rebudget” approved expenditure items from fiscal year 2025 that either have contractual obligations that span multiple fiscal years or capital related items that were budgeted but not purchased/received due to significant delays in ordering. The result of the proposed budget amendment is a net zero on fund balance as the actual results for fiscal year 2025 will be higher than anticipated due to these budgeted items not spent and when rebudgeted in fiscal year 2026 will reduce fund balance back to the planned levels. The proposed amendment includes several line items from both the General Fund and Recreation Revolving Fund.

## **Recommendation**

Approval of rollover budget amendment 2026-1 for the fiscal year 2025/2026 as presented.

Budget Amendment #1 2026-1 - September 8, 2025

<u>GL #</u>	<u>Project/Item Description</u>	<u>Department</u>	<u>Budget Category</u>	<u>Amount</u>
<b>General Fund 101</b>				
<b>Expenditures</b>				
101-265-976-002	Heating/Cooling	Citywide Proj	Capital Outlay	14,000
101-267-976-271	Capital Outlay - Building Imp - Library	Facilities	Capital Outlay	100,000
101-267-976-345	Capital Outlay - Building Imp - Public Safety	Facilities	Capital Outlay	100,000
101-267-976-345	Capital Outlay - Building Imp - Public Safety	Facilities	Capital Outlay	50,000
101-267-976-441	Capital Outlay - Building Imp - DPW	Facilities	Capital Outlay	25,000
101-325-982-000	Equipment	Dispatch	Capital Outlay	37,700
101-345-985-000	Vehicles	PS Operations	Capital Outlay	26,000
101-441-982-000	Equipment	Public Works	Capital Outlay	65,000
101-701-817-000	Consultant	Planning	Contractual Services	5,000
				<u>\$ 422,700</u>

**Net Increase (decrease) to fund balance \$ (422,700)**

<b>Ending Fund Balance</b>	<b>\$4,538,214</b>
<b>Fund Balance as a % of total annual expenditures</b>	<b>27%</b>

<b>Recreation Revolving Fund 208</b>				
<b>Expenditures</b>				
208-845-971-150	Merchants Infield Work		Capital Outlay	50,000
208-845-971-150	Bacon Park Pavilion		Capital Outlay	90,000
				<u>\$ 140,000</u>

**Net Increase (decrease) to fund balance \$ (140,000)**

<b>Ending Fund Balance</b>	<b>\$165,210</b>
<b>Fund Balance as a % of total annual expenditures</b>	<b>11%</b>

September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember  
\_\_\_\_\_ to accept the quarter ended June 30, 2025 budget-to-actual report.

Ayes:

Nays:

Absent:

Motion:





# MEMORANDUM

To: Mayor Dean and City Council  
From: Carl Johnson, Finance Director  
  
Date: *September 2, 2025*  
Subject: Revenue and Expenditure Report for the Year Ended June 30, 2025

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Madam Mayor and Members of City Council,

## Background

The City's charter requires that a report be prepared each quarter showing the relationship between the estimated and actual income and expenses to date.

## Summary

The attached report for all funds of the City reflects the final amended budget and actual expenditures to date as of September 2, 2025 for the year-ended June 30, 2025. It is important to note that these are not the final June 30, 2025 numbers as year-end close continues for the next couple weeks for the annual audit which is scheduled to begin September 15, 2025. The attached balances include most of the material year-end adjustments and finance does not expect significant changes. Through June 30, 2025 the departments should be at approximately 100% of the amended budget with the following items of note:

### General Fund

- Overall revenues are at 98% with actual revenue totaling \$17,444,981 compared to the amended budget of \$17,848,423 (difference of \$403,442).
- Overall, expenditures total \$17,123,279 which is \$1,288,014 less than the amended budget of \$18,411,293. **Every department is under budget.**
- Part of the favorable expenditure variance is due to several capital outlay items that were budgeted, orders have taken place but they have not been received as of June 30, 2025 and their budgets must be rolled over to fiscal year 2025/2026.

### Special Revenue, Capital Project Funds, Enterprise Funds and DDA Fund

Overall the revenues and expenditures are within budgeted amounts with no significant items of note. Most funds have favorable variances from the estimates included in the 2025/2026 budget.

## Recommendation

Accept the quarter ended June 30, 2025 budget to actual report.

PERIOD ENDING 06/30/2025

		END BALANCE	2024-25	YTD BALANCE		
		06/30/2024	ORIGINAL	2024-25	06/30/2025	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 001 - REVENUES						
PROPERTY TAXES						
101-001-402-000	PROPERTY TAXES	4,017,383.64	4,115,000.00	4,283,095.00	4,240,454.53	99.00
101-001-402-010	PROPERTY TAXES OPER VOTED	1,909,896.13	1,956,000.00	2,027,023.00	2,015,923.26	99.45
101-001-402-020	PROPERTY TAXES POLICE/FIRE	1,204,883.91	1,234,000.00	1,306,768.00	1,271,784.82	97.32
101-001-402-100	PROPERTY TAXES COMMUNITY PROMOTION	48,698.91	50,000.00	49,400.00	48,384.03	97.94
101-001-402-732	PROP TAXES PUBLIC SAFETY PA 345	2,020,354.91	2,068,000.00	2,209,342.00	2,151,530.71	97.38
101-001-402-990	PROPERTY TAXES - CHARGEBACKS	11,180.47	2,000.00	23,340.00	4,677.59	20.04
101-001-425-000	PRE DENIAL DISTRIBUTIONS	627.51	1,000.00	1,000.00	812.97	81.30
101-001-445-000	INTEREST AND PENALTIES ON TAXES	84,716.77	75,000.00	111,000.00	110,724.97	99.75
101-001-447-000	TAX ADMINISTRATION FEE	319,847.74	314,000.00	360,000.00	359,954.49	99.99
PROPERTY TAXES		9,617,589.99	9,815,000.00	10,370,968.00	10,204,247.37	98.39
LICENSES AND PERMITS						
101-001-439-000	MARIJUANA LICENSES	118,172.70	150,000.00	291,000.00	291,143.30	100.05
101-001-476-000	VACANT PROPERTY INSPECTIONS	1,400.00	3,800.00	1,000.00	1,000.00	100.00
101-001-477-000	LANDLORD LICENSES	104,625.00	115,000.00	115,000.00	135,490.00	117.82
101-001-478-000	BUILDING PERMITS	417,164.75	350,000.00	394,000.00	419,338.96	106.43
101-001-479-000	ELECTRICAL PERMITS	54,415.50	70,000.00	50,700.00	50,607.00	99.82
101-001-480-000	HEATING PERMITS	41,906.00	35,000.00	35,000.00	36,454.50	104.16
101-001-481-000	PLUMBING PERMITS	125,309.10	125,000.00	105,000.00	105,167.50	100.16
101-001-482-000	BUSINESS LICENSE INSPECTION	16,130.00	30,000.00	20,000.00	22,235.00	111.18
101-001-485-000	MARIHUANA APPLICATION & LICENSE FEE	17,500.00	0.00	25,000.00	30,000.00	120.00
101-001-490-000	ANIMAL LICENSES	8,349.00	7,500.00	8,900.00	8,897.00	99.97
101-001-499-000	SUNDRY LICENSES	12,456.00	15,000.00	13,700.00	14,307.89	104.44
LICENSES AND PERMITS		917,428.05	901,300.00	1,059,300.00	1,114,641.15	105.22
MISCELLANEOUS						
101-001-498-000	ADMIN FEE-CODE ENFORCEMENT	50.00	0.00	200.00	200.00	100.00
101-001-630-002	EV REVENUES-LIBRARY	3,619.22	5,000.00	7,000.00	6,931.23	99.02
101-001-667-100	ANTENNA CO-LOCATION RECEIPTS	400.00	0.00	900.00	900.00	100.00
101-001-670-030	RETIREE HEALTH CARE REIMBURSEMENT	28,213.22	22,500.00	22,700.00	20,797.25	91.62
101-001-670-040	ELECTION REIMBURSEMENT	27,105.29	40,000.00	31,025.00	31,024.36	100.00
101-001-670-060	INSURANCE REIMBURSEMENTS	216,247.95	80,000.00	125,000.00	162,119.90	129.70
101-001-670-080	INSURANCE DIVIDEND	24,050.12	29,000.00	20,169.00	20,169.00	100.00
101-001-670-738	REIMBURSEMENT FOR LOST/DAMAGED BOOKS	1,504.98	700.00	1,200.00	1,199.87	99.99
101-001-672-001	SUNDRY REVENUE	(2,528.94)	9,000.00	12,756.00	14,626.46	114.66
101-001-672-003	SUNDRY REVENUE - SPECIAL EVENTS	0.00	0.00	5,600.00	4,000.00	71.43
101-001-672-345	PUBLIC SAFETY SUNDRY REVENUE	6,894.33	9,000.00	7,000.00	6,319.11	90.27
101-001-673-000	SALE OF FIXED ASSETS	5,500.00	60,000.00	36,000.00	37,756.50	104.88
101-001-673-310	PRISONER BOARD REIMB. FROM OTHER CITIES	4,300.00	4,000.00	6,000.00	7,100.00	118.33
101-001-675-107	PUBLIC SAFETY TRAINING-PA 302	12,624.23	7,000.00	12,000.00	10,655.43	88.80
101-001-675-108	DISPATCH TRAINING	9,657.00	7,000.00	10,000.00	8,619.27	86.19
101-001-675-118	MCOLES CONTINUING PROFESSIONAL EDUCATION	14,500.00	2,000.00	29,000.00	29,000.00	100.00
101-001-681-001	MISC GRANTS	0.00	0.00	3,650.00	3,650.00	100.00
MISCELLANEOUS		352,137.40	275,200.00	330,200.00	365,068.38	110.56
FEDERAL GRANTS						
101-001-501-050	FEDERAL SOURCES/GRANTS	167,837.56	0.00	1,399,000.00	1,399,260.00	100.02
101-001-528-000	OTHER FEDERAL GRANTS	500,000.00	500,000.00	500,000.00	500,000.00	100.00
101-001-539-003	FEDERAL GRANT - VESTS	7,990.00	1,500.00	1,500.00	0.00	0.00
FEDERAL GRANTS		675,827.56	501,500.00	1,900,500.00	1,899,260.00	99.93

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25		YTD BALANCE	% BDGT USED
		06/30/2024	ORIGINAL	2024-25	06/30/2025	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
STATE GRANTS						
101-001-539-010	STATE GRANTS	0.00	30,000.00	30,000.00	30,000.00	100.00
101-001-539-738	STATE LIBRARY AID AND GRANTS	15,407.80	15,000.00	16,005.00	24,363.76	152.23
101-001-543-000	STATE LIQUOR LICENSES	19,518.40	13,000.00	18,564.00	9,662.95	52.05
101-001-549-000	STATE REIMBURSEMENTS	24,000.00	24,000.00	53,000.00	48,000.00	90.57
101-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	51,488.89	45,000.00	61,029.00	61,028.45	100.00
101-001-574-000	STATE CONSTITUTIONAL SALES TAX	1,651,933.00	1,705,905.00	1,638,396.00	1,369,322.00	83.58
101-001-574-001	STATE STATUTORY SALES TAX	213,712.00	231,086.00	246,652.00	210,530.00	85.36
101-001-574-345	STATE SHARED REVENUE - PS	5,820.00	0.00	345.00	345.00	100.00
STATE GRANTS		1,981,880.09	2,063,991.00	2,063,991.00	1,753,252.16	84.94
CHARGES FOR SERVICES						
101-001-616-000	SITE PLAN REVIEW FEE REVENUE	2,400.00	1,500.00	2,000.00	2,317.83	115.89
101-001-617-000	PLANNING/ENG REVIEWS	11,588.57	10,000.00	10,000.00	22,362.19	223.62
101-001-620-000	STUDENT RESOURCE OFFICER BSD	67,405.50	67,000.00	67,406.00	71,838.00	106.58
101-001-627-000	OFFENDER REGISTRATION FEE	300.00	200.00	200.00	250.00	125.00
101-001-628-000	ACCIDENT REPORT FEE	4,776.25	3,500.00	3,494.00	4,805.95	137.55
101-001-628-002	AUDIO OR VIDEO DUPLICATION FEES	5,609.00	7,000.00	6,000.00	6,228.00	103.80
101-001-628-003	OWI 2ND/3RD ARREST	1,134.25	400.00	1,200.00	1,221.71	101.81
101-001-630-000	LIBRARY SERVICES	7,056.16	6,000.00	7,000.00	7,353.92	105.06
101-001-633-000	ACCESS OAKLAND	541.92	1,700.00	1,200.00	1,540.21	128.35
101-001-637-100	INTERNAL SERVICES - LABOR & ADMIN	811,000.00	821,000.00	821,000.00	821,000.00	100.00
101-001-640-000	DISPATCH SERVICES	149,500.00	149,500.00	149,500.00	186,875.00	125.00
101-001-641-000	ANIMAL CONTROL	53,429.16	55,000.00	55,000.00	55,032.12	100.06
101-001-644-000	CODE ENFORCEMENT-GRASS/CLEANUP	5,668.93	1,500.00	1,000.00	1,000.00	100.00
101-001-646-001	BERKLEY SCHOOL DISTRICT GAS SALES	572.89	475.00	475.00	493.72	103.94
101-001-651-000	CABLE FRANCHISE FEES	184,506.93	240,000.00	239,300.00	173,843.92	72.65
CHARGES FOR SERVICES		1,305,489.56	1,364,775.00	1,364,775.00	1,356,162.57	99.37
FINES AND FORFEITS						
101-001-656-003	TRAFFIC FINES	127,768.67	150,000.00	152,780.00	153,177.85	100.26
101-001-657-000	LIBRARY FINES AND FEES	2,655.23	3,000.00	4,340.00	4,335.22	99.89
101-001-659-003	RESTITUTION	0.00	0.00	0.00	35.00	100.00
101-001-663-001	BUILDING BOND FORFEITS	(74.97)	0.00	0.00	0.00	0.00
101-001-688-000	LIBRARY PENAL FINES - COUNTY	20,380.71	25,000.00	20,880.00	20,871.03	99.96
FINES AND FORFEITS		150,729.64	178,000.00	178,000.00	178,419.10	100.24
INVESTMENT EARNINGS						
101-001-665-000	INTEREST	281,666.16	213,834.00	224,389.00	219,067.50	97.63
101-001-666-000	INVESTMENT GAINS AND LOSSES	0.00	0.00	0.00	72.50	100.00
INVESTMENT EARNINGS		281,666.16	213,834.00	224,389.00	219,140.00	97.66
PROPERTY/EQUIPMENT RENTAL						
101-001-667-000	CELL TOWER	27,088.49	28,000.00	28,000.00	23,818.33	85.07
101-001-667-003	ADVERTISING	950.00	1,500.00	1,500.00	(400.00)	(26.67)
101-001-669-000	EQUIPMENT RENTAL	304,790.66	211,200.00	311,200.00	310,261.96	99.70
PROPERTY/EQUIPMENT RENTAL		332,829.15	240,700.00	340,700.00	333,680.29	97.94
CONTRIBUTION/DONATIONS						
101-001-675-102	K9 PROGRAM DONATIONS	75.00	0.00	0.00	0.00	0.00
101-001-675-103	PUBLIC SAFETY DONATIONS	0.00	0.00	0.00	100.00	100.00
101-001-675-104	GOLF OUTING DONATIONS	0.00	0.00	0.00	59.61	100.00

09/02/2025 07:00 AM  
User: cjohnson  
DB: City Of Berkley

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

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PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	2024-25	YTD BALANCE	% BDGT USED
		06/30/2024	ORIGINAL		06/30/2025	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-001-675-201	ENVIRONMENTAL COMMITTEE FUNDS	0.00	0.00	0.00	991.20	100.00
101-001-675-202	TREE BOARD FUNDS	0.00	0.00	0.00	591.41	100.00
101-001-675-738	LIBRARY CONTRIBUTIONS	8,575.43	7,000.00	7,000.00	7,258.50	103.69
101-001-675-739	LIBRARY BOOK CONTRIBUTIONS	2,895.07	3,000.00	3,000.00	5,732.99	191.10
101-001-675-740	LIBRARY CAPITAL CONTRIBUTIONS	9,508.50	5,600.00	5,600.00	6,376.00	113.86
CONTRIBUTION/DONATIONS		21,054.00	15,600.00	15,600.00	21,109.71	135.32
OTHER FINANCING SOURCES						
101-001-699-311	TRANSFER IN-11 MILE RD BOND FUND	10,048.18	0.00	0.00	0.00	0.00
101-001-699-469	TRANSFER IN FROM COURT FUND	280,210.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES		290,258.18	0.00	0.00	0.00	0.00
Total Dept 001 - REVENUES		15,926,889.78	15,569,900.00	17,848,423.00	17,444,980.73	97.74
TOTAL REVENUES		15,926,889.78	15,569,900.00	17,848,423.00	17,444,980.73	97.74
Expenditures						
Dept 101 - CITY COUNCIL						
SALARIES AND FRINGE BENEFITS						
101-101-703-002	MAYOR & CITY COUNCIL	6,170.00	5,000.00	6,200.00	4,960.00	80.00
101-101-715-000	FICA	472.00	383.00	475.00	379.46	79.89
101-101-725-000	WORKERS COMPENSATION	21.63	22.00	22.00	18.62	84.64
SALARIES AND FRINGE BENEFITS		6,663.63	5,405.00	6,697.00	5,358.08	80.01
MATERIALS AND SUPPLIES						
101-101-758-000	PROGRAM SUPPLIES	615.41	295.00	993.00	990.93	99.79
MATERIALS AND SUPPLIES		615.41	295.00	993.00	990.93	99.79
CONTRACTUAL SERVICES						
101-101-803-000	MEMBERSHIPS AND DUES	0.00	0.00	110.00	110.00	100.00
101-101-817-000	CONSULTANT	10,600.00	0.00	16,300.00	16,223.25	99.53
101-101-864-000	MEETINGS & CONFERENCES	13,644.92	22,400.00	20,400.00	17,241.65	84.52
CONTRACTUAL SERVICES		24,244.92	22,400.00	36,810.00	33,574.90	91.21
Total Dept 101 - CITY COUNCIL		31,523.96	28,100.00	44,500.00	39,923.91	89.72
Dept 172 - CITY MANAGER						
SALARIES AND FRINGE BENEFITS						
101-172-704-000	FULL TIME EMPLOYEES	327,931.06	301,964.00	137,000.00	145,731.20	106.37
101-172-715-000	FICA	24,917.10	19,276.00	19,690.00	10,888.58	55.30
101-172-718-172	ICMA	9,624.15	11,745.00	11,000.00	11,009.09	100.08
101-172-725-000	WORKERS COMPENSATION	703.42	702.00	760.00	335.97	44.21
SALARIES AND FRINGE BENEFITS		363,175.73	333,687.00	168,450.00	167,964.84	99.71
MATERIALS AND SUPPLIES						
101-172-728-000	OFFICE SUPPLIES	127.83	263.00	600.00	432.90	72.15
101-172-758-000	PROGRAM SUPPLIES	205.08	400.00	400.00	404.15	101.04

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
MATERIALS AND SUPPLIES		332.91		663.00	1,000.00	837.05		83.71
CONTRACTUAL SERVICES								
101-172-803-000	MEMBERSHIPS AND DUES	4,035.25		2,300.00	4,450.00	4,436.25		99.69
101-172-817-000	CONSULTANT	53,017.01		15,000.00	85,400.00	85,400.00		100.00
101-172-818-000	CONTRACTUAL SERVICES	0.00		0.00	0.00	414.75		100.00
101-172-835-000	MEDICAL EXPENSES	214.00		250.00	0.00	0.00		0.00
101-172-864-000	MEETINGS & CONFERENCES	314.60		0.00	3,000.00	1,198.65		39.96
CONTRACTUAL SERVICES		57,580.86		17,550.00	92,850.00	91,449.65		98.49
UTILITIES								
101-172-853-000	TELEPHONE	1,534.99		1,600.00	2,000.00	1,784.98		89.25
UTILITIES		1,534.99		1,600.00	2,000.00	1,784.98		89.25
OTHER CHARGES								
101-172-958-000	TUITION REIMBURSEMENT	0.00		0.00	3,081.00	3,080.99		100.00
101-172-960-000	PROFESSIONAL DEVELOPMENT	3,456.67		5,000.00	5,519.00	3,324.95		60.25
OTHER CHARGES		3,456.67		5,000.00	8,600.00	6,405.94		74.49
Total Dept 172 - CITY MANAGER								
		426,081.16		358,500.00	272,900.00	268,442.46		98.37
Dept 191 - FINANCE								
SALARIES AND FRINGE BENEFITS								
101-191-704-000	FULL TIME EMPLOYEES	114,162.21		204,970.00	146,520.00	135,828.79		92.70
101-191-707-000	PART TIME EMPLOYEES	62,557.00		27,583.00	117,420.00	112,903.76		96.15
101-191-709-000	OVERTIME	980.76		0.00	0.00	0.00		0.00
101-191-715-000	FICA	13,506.70		17,791.00	22,521.00	18,928.56		84.05
101-191-725-000	WORKERS COMPENSATION	1,124.57		1,123.00	1,093.00	950.19		86.93
SALARIES AND FRINGE BENEFITS		192,331.24		251,467.00	287,554.00	268,611.30		93.41
MATERIALS AND SUPPLIES								
101-191-728-000	OFFICE SUPPLIES	0.00		0.00	3,600.00	3,044.22		84.56
101-191-729-000	STATIONARY	4,945.26		1,400.00	0.00	0.00		0.00
101-191-732-000	OPERATING SUPPLIES	0.00		0.00	400.00	25.18		6.30
MATERIALS AND SUPPLIES		4,945.26		1,400.00	4,000.00	3,069.40		76.74
CONTRACTUAL SERVICES								
101-191-801-000	BANK CHARGES	5,085.49		5,000.00	7,000.00	1,866.79		26.67
101-191-803-000	MEMBERSHIPS AND DUES	100.00		430.00	230.00	135.00		58.70
101-191-807-000	AUDIT SERVICES	12,600.00		19,200.00	20,900.00	20,900.00		100.00
101-191-817-000	CONSULTANT	43,633.98		45,000.00	45,000.00	14,198.53		31.55
101-191-818-000	CONTRACTUAL SERVICES	127,380.25		128,750.00	133,750.00	131,733.68		98.49
101-191-818-050	CONTRACTUAL SERVICES - FD	84,953.50		0.00	0.00	0.00		0.00
101-191-818-060	CONTRACTUAL SERVICES - ACCOUNTING	0.00		0.00	16,000.00	11,809.75		73.81
101-191-835-000	MEDICAL EXPENSES	339.00		0.00	650.00	638.00		98.15
101-191-901-000	ADVERTISING	0.00		0.00	400.00	302.69		75.67
101-191-986-000	COMPUTER SOFTWARE	5,202.00		8,060.00	8,800.00	11,011.54		125.13
CONTRACTUAL SERVICES		279,294.22		206,440.00	232,730.00	192,595.98		82.76

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
UTILITIES								
101-191-853-000	TELEPHONE		476.38	600.00	600.00	335.00		55.83
UTILITIES			476.38	600.00	600.00	335.00		55.83
OTHER CHARGES								
101-191-802-000	MISC INTEREST/TAX/FEES		465.55	593.00	616.00	39.00		6.33
101-191-960-000	PROFESSIONAL DEVELOPMENT		100.00	1,000.00	1,000.00	495.00		49.50
OTHER CHARGES			565.55	1,593.00	1,616.00	534.00		33.04
Total Dept 191 - FINANCE			477,612.65	461,500.00	526,500.00	465,145.68		88.35
Dept 215 - CITY CLERK								
SALARIES AND FRINGE BENEFITS								
101-215-704-000	FULL TIME EMPLOYEES		134,909.61	145,230.00	145,960.00	140,567.57		96.31
101-215-707-000	PART TIME EMPLOYEES		32,503.50	35,000.00	41,000.00	37,095.95		90.48
101-215-709-000	OVERTIME		7,814.47	10,267.00	9,442.00	5,034.71		53.32
101-215-715-000	FICA		12,840.08	12,906.00	14,080.00	13,599.85		96.59
101-215-725-000	WORKERS COMPENSATION		702.42	701.00	701.00	593.13		84.61
SALARIES AND FRINGE BENEFITS			188,770.08	204,104.00	211,183.00	196,891.21		93.23
MATERIALS AND SUPPLIES								
101-215-728-000	OFFICE SUPPLIES		0.00	0.00	171.00	100.78		58.94
101-215-729-000	STATIONARY		11,658.76	11,000.00	0.00	6,754.00		100.00
101-215-730-000	POSTAGE-PRINTING-MAILING		12,416.94	12,600.00	12,600.00	32.00		0.25
101-215-732-000	OPERATING SUPPLIES		0.00	0.00	1,500.00	1,256.43		83.76
101-215-733-000	ELECTION SUPPLIES		0.00	0.00	11,000.00	5,866.21		53.33
101-215-758-000	PROGRAM SUPPLIES		232.02	1,071.00	900.00	140.97		15.66
MATERIALS AND SUPPLIES			24,307.72	24,671.00	26,171.00	14,150.39		54.07
CONTRACTUAL SERVICES								
101-215-803-000	MEMBERSHIPS AND DUES		515.00	875.00	525.00	640.00		121.90
101-215-817-000	CONSULTANT		3,038.73	20,000.00	20,000.00	6,787.86		33.94
101-215-818-000	CONTRACTUAL SERVICES		32,024.25	57,500.00	32,500.00	32,753.13		100.78
101-215-864-000	MEETINGS & CONFERENCES		0.00	0.00	175.00	175.00		100.00
101-215-901-000	ADVERTISING		3,673.26	4,200.00	4,200.00	1,808.86		43.07
101-215-986-000	COMPUTER SOFTWARE		0.00	750.00	750.00	525.36		70.05
CONTRACTUAL SERVICES			39,251.24	83,325.00	58,150.00	42,690.21		73.41
UTILITIES								
101-215-853-000	TELEPHONE		970.58	1,000.00	1,000.00	962.49		96.25
UTILITIES			970.58	1,000.00	1,000.00	962.49		96.25
OTHER CHARGES								
101-215-934-000	OFFICE EQUIPMENT MAINTENANCE		5,080.00	7,000.00	6,096.00	6,096.00		100.00
101-215-960-000	PROFESSIONAL DEVELOPMENT		5,806.53	8,000.00	8,000.00	4,405.22		55.07
OTHER CHARGES			10,886.53	15,000.00	14,096.00	10,501.22		74.50
CAPITAL OUTLAY								
101-215-982-000	EQUIPMENT		7,649.85	1,500.00	0.00	0.00		0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

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PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024		2024-25 ORIGINAL BUDGET		2024-25 AMENDED BUDGET		YTD BALANCE 06/30/2025		% BDGT USED
		NORMAL	(ABNORMAL)					NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND										
Expenditures										
CAPITAL OUTLAY			7,649.85		1,500.00		0.00		0.00	0.00
Total Dept 215 - CITY CLERK			271,836.00		329,600.00		310,600.00		265,195.52	85.38
Dept 228 - INFORMATION TECHNOLOGY										
SALARIES AND FRINGE BENEFITS										
101-228-704-000	FULL TIME EMPLOYEES		123,796.17		123,932.00		128,932.00		123,608.56	95.87
101-228-715-000	FICA		9,375.72		9,481.00		9,861.00		9,361.49	94.93
101-228-725-000	WORKERS COMPENSATION		263.00		263.00		263.00		222.53	84.61
SALARIES AND FRINGE BENEFITS			133,434.89		133,676.00		139,056.00		133,192.58	95.78
MATERIALS AND SUPPLIES										
101-228-728-000	OFFICE SUPPLIES		218.75		0.00		0.00		0.00	0.00
101-228-732-000	OPERATING SUPPLIES		0.00		0.00		10,000.00		9,633.91	96.34
101-228-760-000	SOFTWARE MAINT AND SUBSCRIPTIONS		56,503.66		74,699.00		69,869.00		55,767.82	79.82
101-228-761-000	HARDWARE SUBSCRIPTIONS		0.00		2,200.00		2,200.00		0.00	0.00
101-228-778-000	EQUIPMENT SUPPLIES		5,666.81		7,000.00		7,000.00		7,193.07	102.76
MATERIALS AND SUPPLIES			62,389.22		83,899.00		89,069.00		72,594.80	81.50
CONTRACTUAL SERVICES										
101-228-803-000	MEMBERSHIPS		0.00		1,025.00		1,025.00		250.00	24.39
101-228-818-000	CONTRACTUAL SERVICES		56,001.25		62,700.00		62,700.00		45,806.04	73.06
CONTRACTUAL SERVICES			56,001.25		63,725.00		63,725.00		46,056.04	72.27
UTILITIES										
101-228-853-000	TELEPHONE		2,287.45		2,400.00		1,850.00		1,787.05	96.60
UTILITIES			2,287.45		2,400.00		1,850.00		1,787.05	96.60
OTHER CHARGES										
101-228-933-000	EQUIPMENT MAINTENANCE		193.05		0.00		0.00		0.00	0.00
101-228-960-000	PROFESSIONAL DEVELOPMENT		3,605.83		6,000.00		6,000.00		4,939.34	82.32
OTHER CHARGES			3,798.88		6,000.00		6,000.00		4,939.34	82.32
CAPITAL OUTLAY										
101-228-983-000	OFFICE EQUIPMENT		13,351.14		10,000.00		0.00		0.00	0.00
CAPITAL OUTLAY			13,351.14		10,000.00		0.00		0.00	0.00
Total Dept 228 - INFORMATION TECHNOLOGY			271,262.83		299,700.00		299,700.00		258,569.81	86.28
Dept 250 - COMMUNICATIONS										
SALARIES AND FRINGE BENEFITS										
101-250-704-000	FULL TIME EMPLOYEES		53,363.02		72,100.00		71,260.00		66,120.16	92.79
101-250-707-000	PART TIME EMPLOYEE		0.00		0.00		4,000.00		1,080.00	27.00
101-250-715-000	FICA		4,227.51		5,516.00		5,674.00		5,483.11	96.64
101-250-721-000	ANNUAL LEAVE		1,615.38		0.00		2,200.00		2,228.37	101.29
101-250-722-000	SICK LEAVE		841.34		0.00		1,900.00		1,818.36	95.70
101-250-723-000	HOLIDAY / PERSONAL DAYS		0.00		0.00		1,100.00		1,140.92	103.72

		END BALANCE 06/30/2024	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	% BDGT USED
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-250-725-000	WORKERS COMPENSATION	263.00	263.00	245.00	222.53	90.83
SALARIES AND FRINGE BENEFITS		60,310.25	77,879.00	86,379.00	78,093.45	90.41
MATERIALS AND SUPPLIES						
101-250-732-000	OPERATING SUPPLIES	0.00	0.00	1,000.00	642.54	64.25
101-250-758-000	PROGRAM SUPPLIES	525.51	4,621.00	3,071.00	1,622.33	52.83
101-250-761-000	HARDWARE SUBSCRIPTIONS	0.00	5,000.00	9,815.00	9,630.00	98.12
MATERIALS AND SUPPLIES		525.51	9,621.00	13,886.00	11,894.87	85.66
CONTRACTUAL SERVICES						
101-250-803-000	MEMBERSHIPS	2,050.00	2,000.00	2,050.00	2,050.00	100.00
101-250-814-000	WEBSITE MAINTENANCE	6,148.83	5,000.00	5,000.00	1,321.00	26.42
101-250-815-000	CABLE PRODUCTION	12,625.00	15,000.00	20,000.00	17,614.18	88.07
101-250-818-000	CONTRACTUAL SERVICES	114,102.93	44,000.00	33,185.00	19,995.05	60.25
101-250-901-000	ADVERTISING	0.00	0.00	1,000.00	995.00	99.50
CONTRACTUAL SERVICES		134,926.76	66,000.00	61,235.00	41,975.23	68.55
UTILITIES						
101-250-853-000	TELEPHONE	970.30	1,000.00	1,000.00	963.21	96.32
UTILITIES		970.30	1,000.00	1,000.00	963.21	96.32
OTHER CHARGES						
101-250-923-000	CABLE FRANCHISE ADMIN FEE	13,670.76	20,000.00	24,000.00	4,195.68	17.48
101-250-933-000	EQUIPMENT MAINTENANCE	0.00	500.00	0.00	0.00	0.00
101-250-960-000	PROFESSIONAL DEVELOPMENT	373.17	1,000.00	1,000.00	150.00	15.00
OTHER CHARGES		14,043.93	21,500.00	25,000.00	4,345.68	17.38
CAPITAL OUTLAY						
101-250-984-002	TELECOMMUNICATIONS EQUIPMENT	0.00	18,000.00	18,000.00	0.00	0.00
CAPITAL OUTLAY		0.00	18,000.00	18,000.00	0.00	0.00
Total Dept 250 - COMMUNICATIONS		210,776.75	194,000.00	205,500.00	137,272.44	66.80
Dept 252 - ACTIVE EMPLOYEE BENEFITS						
SALARIES AND FRINGE BENEFITS						
101-252-712-000	IN LIEU	77,237.54	85,000.00	91,078.00	91,077.47	100.00
101-252-715-000	FICA	4,996.08	6,103.00	6,067.00	6,066.44	99.99
101-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	285,358.10	352,026.00	336,855.00	327,914.42	97.35
101-252-716-500	HEALTH CARE COSTS - BC/BS	690,169.39	856,071.00	779,024.00	684,684.83	87.89
101-252-718-000	DEFINED BENEFIT - MERS	122,439.21	125,000.00	136,000.00	135,369.22	99.54
101-252-718-010	DEFINED CONTRIBUTION - MERS	54,042.32	45,000.00	120,000.00	107,966.37	89.97
SALARIES AND FRINGE BENEFITS		1,234,242.64	1,469,200.00	1,469,024.00	1,353,078.75	92.11
Total Dept 252 - ACTIVE EMPLOYEE BENEFITS		1,234,242.64	1,469,200.00	1,469,024.00	1,353,078.75	92.11
Dept 253 - TREASURY						
SALARIES AND FRINGE BENEFITS						



## PERIOD ENDING 06/30/2025

		END BALANCE	2024-25	YTD BALANCE		
		06/30/2024	ORIGINAL	2024-25	06/30/2025	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-703-000	BOARD OF CANVASSERS	1,020.00	1,000.00	950.00	950.00	100.00
101-253-704-000	FULL TIME EMPLOYEES	130,824.98	131,094.00	161,876.00	156,150.52	96.46
101-253-707-000	PART TIME EMPLOYEES	17,138.76	19,839.00	19,689.00	16,804.37	85.35
101-253-709-000	OVERTIME	301.60	0.00	200.00	155.32	77.66
101-253-715-000	FICA	11,242.20	11,546.00	11,546.00	13,123.49	113.66
101-253-725-000	WORKERS COMPENSATION	440.43	440.00	440.00	372.29	84.61
SALARIES AND FRINGE BENEFITS		160,967.97	163,919.00	194,701.00	187,555.99	96.33
MATERIALS AND SUPPLIES						
101-253-728-000	OFFICE SUPPLIES	0.00	0.00	470.00	287.40	61.15
101-253-729-000	STATIONARY	67.24	481.00	0.00	0.00	0.00
101-253-730-000	POSTAGE-PRINTING-MAILING	5,201.49	6,700.00	6,700.00	5,035.32	75.15
101-253-758-000	PROGRAM SUPPLIES	865.51	0.00	0.00	0.00	0.00
MATERIALS AND SUPPLIES		6,134.24	7,181.00	7,170.00	5,322.72	74.24
CONTRACTUAL SERVICES						
101-253-803-000	MEMBERSHIPS	537.00	1,000.00	537.00	497.00	92.55
101-253-818-000	CONTRACTUAL SERVICES	1,410.18	1,400.00	1,411.00	1,410.88	99.99
101-253-864-000	MEETINGS & CONFERENCES	0.00	0.00	100.00	81.51	81.51
101-253-901-000	ADVERTISING	745.60	0.00	800.00	708.81	88.60
101-253-986-000	COMPUTER SOFTWARE	775.34	1,200.00	1,300.00	1,202.36	92.49
CONTRACTUAL SERVICES		3,468.12	3,600.00	4,148.00	3,900.56	94.03
OTHER CHARGES						
101-253-960-000	PROFESSIONAL DEVELOPMENT	1,329.08	1,600.00	1,600.00	1,412.80	88.30
OTHER CHARGES		1,329.08	1,600.00	1,600.00	1,412.80	88.30
CAPITAL OUTLAY						
101-253-983-000	OFFICE EQUIPMENT	0.00	0.00	7,155.00	7,154.43	99.99
CAPITAL OUTLAY		0.00	0.00	7,155.00	7,154.43	99.99
Total Dept 253 - TREASURY		171,899.41	176,300.00	214,774.00	205,346.50	95.61
Dept 254 - RETIREE BENEFITS						
SALARIES AND FRINGE BENEFITS						
101-254-712-000	IN LIEU	5,443.20	6,500.00	5,500.00	9,006.12	163.75
101-254-715-000	FICA	416.44	0.00	0.00	485.35	100.00
101-254-716-000	DENTAL/VISION/LIFE-LTD/RHCS	50,693.47	45,950.00	50,950.00	46,659.53	91.58
101-254-716-500	HEALTH CARE COSTS - BC/BS	222,698.35	274,148.00	274,343.00	104,871.39	38.23
101-254-716-600	HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	134,967.32	184,370.00	179,258.00	171,746.99	95.81
101-254-718-001	PENSION EXPENSE - GENERAL GOVERNMENT	587,424.96	573,000.00	619,165.00	619,164.96	100.00
101-254-718-003	PENSION EXPENSE - MERS RETIREMENT-DPW	81,005.04	79,000.00	87,960.00	87,959.04	100.00
101-254-718-100	MERS-SERVICE CREDIT PURCHASE	28,276.00	130,032.00	112,000.00	35,551.88	31.74
SALARIES AND FRINGE BENEFITS		1,110,924.78	1,293,000.00	1,329,176.00	1,075,445.26	80.91
Total Dept 254 - RETIREE BENEFITS		1,110,924.78	1,293,000.00	1,329,176.00	1,075,445.26	80.91
Dept 265 - CITYWIDE PROJECTS						

PERIOD ENDING 06/30/2025

		END BALANCE	2024-25	YTD BALANCE		
		06/30/2024	ORIGINAL	2024-25	06/30/2025	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
MATERIALS AND SUPPLIES						
101-265-728-000	OFFICE SUPPLIES	6,756.81	10,000.00	13,300.00	13,106.57	98.55
101-265-730-000	POSTAGE-PRINTING-MAILING	12,489.49	13,074.00	9,750.00	9,746.58	99.96
101-265-751-000	FUEL & OIL	745.97	0.00	1,600.00	1,500.17	93.76
101-265-758-000	PROGRAM SUPPLIES	92.52	0.00	0.00	0.00	0.00
101-265-776-000	MAINTENANCE SUPPLIES	7,443.11	0.00	0.00	0.00	0.00
MATERIALS AND SUPPLIES		27,527.90	23,074.00	24,650.00	24,353.32	98.80
CONTRACTUAL SERVICES						
101-265-803-000	MEMBERSHIPS	789.00	810.00	789.00	789.00	100.00
101-265-811-000	CUSTODIAL SERVICES	12,943.51	0.00	0.00	0.00	0.00
101-265-817-000	CONSULTANT	870.00	0.00	0.00	0.00	0.00
101-265-818-000	CONTRACTUAL SERVICES	3,499.25	0.00	0.00	0.00	0.00
101-265-901-000	ADVERTISING	0.00	200.00	0.00	0.00	0.00
CONTRACTUAL SERVICES		18,101.76	1,010.00	789.00	789.00	100.00
UTILITIES						
101-265-853-000	TELEPHONE	11,645.44	7,500.00	8,845.00	9,988.11	112.92
101-265-920-000	UTILITIES	42,723.13	39,000.00	39,000.00	39,508.13	101.30
101-265-920-265	UTILITIES - LED CONVERSION	0.00	0.00	50,040.00	50,040.00	100.00
UTILITIES		54,368.57	46,500.00	97,885.00	99,536.24	101.69
OTHER CHARGES						
101-265-930-000	REPAIRS AND MAINTENANCE	0.00	0.00	46,498.00	46,498.00	100.00
101-265-931-000	BUILDING MAINTENANCE	92,736.33	0.00	11,100.00	11,037.17	99.43
101-265-946-000	OFFICE EQUIPMENT RENTAL	10,468.98	10,000.00	10,000.00	9,796.79	97.97
101-265-960-000	PROFESSIONAL DEVELOPMENT	60.36	13,000.00	10,300.00	4,798.14	46.58
OTHER CHARGES		103,265.67	23,000.00	77,898.00	72,130.10	92.60
CAPITAL OUTLAY						
101-265-971-150	LAND IMPROVEMENTS	69,454.66	0.00	0.00	0.00	0.00
101-265-976-000	BUILDING IMPROVEMENTS	72,264.49	0.00	27,736.00	4,400.00	15.86
101-265-976-001	PARKING LOT REPAIR	0.00	0.00	0.00	10,312.50	100.00
101-265-976-002	HEAT/COOLING	227,252.99	0.00	1,661,530.00	1,596,554.29	96.09
101-265-981-000	FURNITURE	5,770.00	2,000.00	2,000.00	608.75	30.44
CAPITAL OUTLAY		374,742.14	2,000.00	1,691,266.00	1,611,875.54	95.31
INSURANCE						
101-265-913-000	VEHICLE INSURANCE	0.00	0.00	0.00	1,927.50	100.00
101-265-914-000	LIABILITY INSURANCE	21,277.50	42,616.00	42,616.00	36,226.50	85.01
101-265-915-000	LIABILITY INSURANCE CLAIMS/NET LOSS	544.50	2,000.00	2,000.00	0.00	0.00
INSURANCE		21,822.00	44,616.00	44,616.00	38,154.00	85.52
Total Dept 265 - CITYWIDE PROJECTS		599,828.04	140,200.00	1,937,104.00	1,846,838.20	95.34
Dept 266 - CITY ATTORNEY						
CONTRACTUAL SERVICES						
101-266-824-000	LEGAL SERVICES - LABOR	12,209.00	10,000.00	10,000.00	9,848.00	98.48
101-266-825-000	CITY ATTORNEY	91,813.84	115,000.00	105,000.00	86,310.76	82.20

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REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

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PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25		YTD BALANCE	% BDGT USED
		06/30/2024 NORMAL (ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-266-826-000	LEGAL SERVICES - GENERAL LIABILITY	175.00	10,000.00	10,000.00	7,524.00	75.24
CONTRACTUAL SERVICES		104,197.84	135,000.00	125,000.00	103,682.76	82.95
Total Dept 266 - CITY ATTORNEY		104,197.84	135,000.00	125,000.00	103,682.76	82.95
Dept 267 - FACILITIES						
SALARIES AND FRINGE BENEFITS						
101-267-704-000	FULL TIME EMPLOYEES	0.00	0.00	80,000.00	66,306.03	82.88
101-267-715-000	FICA	0.00	0.00	0.00	5,058.20	100.00
101-267-725-000	WORKERS COMPENSATION	0.00	0.00	0.00	164.00	100.00
SALARIES AND FRINGE BENEFITS		0.00	0.00	80,000.00	71,528.23	89.41
MATERIALS AND SUPPLIES						
101-267-776-101	MAINTENANCE SUPPLIES - CITY HALL	0.00	5,700.00	5,700.00	7,739.45	135.78
101-267-776-271	MAINTENANCE SUPPLIES - LIBRARY	0.00	3,400.00	3,400.00	3,447.47	101.40
101-267-776-345	MAINTENANCE SUPPLIES - PUB SAFETY	0.00	1,500.00	1,500.00	4,390.14	292.68
101-267-776-441	MAINTENANCE SUPPLIES - DPW	0.00	1,500.00	1,500.00	3,981.85	265.46
MATERIALS AND SUPPLIES		0.00	12,100.00	12,100.00	19,558.91	161.64
CONTRACTUAL SERVICES						
101-267-811-101	CUSTODIAL SERVICES - CITY HALL	0.00	15,000.00	15,000.00	12,229.57	81.53
101-267-811-271	CUSTODIAL SERVICES - LIBRARY	0.00	27,300.00	27,300.00	27,226.20	99.73
101-267-811-345	CUSTODIAL SERVICES - PUB SAFETY	0.00	23,000.00	23,000.00	20,540.52	89.31
101-267-811-441	CUSTODIAL SERVICES - DPW	0.00	5,000.00	5,000.00	3,393.72	67.87
101-267-818-000	CONTRACTUAL SERVICES	0.00	0.00	27,500.00	27,500.00	100.00
CONTRACTUAL SERVICES		0.00	70,300.00	97,800.00	90,890.01	92.93
OTHER CHARGES						
101-267-931-001	BUILDING MAINTENANCE - MARQUEE	0.00	0.00	0.00	4,000.00	100.00
101-267-931-101	BUILDING MAINTENANCE - CITY HALL	0.00	17,000.00	37,000.00	44,286.63	119.69
101-267-931-271	BUILDING MAINTENANCE - LIBRARY	0.00	18,000.00	18,000.00	8,456.67	46.98
101-267-931-345	BUILDING MAINTENANCE - PUB SAFETY	0.00	59,000.00	59,000.00	27,096.46	45.93
101-267-931-441	BUILDING MAINTENANCE - DPW	0.00	17,000.00	32,000.00	30,106.96	94.08
OTHER CHARGES		0.00	111,000.00	146,000.00	113,946.72	78.05
CAPITAL OUTLAY						
101-267-976-101	BUILDING IMPROVEMENTS - CITY HALL	0.00	20,000.00	0.00	0.00	0.00
101-267-976-271	BUILDING IMPROVEMENTS - LIBRARY	0.00	100,000.00	100,000.00	0.00	0.00
101-267-976-345	BUILDING IMPROVEMENTS - PUB SAFETY	0.00	150,000.00	150,000.00	0.00	0.00
101-267-976-441	BUILDING IMPROVEMENTS - DPW	0.00	40,000.00	25,000.00	0.00	0.00
CAPITAL OUTLAY		0.00	310,000.00	275,000.00	0.00	0.00
Total Dept 267 - FACILITIES		0.00	503,400.00	610,900.00	295,923.87	48.44
Dept 270 - HUMAN RESOURCES						
SALARIES AND FRINGE BENEFITS						
101-270-704-000	FULL TIME EMPLOYEES	0.00	0.00	41,600.00	37,038.44	89.03

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		06/30/2024		ORIGINAL	2024-25	06/30/2025		
		NORMAL	(ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-270-715-000	FICA		0.00	0.00	3,186.00	2,814.92		88.35
101-270-725-000	WORKERS COMPENSATION		0.00	0.00	94.00	94.00		100.00
SALARIES AND FRINGE BENEFITS			0.00	0.00	44,880.00	39,947.36		89.01
MATERIALS AND SUPPLIES								
101-270-728-000	OFFICE SUPPLIES		0.00	0.00	500.00	0.00		0.00
MATERIALS AND SUPPLIES			0.00	0.00	500.00	0.00		0.00
CONTRACTUAL SERVICES								
101-270-817-000	CONSULTANT		0.00	0.00	4,120.00	0.00		0.00
101-270-818-000	CONTRACTUAL SERVICES		0.00	0.00	8,000.00	5,569.54		69.62
101-270-835-000	MEDICAL EXPENSES		0.00	0.00	500.00	327.00		65.40
CONTRACTUAL SERVICES			0.00	0.00	12,620.00	5,896.54		46.72
Total Dept 270 - HUMAN RESOURCES			0.00	0.00	58,000.00	45,843.90		79.04
Dept 305 - PUBLIC SAFETY ADMINISTRATION								
SALARIES AND FRINGE BENEFITS								
101-305-704-000	FULL TIME EMPLOYEES	166,560.40		221,474.00	155,474.00	160,594.36		103.29
101-305-707-000	PART TIME EMPLOYEES	26,959.60		0.00	0.00	0.00		0.00
101-305-709-000	OVERTIME	172.17		1,000.00	1,000.00	37.33		3.73
101-305-715-000	FICA	7,410.78		9,396.00	9,396.00	4,780.72		50.88
101-305-725-000	WORKERS COMPENSATION	4,367.09		4,361.00	4,361.00	3,689.92		84.61
SALARIES AND FRINGE BENEFITS		205,470.04		236,231.00	170,231.00	169,102.33		99.34
MATERIALS AND SUPPLIES								
101-305-744-000	UNIFORMS	1,997.80		1,000.00	1,300.00	1,270.74		97.75
101-305-755-000	EMERGENCY MANAGEMENTS EXPENSES	0.00		1,000.00	700.00	937.32		133.90
MATERIALS AND SUPPLIES		1,997.80		2,000.00	2,000.00	2,208.06		110.40
CONTRACTUAL SERVICES								
101-305-803-000	MEMBERSHIPS	759.00		750.00	750.00	385.00		51.33
101-305-901-000	ADVERTISING	4.00		1,000.00	500.00	0.00		0.00
CONTRACTUAL SERVICES		763.00		1,750.00	1,250.00	385.00		30.80
UTILITIES								
101-305-853-000	TELEPHONE	1,610.50		0.00	500.00	412.84		82.57
UTILITIES		1,610.50		0.00	500.00	412.84		82.57
OTHER CHARGES								
101-305-934-000	OFFICE EQUIPMENT MAINTENANCE	1,828.96		1,919.00	1,919.00	293.50		15.29
101-305-960-000	PROFESSIONAL DEVELOPMENT	4,729.16		5,000.00	5,000.00	3,082.05		61.64
OTHER CHARGES		6,558.12		6,919.00	6,919.00	3,375.55		48.79
CAPITAL OUTLAY								
101-305-981-000	FURNITURE	899.98		2,000.00	1,400.00	1,101.54		78.68
101-305-982-000	EQUIPMENT	0.00		0.00	600.00	531.78		88.63
CAPITAL OUTLAY		899.98		2,000.00	2,000.00	1,633.32		81.67

PERIOD ENDING 06/30/2025

		END BALANCE	2024-25		YTD BALANCE	
		06/30/2024	ORIGINAL	2024-25	06/30/2025	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 305 - PUBLIC SAFETY ADMINISTRATION		217,299.44	248,900.00	182,900.00	177,117.10	96.84
Dept 325 - DISPATCH						
SALARIES AND FRINGE BENEFITS						
101-325-704-000	FULL TIME EMPLOYEES	436,517.25	400,119.00	404,191.00	400,773.47	99.15
101-325-706-000	DISPATCHERS	2,000.00	0.00	0.00	0.00	0.00
101-325-707-000	PART TIME EMPLOYEES	5,597.90	15,000.00	700.00	889.77	127.11
101-325-709-000	OVERTIME	15,613.84	15,000.00	15,000.00	14,028.30	93.52
101-325-715-000	FICA	36,150.42	36,190.00	36,153.00	34,419.49	95.21
101-325-722-000	SICK LEAVE	0.00	2,363.00	5,400.00	5,375.01	99.54
101-325-723-000	HOLIDAY / PERSONAL DAYS	15,524.48	13,496.00	13,496.00	16,787.67	124.39
101-325-725-000	WORKERS COMPENSATION	12,248.37	12,231.00	12,231.00	10,348.87	84.61
SALARIES AND FRINGE BENEFITS		523,652.26	494,399.00	487,171.00	482,622.58	99.07
MATERIALS AND SUPPLIES						
101-325-744-000	UNIFORMS-CLEANING AND PURCHASES	4,540.22	6,000.00	7,400.00	8,441.66	114.08
101-325-758-000	PROGRAM SUPPLIES	588.54	907.00	907.00	0.00	0.00
MATERIALS AND SUPPLIES		5,128.76	6,907.00	8,307.00	8,441.66	101.62
CONTRACTUAL SERVICES						
101-325-818-000	CONTRACTUAL SERVICES	92.00	100.00	100.00	92.00	92.00
101-325-835-000	DISPATCH MEDICAL EXPENSES	2,066.00	1,000.00	2,000.00	1,059.00	52.95
101-325-855-000	E-911 EQUIPMENT MAINTENANCE	593.26	594.00	594.00	593.26	99.88
CONTRACTUAL SERVICES		2,751.26	1,694.00	2,694.00	1,744.26	64.75
UTILITIES						
101-325-853-000	TELEPHONE	1,749.39	0.00	0.00	0.00	0.00
UTILITIES		1,749.39	0.00	0.00	0.00	0.00
OTHER CHARGES						
101-325-934-000	OFFICE EQUIPMENT MAINTENANCE	2,953.04	6,000.00	9,500.00	6,785.13	71.42
101-325-960-000	PROFESSIONAL DEVELOPMENT	874.90	3,000.00	1,500.00	1,010.00	67.33
OTHER CHARGES		3,827.94	9,000.00	11,000.00	7,795.13	70.86
CAPITAL OUTLAY						
101-325-976-306	BUILDING IMPROVEMENTS-DISPATCH	1,687.62	5,000.00	5,000.00	0.00	0.00
101-325-982-000	EQUIPMENT	10,828.49	0.00	37,700.00	0.00	0.00
CAPITAL OUTLAY		12,516.11	5,000.00	42,700.00	0.00	0.00
Total Dept 325 - DISPATCH		549,625.72	517,000.00	551,872.00	500,603.63	90.71
Dept 345 - PUBLIC SAFETY OPERATIONS						
SALARIES AND FRINGE BENEFITS						
101-345-704-000	FULL TIME EMPLOYEES	2,290,795.38	2,646,700.00	2,406,700.00	2,400,583.55	99.75
101-345-706-000	PUBLIC SAFETY OFFICERS	32,012.90	0.00	74,000.00	84,994.10	114.86
101-345-707-000	CROSSING GUARDS	94,059.60	102,600.00	102,600.00	97,798.19	95.32
101-345-709-000	OVERTIME	277,215.21	250,000.00	250,000.00	311,916.55	124.77

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-345-709-003	DREAM CRUISE		0.00	0.00	2,000.00	1,846.50		92.33
101-345-712-000	IN LIEU		0.00	0.00	4,000.00	3,079.68		76.99
101-345-715-000	FICA	47,786.85		49,218.00	49,218.00	56,903.30		115.61
101-345-722-000	SICK LEAVE		0.00	30,000.00	30,000.00	32,063.28		106.88
101-345-723-000	HOLIDAY / PERSONAL DAYS	85,565.07		93,000.00	93,000.00	81,430.86		87.56
101-345-725-000	WORKERS COMPENSATION	68,989.30		69,228.00	69,228.00	58,575.05		84.61
SALARIES AND FRINGE BENEFITS		2,896,424.31		3,240,746.00	3,080,746.00	3,129,191.06		101.57
MATERIALS AND SUPPLIES								
101-345-728-000	SUPPLIES	13,114.25		20,050.00	19,950.00	18,975.35		95.11
101-345-730-000	POSTAGE-PRINTING-MAILING	380.06		0.00	0.00	668.76		100.00
101-345-731-000	BOOKS / PERIODICALS	100.00		100.00	100.00	0.00		0.00
101-345-732-000	OPERATING SUPPLIES	0.00		0.00	100.00	37.59		37.59
101-345-741-000	AMMUNITION	1,161.00		2,400.00	2,400.00	2,400.00		100.00
101-345-741-001	AMMUNITION - TRAINING	7,329.98		7,500.00	7,500.00	9,045.19		120.60
101-345-741-002	RANGE/TRAINING SUPPLIES	9,528.66		17,000.00	17,000.00	16,290.75		95.83
101-345-742-000	BIKE PATROL EXPENSE	0.00		500.00	500.00	110.00		22.00
101-345-744-000	UNIFORMS-CLEANING & PURCHASES	56,051.31		65,000.00	65,000.00	50,774.18		78.11
101-345-744-002	FIRE GEAR	6,315.90		16,000.00	16,000.00	23,514.90		146.97
101-345-751-000	FUEL & OIL	75,807.17		65,000.00	65,000.00	64,048.83		98.54
101-345-753-000	PRISONER BOARD	3,465.05		3,000.00	3,000.00	3,191.87		106.40
101-345-754-000	FIRE PLAN REVIEW	2,936.27		3,000.00	3,150.00	3,024.36		96.01
101-345-758-009	SUPPLIES - OWI 2ND/3RD FORFEITURE	0.00		5,000.00	5,000.00	0.00		0.00
101-345-758-011	MEDICAL SUPPLIES	1,334.75		3,000.00	3,000.00	1,209.17		40.31
101-345-758-202	K9 PROGRAM EXPENSES	1,444.13		85,000.00	2,500.00	1,307.00		52.28
101-345-779-000	MEDICAL EQUIPMENT	1,118.00		4,000.00	4,000.00	1,987.29		49.68
101-345-780-000	VEHICLE EQUIPMENT	133.79		1,000.00	1,100.00	1,004.32		91.30
101-345-781-000	VEHICLE SUPPLIES	200.69		250.00	300.00	252.03		84.01
MATERIALS AND SUPPLIES		180,421.01		297,800.00	215,600.00	197,841.59		91.76
CONTRACTUAL SERVICES								
101-345-803-000	MEMBERSHIPS	7,219.60		8,000.00	8,000.00	8,130.30		101.63
101-345-811-000	CUSTODIAL	20,949.28		0.00	0.00	0.00		0.00
101-345-814-000	DATA PROCESSING	73,509.09		68,200.00	68,200.00	70,796.02		103.81
101-345-818-000	CONTRACTUAL SERVICES	180.00		600.00	300.00	285.00		95.00
101-345-818-012	BLOOD DRAWS	4,056.00		7,500.00	7,500.00	5,616.00		74.88
101-345-825-000	CASCADE SYSTEM MAINTENANCE	0.00		1,000.00	1,000.00	0.00		0.00
101-345-835-000	PUBLIC SAFETY MEDICAL EXPENSES	12,014.00		14,500.00	13,050.00	17,411.00		133.42
101-345-851-000	RADIO MAINTENANCE	0.00		1,000.00	900.00	405.92		45.10
101-345-904-000	PRINTING	0.00		0.00	100.00	75.00		75.00
CONTRACTUAL SERVICES		117,927.97		100,800.00	99,050.00	102,719.24		103.70
UTILITIES								
101-345-853-000	TELEPHONE	5,740.13		10,000.00	10,000.00	9,658.94		96.59
101-345-920-000	UTILITIES	50,759.35		50,000.00	50,000.00	44,160.63		88.32
UTILITIES		56,499.48		60,000.00	60,000.00	53,819.57		89.70
OTHER CHARGES								
101-345-758-012	BERKLEY CRUISEFEST EXPENSES	2,565.59		2,500.00	2,500.00	450.57		18.02
101-345-931-000	BUILDING MAINTENANCE	38,234.06		0.00	8,350.00	8,784.00		105.20
101-345-933-000	EQUIPMENT MAINTENANCE	0.00		2,500.00	2,500.00	1,439.54		57.58
101-345-939-000	VEHICLE MAINTENANCE	19,847.54		15,000.00	15,000.00	15,646.03		104.31
101-345-939-001	FIRE TRUCK MAINTENANCE	20,602.28		30,000.00	30,000.00	19,678.48		65.59

PERIOD ENDING 06/30/2025

		END BALANCE	2024-25	YTD BALANCE		
		06/30/2024	ORIGINAL	2024-25	06/30/2025	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-345-939-002	VEHICLE MAINTENANCE - DPW	28,602.17	25,000.00	25,000.00	14,271.24	57.08
101-345-960-000	PROFESSIONAL DEVELOPMENT	21,723.51	30,000.00	30,000.00	39,344.40	131.15
101-345-960-001	REIMBURSABLE PROF DEVELOPMENT	584.00	10,000.00	10,000.00	0.00	0.00
101-345-961-000	PUBLIC SAFETY 302 TRAINING FUNDS	9,945.82	6,000.00	6,000.00	5,790.43	96.51
101-345-961-118	MCOLES CONTINUING PROFESSIONAL EDUCATION	0.00	2,000.00	2,100.00	2,100.00	100.00
101-345-962-000	PUBLIC SAFETY FIRE/MEDICAL TRAINING	11,477.15	18,000.00	6,000.00	3,775.36	62.92
OTHER CHARGES		153,582.12	141,000.00	137,450.00	111,280.05	80.96
CAPITAL OUTLAY						
101-345-979-000	FIRE EQUIPMENT	9,689.74	15,000.00	15,000.00	9,934.35	66.23
101-345-981-000	FURNITURE	919.97	5,000.00	5,000.00	3,226.64	64.53
101-345-982-000	EQUIPMENT	116,697.41	121,000.00	121,000.00	118,978.68	98.33
101-345-984-000	RADIO EQUIPMENT	19,245.83	5,000.00	5,000.00	2,588.40	51.77
101-345-985-000	VEHICLES	150,288.00	230,000.00	230,000.00	206,681.07	89.86
101-345-985-001	CAR COMPUTERS	17,718.63	20,000.00	20,000.00	19,508.65	97.54
101-345-991-005	SCBA EQUIPMENT	36.98	3,000.00	3,000.00	2,398.59	79.95
CAPITAL OUTLAY		314,596.56	399,000.00	399,000.00	363,316.38	91.06
INSURANCE						
101-345-913-000	VEHICLE INSURANCE	8,854.00	18,239.00	18,239.00	21,220.50	116.35
101-345-914-000	LIABILITY INSURANCE	55,687.00	114,715.00	107,715.00	111,056.00	103.10
INSURANCE		64,541.00	132,954.00	125,954.00	132,276.50	105.02
Total Dept 345 - PUBLIC SAFETY OPERATIONS		3,783,992.45	4,372,300.00	4,117,800.00	4,090,444.39	99.34
Dept 355 - PUBLIC SAFETY RETIREE BENEFITS						
SALARIES AND FRINGE BENEFITS						
101-355-712-000	IN LIEU	2,737.28	3,200.00	9,881.00	11,353.68	114.90
101-355-716-000	DENTAL/VISION/LIFE-LTD/RHCS	32,218.05	23,300.00	32,280.00	35,225.71	109.13
101-355-716-500	HEALTH CARE COSTS - BC/BS	174,293.42	203,300.00	169,089.00	156,080.93	92.31
101-355-716-600	HEALTH CARE-BC/BS RETIREE-MED ADVANTAGE	121,133.76	147,900.00	148,509.00	156,937.49	105.68
101-355-718-000	DEFINED BENEFIT - MERS	1,325,000.00	1,325,000.00	1,783,371.00	1,783,371.00	100.00
SALARIES AND FRINGE BENEFITS		1,655,382.51	1,702,700.00	2,143,130.00	2,142,968.81	99.99
Total Dept 355 - PUBLIC SAFETY RETIREE BENEFITS		1,655,382.51	1,702,700.00	2,143,130.00	2,142,968.81	99.99
Dept 430 - ANIMAL CONTROL						
SALARIES AND FRINGE BENEFITS						
101-430-704-000	FULL TIME EMPLOYEES	56,723.12	56,270.00	60,434.00	60,032.01	99.33
101-430-707-000	PART TIME EMPLOYEES	0.00	5,000.00	0.00	0.00	0.00
101-430-709-000	OVERTIME	1,831.99	3,000.00	3,000.00	2,172.41	72.41
101-430-715-000	FICA	4,639.68	4,948.00	5,014.00	4,805.89	95.85
101-430-723-000	HOLIDAY / PERSONAL DAYS	2,401.28	1,800.00	0.00	630.34	100.00
101-430-725-000	WORKERS COMPENSATION	703.42	702.00	702.00	593.97	84.61
SALARIES AND FRINGE BENEFITS		66,299.49	71,720.00	69,150.00	68,234.62	98.68
MATERIALS AND SUPPLIES						
101-430-744-000	UNIFORMS-CLEANING & PURCHASES	1,576.80	1,500.00	1,500.00	1,036.00	69.07

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-430-751-000	FUEL & OIL		4,085.90	3,000.00	2,570.00	2,027.25		78.88
101-430-758-000	PROGRAM SUPPLIES		989.21	2,930.00	2,930.00	148.57		5.07
MATERIALS AND SUPPLIES			6,651.91	7,430.00	7,000.00	3,211.82		45.88
CONTRACTUAL SERVICES								
101-430-818-000	CONTRACTUAL SERVICES		335.49	1,500.00	2,300.00	2,797.15		121.62
101-430-835-000	ANIMAL CONTROL MEDICAL EXPENSES		0.00	1,000.00	1,200.00	1,552.00		129.33
CONTRACTUAL SERVICES			335.49	2,500.00	3,500.00	4,349.15		124.26
UTILITIES								
101-430-853-000	TELEPHONE		485.96	500.00	500.00	481.21		96.24
UTILITIES			485.96	500.00	500.00	481.21		96.24
OTHER CHARGES								
101-430-931-000	BUILDING MAINTENACE-ANIMAL CONTROL		184.42	500.00	500.00	0.00		0.00
101-430-939-000	VEHICLE MAINTENANCE		0.00	750.00	750.00	540.12		72.02
101-430-960-000	PROFESSIONAL DEVELOPMENT		0.00	1,000.00	1,000.00	0.00		0.00
OTHER CHARGES			184.42	2,250.00	2,250.00	540.12		24.01
Total Dept 430 - ANIMAL CONTROL			73,957.27	84,400.00	82,400.00	76,816.92		93.22
Dept 441 - PUBLIC WORKS								
SALARIES AND FRINGE BENEFITS								
101-441-704-000	FULL TIME EMPLOYEES		243,630.71	184,511.00	211,536.00	206,871.20		97.79
101-441-706-000	LABORERS		24,596.26	0.00	40,200.00	81,365.17		202.40
101-441-706-003	SPECIAL EVENTS		8,155.59	0.00	25,500.00	30,629.46		120.12
101-441-707-000	PART TIME EMPLOYEES		11,091.50	13,184.00	21,184.00	25,914.06		122.33
101-441-709-000	OVERTIME		5,537.55	12,000.00	11,751.00	15,513.32		132.02
101-441-709-003	DREAM CRUISE		27,321.37	28,000.00	18,000.00	18,781.48		104.34
101-441-715-000	FICA		26,674.55	17,652.00	22,652.00	28,763.56		126.98
101-441-722-000	SICK LEAVE		27,881.28	7,451.00	0.00	0.00		0.00
101-441-725-000	WORKERS COMPENSATION		13,990.51	13,971.00	13,971.00	11,821.11		84.61
SALARIES AND FRINGE BENEFITS			388,879.32	276,769.00	364,794.00	419,659.36		115.04
MATERIALS AND SUPPLIES								
101-441-728-000	OFFICE SUPPLIES		436.83	1,025.00	500.00	499.89		99.98
101-441-744-000	UNIFORMS		1,111.41	3,000.00	3,000.00	2,250.78		75.03
101-441-751-000	FUEL & OIL		70,487.38	49,600.00	70,100.00	68,959.14		98.37
101-441-758-000	PROGRAM SUPPLIES		967.84	2,000.00	2,000.00	1,998.11		99.91
101-441-776-000	MAINTENANCE SUPPLIES		1,102.19	0.00	0.00	0.00		0.00
101-441-787-000	TOOLS		1,212.43	1,100.00	1,100.00	462.02		42.00
MATERIALS AND SUPPLIES			75,318.08	56,725.00	76,700.00	74,169.94		96.70
CONTRACTUAL SERVICES								
101-441-803-000	MEMBERSHIPS		1,979.00	2,500.00	2,500.00	2,208.00		88.32
101-441-811-000	CUSTODIAL SERVICES		3,776.36	5,300.00	4,400.00	1,187.60		26.99
101-441-818-000	CONTRACTUAL SERVICES		2,142.27	11,500.00	11,500.00	2,857.25		24.85
101-441-818-125	CONTRACTUAL SERVICES - PARKING AGREEMENT		0.00	0.00	500.00	420.60		84.12
101-441-835-000	MEDICAL EXPENSES		1,514.85	1,000.00	1,200.00	2,346.73		195.56
101-441-864-000	MEETINGS & CONFERENCES		0.00	1,000.00	1,000.00	436.00		43.60



PERIOD ENDING 06/30/2025

		END BALANCE	2024-25	YTD BALANCE		
		06/30/2024	ORIGINAL	2024-25	06/30/2025	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-441-901-000	ADVERTISING	0.00	1,000.00	1,000.00	910.83	91.08
101-441-904-000	PRINTING	0.00	1,000.00	1,000.00	0.00	0.00
CONTRACTUAL SERVICES		9,412.48	23,300.00	23,100.00	10,367.01	44.88
UTILITIES						
101-441-853-000	TELEPHONE	3,062.48	2,900.00	3,500.00	4,556.28	130.18
101-441-920-000	UTILITIES	15,414.76	14,000.00	14,000.00	13,166.02	94.04
UTILITIES		18,477.24	16,900.00	17,500.00	17,722.30	101.27
OTHER CHARGES						
101-441-931-000	BUILDING MAINTENANCE	11,965.08	0.00	853.00	846.92	99.29
101-441-940-000	EQUIPMENT RENTAL-SPECIAL EVENTS	6,081.48	500.00	9,000.00	8,638.76	95.99
101-441-946-000	OFFICE EQUIPMENT RENTAL	349.45	480.00	480.00	370.88	77.27
101-441-960-000	PROFESSIONAL DEVELOPMENT	6,317.16	6,300.00	6,300.00	2,180.05	34.60
OTHER CHARGES		24,713.17	7,280.00	16,633.00	12,036.61	72.37
CAPITAL OUTLAY						
101-441-976-000	BUILDING IMPROVEMENTS	5,896.89	10,000.00	5,400.00	0.00	0.00
101-441-981-000	FURNITURE	0.00	1,500.00	3,510.00	3,507.50	99.93
101-441-982-000	EQUIPMENT	6,966.66	65,000.00	65,000.00	3,972.58	6.11
101-441-983-000	OFFICE EQUIPMENT	0.00	500.00	0.00	0.00	0.00
101-441-984-000	RADIO EQUIPMENT	1,274.38	1,500.00	4,090.00	2,818.37	68.91
101-441-985-000	VEHICLES	64,928.00	60,000.00	170,072.00	166,478.08	97.89
CAPITAL OUTLAY		79,065.93	138,500.00	248,072.00	176,776.53	71.26
INSURANCE						
101-441-913-000	VEHICLE INSURANCE	7,169.50	14,769.00	7,170.00	15,584.00	217.35
101-441-914-000	LIABILITY INSURANCE	2,940.50	6,057.00	2,941.00	8,529.50	290.02
101-441-914-001	LIABILITY INSURANCE-STORAGE TANK	647.45	500.00	1,962.00	2,013.50	102.62
INSURANCE		10,757.45	21,326.00	12,073.00	26,127.00	216.41
Total Dept 441 - PUBLIC WORKS		606,623.67	540,800.00	758,872.00	736,858.75	97.10
Dept 443 - PUBLIC WORKS GARAGE						
SALARIES AND FRINGE BENEFITS						
101-443-704-000	FULL TIME EMPLOYEES	(779.54)	0.00	0.00	0.00	0.00
101-443-706-000	MECHANIC	104,390.18	114,592.00	114,592.00	110,404.91	96.35
101-443-709-000	OVERTIME	19,809.37	20,000.00	20,000.00	21,082.89	105.41
101-443-715-000	FICA	9,365.18	10,297.00	10,297.00	9,982.90	96.95
101-443-725-000	WORKERS COMPENSATION	2,624.99	2,621.00	2,621.00	2,217.67	84.61
SALARIES AND FRINGE BENEFITS		135,410.18	147,510.00	147,510.00	143,688.37	97.41
MATERIALS AND SUPPLIES						
101-443-728-000	OFFICE SUPPLIES	0.00	190.00	190.00	0.00	0.00
101-443-744-000	UNIFORMS	1,100.00	3,000.00	3,000.00	2,380.33	79.34
101-443-781-000	VEHICLE SUPPLIES	152,893.50	107,500.00	147,500.00	136,531.60	92.56
101-443-787-000	TOOLS	13,175.56	10,000.00	10,000.00	9,880.00	98.80
MATERIALS AND SUPPLIES		167,169.06	120,690.00	160,690.00	148,791.93	92.60

DB: City Of Berkley

## REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

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PERIOD ENDING 06/30/2025

		END BALANCE		2024-25		YTD BALANCE		
		06/30/2024		ORIGINAL		06/30/2025		%
GL NUMBER	DESCRIPTION	NORMAL	(ABNORMAL)	BUDGET	2024-25	AMENDED BUDGET	NORMAL (ABNORMAL)	BDGT USED
Fund 101 - GENERAL FUND								
Expenditures								
OTHER CHARGES								
101-443-939-000	VEHICLE MAINTENANCE	46,401.22		30,000.00	29,900.00	13,714.28		45.87
101-443-939-002	VEHICLE MAINTENANCE - PSO	0.00		0.00	100.00	67.32		67.32
101-443-960-000	PROFESSIONAL DEVELOPMENT	5,714.54		4,000.00	4,000.00	2,499.09		62.48
OTHER CHARGES		52,115.76		34,000.00	34,000.00	16,280.69		47.88
CAPITAL OUTLAY								
101-443-982-000	EQUIPMENT	19,139.72		7,500.00	33,360.00	27,542.71		82.56
CAPITAL OUTLAY		19,139.72		7,500.00	33,360.00	27,542.71		82.56
Total Dept 443 - PUBLIC WORKS GARAGE		373,834.72		309,700.00	375,560.00	336,303.70		89.55
Dept 448 - PUBLIC WORKS - STREET PROGRAMS								
OTHER CHARGES								
101-448-922-000	STREET LIGHTING	241,968.06		231,000.00	256,000.00	249,150.92		97.32
OTHER CHARGES		241,968.06		231,000.00	256,000.00	249,150.92		97.32
Total Dept 448 - PUBLIC WORKS - STREET PROGRAMS		241,968.06		231,000.00	256,000.00	249,150.92		97.32
Dept 701 - PLANNING								
SALARIES AND FRINGE BENEFITS								
101-701-704-000	FULL TIME EMPLOYEES	160,298.19		161,786.00	161,786.00	159,271.58		98.45
101-701-715-000	FICA	12,143.17		12,377.00	12,377.00	12,065.28		97.48
101-701-725-000	WORKERS COMPENSATION	347.57		347.00	347.00	293.60		84.61
SALARIES AND FRINGE BENEFITS		172,788.93		174,510.00	174,510.00	171,630.46		98.35
MATERIALS AND SUPPLIES								
101-701-758-000	PROGRAM SUPPLIES	171.30		200.00	400.00	270.00		67.50
MATERIALS AND SUPPLIES		171.30		200.00	400.00	270.00		67.50
CONTRACTUAL SERVICES								
101-701-803-000	MEMBERSHIPS	674.00		1,400.00	1,460.00	1,449.00		99.25
101-701-817-000	CONSULTANT	8,093.91		24,000.00	23,940.00	6,192.50		25.87
101-701-818-000	CONTRACTUAL SERVICES	70,322.51		25,000.00	35,000.00	34,476.36		98.50
101-701-901-000	ADVERTISING	4,411.64		6,000.00	5,500.00	2,957.30		53.77
CONTRACTUAL SERVICES		83,502.06		56,400.00	65,900.00	45,075.16		68.40
UTILITIES								
101-701-853-000	TELEPHONE	710.59		590.00	1,090.00	1,072.70		98.41
UTILITIES		710.59		590.00	1,090.00	1,072.70		98.41
OTHER CHARGES								
101-701-960-000	PROFESSIONAL DEVELOPMENT	4,310.00		5,000.00	4,800.00	4,913.34		102.36
OTHER CHARGES		4,310.00		5,000.00	4,800.00	4,913.34		102.36
CAPITAL OUTLAY								

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024		2024-25 ORIGINAL	2024-25	YTD BALANCE 06/30/2025		% BDGT USED
		NORMAL	(ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-701-981-000	FURNITURE		149.99	0.00	0.00	0.00		0.00
CAPITAL OUTLAY			149.99	0.00	0.00	0.00		0.00
Total Dept 701 - PLANNING			261,632.87	236,700.00	246,700.00	222,961.66		90.38
Dept 741 - COMMUNITY PROMOTION								
MATERIALS AND SUPPLIES								
101-741-728-000	OFFICE SUPPLIES		2,580.91	0.00	0.00	0.00		0.00
101-741-729-000	STATIONARY		5,007.99	3,980.00	860.00	0.00		0.00
101-741-730-000	POSTAGE-PRINTING-MAILING		5,878.07	3,000.00	2,000.00	985.22		49.26
101-741-758-000	PROGRAM SUPPLIES		135.25	0.00	120.00	118.99		99.16
MATERIALS AND SUPPLIES			13,602.22	6,980.00	2,980.00	1,104.21		37.05
CONTRACTUAL SERVICES								
101-741-803-000	MEMBERSHIPS		5,184.67	13,000.00	17,000.00	11,891.00		69.95
101-741-818-000	CONTRACTUAL SERVICES		0.00	1,000.00	1,000.00	1,000.00		100.00
101-741-901-000	ADVERTISING		1,809.35	3,000.00	3,000.00	1,128.00		37.60
101-741-998-000	BERKLEY BUZZ		16,985.00	29,700.00	28,200.00	5,145.11		18.25
CONTRACTUAL SERVICES			23,979.02	46,700.00	49,200.00	19,164.11		38.95
OTHER CHARGES								
101-741-931-000	BUILDING MAINTENACE		203.33	0.00	0.00	0.00		0.00
101-741-932-100	COMMUNITY EVENTS		1,921.19	1,620.00	3,120.00	2,514.70		80.60
OTHER CHARGES			2,124.52	1,620.00	3,120.00	2,514.70		80.60
Total Dept 741 - COMMUNITY PROMOTION			39,705.76	55,300.00	55,300.00	22,783.02		41.20
Dept 745 - BUILDING DEPARTMENT								
SALARIES AND FRINGE BENEFITS								
101-745-704-000	FULL TIME EMPLOYEES		129,339.23	170,927.00	167,927.00	161,382.75		96.10
101-745-709-000	OVERTIME		518.87	0.00	0.00	0.00		0.00
101-745-715-000	FICA		9,834.81	13,751.00	12,851.00	12,222.31		95.11
101-745-725-000	WORKERS COMPENSATION		431.11	431.00	431.00	364.67		84.61
SALARIES AND FRINGE BENEFITS			140,124.02	185,109.00	181,209.00	173,969.73		96.01
MATERIALS AND SUPPLIES								
101-745-728-000	OFFICE SUPPLIES		92.05	200.00	0.00	0.00		0.00
101-745-729-000	STATIONARY		78.26	0.00	0.00	0.00		0.00
101-745-731-000	BOOKS / PERIODICALS		303.48	600.00	520.00	512.74		98.60
101-745-758-000	PROGRAM SUPPLIES		1,782.20	1,591.00	2,891.00	2,501.17		86.52
MATERIALS AND SUPPLIES			2,255.99	2,391.00	3,411.00	3,013.91		88.36
CONTRACTUAL SERVICES								
101-745-803-000	MEMBERSHIPS		780.00	1,800.00	800.00	225.00		28.13
101-745-818-000	CONTRACTUAL SERVICES		1,301.33	10,000.00	12,000.00	1,016.94		8.47
101-745-822-001	INSPECTIONS - BUILDING		206,760.55	0.00	39,869.00	36,472.88		91.48
101-745-822-002	HOUSE INSPECTIONS-RENTALS		39,297.75	0.00	6,141.00	4,916.25		80.06

PERIOD ENDING 06/30/2025

		END BALANCE		2024-25		YTD BALANCE			
		06/30/2024		ORIGINAL		2024-25		06/30/2025	
GL NUMBER	DESCRIPTION	NORMAL	(ABNORMAL)	BUDGET		AMENDED BUDGET	NORMAL	(ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND									
Expenditures									
101-745-822-003	CONTRACTUAL INSPECTIONS	115,622.50		195,000.00		168,890.00	171,037.00		101.27
101-745-822-006	BUSINESS LICENSE INSPECTION-ALL	6,535.00		0.00		0.00	0.00		0.00
101-745-822-008	VACANT HOUSING INSPECTION	900.00		0.00		0.00	0.00		0.00
101-745-835-000	MEDICAL EXPENSES	339.00		0.00		0.00	0.00		0.00
101-745-901-000	ADVERTISING	178.05		0.00		0.00	0.00		0.00
101-745-986-000	COMPUTER SOFTWARE	10,771.66		15,000.00		8,000.00	7,160.09		89.50
CONTRACTUAL SERVICES		382,485.84		221,800.00		235,700.00	220,828.16		93.69
OTHER CHARGES									
101-745-960-000	PROFESSIONAL DEVELOPMENT	1,040.00		700.00		680.00	519.00		76.32
OTHER CHARGES		1,040.00		700.00		680.00	519.00		76.32
CAPITAL OUTLAY									
101-745-981-000	FURNITURE	2,817.00		1,000.00		0.00	0.00		0.00
CAPITAL OUTLAY		2,817.00		1,000.00		0.00	0.00		0.00
Total Dept 745 - BUILDING DEPARTMENT		528,722.85		411,000.00		421,000.00	398,330.80		94.62
Dept 790 - LIBRARY									
SALARIES AND FRINGE BENEFITS									
101-790-704-000	FULL TIME EMPLOYEES	145,621.92		149,195.00		152,132.00	146,280.04		96.15
101-790-705-000	PART-TIME LIBRARIANS	43.28		0.00		0.00	0.00		0.00
101-790-707-000	PART TIME EMPLOYEES	260,109.87		260,000.00		260,000.00	263,632.29		101.40
101-790-715-000	FICA	30,950.56		31,304.00		30,679.00	31,268.46		101.92
101-790-723-000	HOLIDAY / PERSONAL DAYS	263.68		0.00		289.00	288.56		99.85
101-790-725-000	WORKERS COMPENSATION	1,217.11		1,215.00		1,071.00	1,028.03		95.99
SALARIES AND FRINGE BENEFITS		438,206.42		441,714.00		444,171.00	442,497.38		99.62
MATERIALS AND SUPPLIES									
101-790-728-000	OFFICE SUPPLIES	5,547.94		5,572.00		5,572.00	5,779.05		103.72
101-790-731-000	BOOKS / PERIODICALS	10,213.81		9,000.00		9,000.00	7,769.34		86.33
101-790-731-001	DOWNLOADABLE CONTENT	22,116.09		30,000.00		30,000.00	30,691.15		102.30
101-790-758-000	PROGRAM SUPPLIES	2,542.51		2,500.00		2,500.00	2,875.45		115.02
101-790-758-005	PROGRAM SUPPLIES-CONTRIBUTIONS - LIBRARY	5,763.31		7,000.00		7,000.00	6,788.61		96.98
101-790-776-000	MAINTENANCE SUPPLIES	2,438.84		0.00		0.00	0.00		0.00
101-790-978-000	BOOKS	34,296.24		36,000.00		36,000.00	30,937.43		85.94
101-790-978-001	RENTED MATERIALS	16,637.88		19,500.00		19,500.00	16,556.88		84.91
101-790-978-002	BOOKS FROM DONATIONS	2,090.77		3,000.00		3,700.00	4,194.61		113.37
MATERIALS AND SUPPLIES		101,647.39		112,572.00		113,272.00	105,592.52		93.22
CONTRACTUAL SERVICES									
101-790-803-000	MEMBERSHIPS	856.00		980.00		867.00	1,487.00		171.51
101-790-811-000	CUSTODIAL SERVICES	25,166.93		0.00		0.00	0.00		0.00
101-790-818-000	CONTRACTUAL SERVICES	1,777.97		1,500.00		1,500.00	1,443.96		96.26
101-790-828-000	LIBRARY COOP	51,451.40		56,800.00		56,100.00	52,470.28		93.53
101-790-904-000	PRINTING	127.30		200.00		200.00	200.00		100.00
CONTRACTUAL SERVICES		79,379.60		59,480.00		58,667.00	55,601.24		94.77
UTILITIES									
101-790-853-000	TELEPHONE	1,993.39		1,900.00		2,100.00	2,126.01		101.24

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PERIOD ENDING 06/30/2025

		END BALANCE		2024-25		YTD BALANCE		
		06/30/2024		ORIGINAL		06/30/2025		%
GL NUMBER	DESCRIPTION	NORMAL	(ABNORMAL)	BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	BDGT USED
Fund 101 - GENERAL FUND								
Expenditures								
101-790-920-000	UTILITIES	27,268.70		25,000.00	26,000.00	26,370.56		101.43
UTILITIES		29,262.09		26,900.00	28,100.00	28,496.57		101.41
OTHER CHARGES								
101-790-931-000	BUILDING MAINTENANCE	8,921.62		0.00	0.00	0.00		0.00
101-790-934-000	OFFICE EQUIPMENT MAINTENANCE	3,095.19		3,000.00	3,000.00	2,850.80		95.03
101-790-960-000	PROFESSIONAL DEVELOPMENT	1,015.78		1,500.00	1,400.00	1,278.44		91.32
OTHER CHARGES		13,032.59		4,500.00	4,400.00	4,129.24		93.85
CAPITAL OUTLAY								
101-790-983-000	OFFICE EQUIPMENT	0.00		27,500.00	27,500.00	27,500.00		100.00
CAPITAL OUTLAY		0.00		27,500.00	27,500.00	27,500.00		100.00
INSURANCE								
101-790-914-000	LIABILITY INSURANCE	5,308.00		10,934.00	7,490.00	11,932.50		159.31
INSURANCE		5,308.00		10,934.00	7,490.00	11,932.50		159.31
Total Dept 790 - LIBRARY		666,836.09		683,600.00	683,600.00	675,749.45		98.85
Dept 966 - OTHER FINANCING USES-TRASFERS OUT								
OTHER FINANCING USES								
101-966-995-208	TRANSFER OUT - RECREATION REVOLV FUND	900,000.00		788,000.00	788,000.00	788,000.00		100.00
101-966-995-284	TRANSFER OUT - OPIOID SETTLE FUND	0.00		0.00	29,481.00	29,480.29		100.00
101-966-995-445	TRANSFER OUT - PUBLIC IMP FUND	0.00		0.00	315,000.00	315,000.00		100.00
101-966-995-809	TRANSFERS OUT TO SIDEWALKS	84,074.12		0.00	0.00	0.00		0.00
OTHER FINANCING USES		984,074.12		788,000.00	1,132,481.00	1,132,480.29		100.00
Total Dept 966 - OTHER FINANCING USES-TRASFERS OUT		984,074.12		788,000.00	1,132,481.00	1,132,480.29		100.00
TOTAL EXPENDITURES		14,893,841.59		15,569,900.00	18,411,293.00	17,123,278.50		93.00
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		15,926,889.78		15,569,900.00	17,848,423.00	17,444,980.73		97.74
TOTAL EXPENDITURES		14,893,841.59		15,569,900.00	18,411,293.00	17,123,278.50		93.00
NET OF REVENUES & EXPENDITURES		1,033,048.19		0.00	(562,870.00)	321,702.23		57.15

## MATERIALS AND SUPPLIES

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PERIOD ENDING 06/30/2025

		END BALANCE		2024-25		YTD BALANCE		
		06/30/2024		ORIGINAL		06/30/2025		% BDGT
GL NUMBER	DESCRIPTION	NORMAL	(ABNORMAL)	BUDGET	2024-25	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 202 - MAJOR STREET								
Expenditures								
202-464-744-000	UNIFORMS		1,432.73	3,000.00	3,000.00		2,941.47	98.05
202-464-758-000	PROGRAM SUPPLIES		551.97	5,000.00	4,000.00		3,000.57	75.01
202-464-782-000	ROAD SUPPLIES		7,547.50	10,000.00	11,000.00		10,004.11	90.95
MATERIALS AND SUPPLIES			9,532.20	18,000.00	18,000.00		15,946.15	88.59
CONTRACTUAL SERVICES								
202-464-818-000	CONTRACTUAL SERVICES		305,099.68	210,000.00	170,000.00		147,076.75	86.52
202-464-821-010	ENGINEERING		217,689.07	152,000.00	8,000.00		56,547.63	706.85
CONTRACTUAL SERVICES			522,788.75	362,000.00	178,000.00		203,624.38	114.40
OTHER CHARGES								
202-464-940-000	EQUIPMENT RENTAL		17,949.96	8,000.00	28,000.00		30,231.50	107.97
OTHER CHARGES			17,949.96	8,000.00	28,000.00		30,231.50	107.97
CAPITAL OUTLAY								
202-464-975-100	CONSTRUCTION - MAJOR STREETS		1,499,554.15	600,000.00	20,000.00		18,531.04	92.66
202-464-982-000	EQUIPMENT		0.00	52,500.00	0.00		0.00	0.00
CAPITAL OUTLAY			1,499,554.15	652,500.00	20,000.00		18,531.04	92.66
Total Dept 464 - STREET MAINT OPERATIONS			2,067,856.25	1,203,243.00	316,743.00		296,929.96	93.74
Dept 468 - STREET TREES								
SALARIES AND FRINGE BENEFITS								
202-468-706-000	LABORERS		270.19	0.00	3,400.00		3,363.69	98.93
202-468-707-000	PART TIME EMPLOYEES		208.00	0.00	1,200.00		1,120.64	93.39
202-468-709-000	OVERTIME		640.93	1,000.00	300.00		67.65	22.55
202-468-715-000	FICA		85.03	0.00	350.00		347.25	99.21
SALARIES AND FRINGE BENEFITS			1,204.15	1,000.00	5,250.00		4,899.23	93.32
MATERIALS AND SUPPLIES								
202-468-758-000	PROGRAM SUPPLIES		27,363.46	12,000.00	27,000.00		15,839.10	58.66
MATERIALS AND SUPPLIES			27,363.46	12,000.00	27,000.00		15,839.10	58.66
CONTRACTUAL SERVICES								
202-468-818-000	CONTRACTUAL SERVICES		189,042.27	120,000.00	168,971.00		119,190.57	70.54
CONTRACTUAL SERVICES			189,042.27	120,000.00	168,971.00		119,190.57	70.54
OTHER CHARGES								
202-468-940-000	EQUIPMENT RENTAL		5,777.23	3,000.00	4,000.00		4,779.09	119.48
OTHER CHARGES			5,777.23	3,000.00	4,000.00		4,779.09	119.48
Total Dept 468 - STREET TREES			223,387.11	136,000.00	205,221.00		144,707.99	70.51
Dept 469 - CATCH BASINS								
SALARIES AND FRINGE BENEFITS								
202-469-706-000	LABORERS		4,333.27	5,000.00	5,000.00		3,648.20	72.96

PERIOD ENDING 06/30/2025

		END BALANCE	2024-25	YTD BALANCE	
		06/30/2024	ORIGINAL	06/30/2025	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	2024-25 AMENDED BUDGET	NORMAL (ABNORMAL) USED
Fund 202 - MAJOR STREET					
Expenditures					
202-469-707-000	PART TIME EMPLOYEES	48.00	0.00	0.00	0.00
202-469-709-000	OVERTIME	527.07	500.00	500.00	604.84 120.97
202-469-715-000	FICA	373.87	651.00	651.00	323.26 49.66
SALARIES AND FRINGE BENEFITS		5,282.21	6,151.00	6,151.00	4,576.30 74.40
MATERIALS AND SUPPLIES					
202-469-758-000	PROGRAM SUPPLIES	8,161.16	1,000.00	1,000.00	417.16 41.72
MATERIALS AND SUPPLIES		8,161.16	1,000.00	1,000.00	417.16 41.72
CONTRACTUAL SERVICES					
202-469-818-000	CONTRACTUAL SERVICES	298.50	1,500.00	100.00	0.00 0.00
CONTRACTUAL SERVICES		298.50	1,500.00	100.00	0.00 0.00
OTHER CHARGES					
202-469-940-000	EQUIPMENT RENTAL	9,162.83	3,000.00	5,600.00	5,535.34 98.85
OTHER CHARGES		9,162.83	3,000.00	5,600.00	5,535.34 98.85
Total Dept 469 - CATCH BASINS		22,904.70	11,651.00	12,851.00	10,528.80 81.93
Dept 471 - GRASS AND WEEDS					
SALARIES AND FRINGE BENEFITS					
202-471-706-000	LABORERS	1,811.04	1,500.00	1,100.00	1,033.35 93.94
202-471-707-000	PART TIME EMPLOYEES	80.00	0.00	6,100.00	5,856.64 96.01
202-471-709-000	OVERTIME	1,002.82	0.00	100.00	211.99 211.99
202-471-715-000	FICA	219.51	0.00	300.00	542.55 180.85
SALARIES AND FRINGE BENEFITS		3,113.37	1,500.00	7,600.00	7,644.53 100.59
MATERIALS AND SUPPLIES					
202-471-758-000	PROGRAM SUPPLIES	261.76	1,000.00	1,000.00	951.92 95.19
MATERIALS AND SUPPLIES		261.76	1,000.00	1,000.00	951.92 95.19
CONTRACTUAL SERVICES					
202-471-818-000	CONTRACTUAL SERVICES	530.00	3,000.00	1,100.00	1,080.00 98.18
CONTRACTUAL SERVICES		530.00	3,000.00	1,100.00	1,080.00 98.18
OTHER CHARGES					
202-471-940-000	EQUIPMENT RENTAL	4,560.20	1,500.00	9,100.00	9,091.93 99.91
OTHER CHARGES		4,560.20	1,500.00	9,100.00	9,091.93 99.91
Total Dept 471 - GRASS AND WEEDS		8,465.33	7,000.00	18,800.00	18,768.38 99.83
Dept 475 - STREET SIGNS					
SALARIES AND FRINGE BENEFITS					
202-475-706-000	LABORERS	222.30	0.00	500.00	215.47 43.09
202-475-709-000	OVERTIME	155.09	0.00	400.00	377.68 94.42
202-475-715-000	FICA	28.64	0.00	100.00	45.05 45.05



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PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 202 - MAJOR STREET								
Expenditures								
SALARIES AND FRINGE BENEFITS		406.03		0.00	1,000.00	638.20		63.82
MATERIALS AND SUPPLIES								
202-475-758-000	PROGRAM SUPPLIES	2,262.25		8,000.00	5,000.00	7,125.90		142.52
MATERIALS AND SUPPLIES		2,262.25		8,000.00	5,000.00	7,125.90		142.52
CONTRACTUAL SERVICES								
202-475-803-000	MEMBERSHIPS	3,019.00		3,200.00	3,200.00	3,019.00		94.34
202-475-818-000	CONTRACTUAL SERVICES	54,122.39		34,000.00	34,000.00	31,176.95		91.70
CONTRACTUAL SERVICES		57,141.39		37,200.00	37,200.00	34,195.95		91.92
OTHER CHARGES								
202-475-922-000	STREET LIGHTING	0.00		0.00	145,000.00	31,841.59		21.96
202-475-933-000	EQUIPMENT MAINTENANCE	10,280.14		25,000.00	7,000.00	9,404.41		134.35
202-475-940-000	EQUIPMENT RENTAL	1,808.10		2,000.00	2,000.00	1,248.16		62.41
OTHER CHARGES		12,088.24		27,000.00	154,000.00	42,494.16		27.59
Total Dept 475 - STREET SIGNS								
		71,897.91		72,200.00	197,200.00	84,454.21		42.83
Dept 478 - WINTER MAINTENANCE								
SALARIES AND FRINGE BENEFITS								
202-478-706-000	LABORERS	10,119.91		4,500.00	4,100.00	3,714.34		90.59
202-478-707-000	PART TIME EMPLOYEES	330.08		0.00	0.00	0.00		0.00
202-478-709-000	OVERTIME	4,796.64		3,000.00	13,000.00	9,297.96		71.52
202-478-715-000	FICA	1,160.63		0.00	1,000.00	990.46		99.05
SALARIES AND FRINGE BENEFITS		16,407.26		7,500.00	18,100.00	14,002.76		77.36
MATERIALS AND SUPPLIES								
202-478-758-000	PROGRAM SUPPLIES	38,450.31		50,000.00	63,000.00	62,278.93		98.86
MATERIALS AND SUPPLIES		38,450.31		50,000.00	63,000.00	62,278.93		98.86
OTHER CHARGES								
202-478-940-000	EQUIPMENT RENTAL	9,275.30		23,000.00	16,000.00	15,583.14		97.39
OTHER CHARGES		9,275.30		23,000.00	16,000.00	15,583.14		97.39
Total Dept 478 - WINTER MAINTENANCE								
		64,132.87		80,500.00	97,100.00	91,864.83		94.61
Dept 483 - STREET ADMINISTRATION								
SALARIES AND FRINGE BENEFITS								
202-483-726-200	INTERNAL SRVC - LABOR & ADMIN	122,000.00		135,000.00	135,000.00	135,000.00		100.00
SALARIES AND FRINGE BENEFITS		122,000.00		135,000.00	135,000.00	135,000.00		100.00
CONTRACTUAL SERVICES								
202-483-801-000	BANK CHARGES	0.00		0.00	400.00	190.66		47.67
202-483-807-000	AUDIT SERVICES	3,000.00		3,600.00	3,800.00	3,800.00		100.00
CONTRACTUAL SERVICES		3,000.00		3,600.00	4,200.00	3,990.66		95.02

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024		2024-25 ORIGINAL BUDGET		2024-25 AMENDED BUDGET		YTD BALANCE 06/30/2025		% BDGT USED
		NORMAL	(ABNORMAL)					NORMAL	(ABNORMAL)	
Fund 202 - MAJOR STREET										
Expenditures										
Total Dept 483 - STREET ADMINISTRATION		125,000.00		138,600.00		139,200.00		138,990.66		99.85
Dept 522 - STREET SWEEPING										
SALARIES AND FRINGE BENEFITS										
202-522-706-000	LABORERS	4,208.70		0.00		6,300.00		4,466.51		70.90
202-522-709-000	OVERTIME	2,195.78		0.00		1,000.00		1,740.66		174.07
202-522-715-000	FICA	563.10		0.00		500.00		471.47		94.29
SALARIES AND FRINGE BENEFITS		6,967.58		0.00		7,800.00		6,678.64		85.62
CONTRACTUAL SERVICES										
202-522-818-000	CONTRACTUAL SERVICES	5.29		0.00		0.00		0.00		0.00
CONTRACTUAL SERVICES		5.29		0.00		0.00		0.00		0.00
OTHER CHARGES										
202-522-940-000	EQUIPMENT RENTAL	24,225.79		16,000.00		23,000.00		25,581.58		111.22
OTHER CHARGES		24,225.79		16,000.00		23,000.00		25,581.58		111.22
CAPITAL OUTLAY										
202-522-985-000	VEHICLES	264,830.00		325,000.00		377,500.00		368,240.31		97.55
CAPITAL OUTLAY		264,830.00		325,000.00		377,500.00		368,240.31		97.55
Total Dept 522 - STREET SWEEPING		296,028.66		341,000.00		408,300.00		400,500.53		98.09
Dept 966 - OTHER FINANCING USES-TRASFRS OUT										
OTHER FINANCING USES										
202-966-995-203	TRANSFERS OUT TO LOCAL STREET	200,000.00		697,000.00		0.00		0.00		0.00
OTHER FINANCING USES		200,000.00		697,000.00		0.00		0.00		0.00
Total Dept 966 - OTHER FINANCING USES-TRASFRS OUT		200,000.00		697,000.00		0.00		0.00		0.00
TOTAL EXPENDITURES		3,141,828.21		2,772,194.00		1,480,415.00		1,244,467.32		84.06
Fund 202 - MAJOR STREET:										
TOTAL REVENUES		1,497,192.42		1,572,194.00		1,600,106.00		1,413,392.39		88.33
TOTAL EXPENDITURES		3,141,828.21		2,772,194.00		1,480,415.00		1,244,467.32		84.06
NET OF REVENUES & EXPENDITURES		(1,644,635.79)		(1,200,000.00)		119,691.00		168,925.07		141.13

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PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	06/30/2024 (ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	06/30/2025 (ABNORMAL)	
Fund 203 - LOCAL STREETS								
Revenues								
Dept 001 - REVENUES								
LICENSES AND PERMITS								
203-001-497-000	RIGHT OF WAY-RECON PERMIT FEE		96,951.94	0.00	114,000.00	121,523.69		106.60
LICENSES AND PERMITS			96,951.94	0.00	114,000.00	121,523.69		106.60
MISCELLANEOUS								
203-001-672-001	SUNDRY REVENUE		1,105.69	35,000.00	1,000.00	0.00		0.00
MISCELLANEOUS			1,105.69	35,000.00	1,000.00	0.00		0.00
STATE GRANTS								
203-001-546-000	ACT 51 STATE REVENUE		495,104.46	526,800.00	526,800.00	475,805.60		90.32
203-001-556-000	OTHER STATE GRANTS		19,763.50	0.00	20,000.00	18,113.50		90.57
STATE GRANTS			514,867.96	526,800.00	546,800.00	493,919.10		90.33
CHARGES FOR SERVICES								
203-001-645-000	TREE PROGRAM SALES		4,973.00	0.00	6,300.00	6,224.00		98.79
CHARGES FOR SERVICES			4,973.00	0.00	6,300.00	6,224.00		98.79
INVESTMENT EARNINGS								
203-001-665-000	INTEREST		26,861.20	20,227.00	21,927.00	8,157.80		37.20
INVESTMENT EARNINGS			26,861.20	20,227.00	21,927.00	8,157.80		37.20
OTHER FINANCING SOURCES								
203-001-699-202	TRANSFERS IN FROM MAJOR STREETS		200,000.00	697,000.00	0.00	0.00		0.00
OTHER FINANCING SOURCES			200,000.00	697,000.00	0.00	0.00		0.00
Total Dept 001 - REVENUES			844,759.79	1,279,027.00	690,027.00	629,824.59		91.28
TOTAL REVENUES			844,759.79	1,279,027.00	690,027.00	629,824.59		91.28
Expenditures								
Dept 252 - ACTIVE EMPLOYEE BENEFITS								
SALARIES AND FRINGE BENEFITS								
203-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS		4,626.11	5,400.00	5,400.00	5,781.66		107.07
203-252-716-500	HEALTH CARE COSTS - BC/BS		34,537.83	48,000.00	40,000.00	32,897.89		82.24
203-252-718-000	DEFINED BENEFIT - MERS		16,732.92	17,000.00	17,021.00	17,020.44		100.00
SALARIES AND FRINGE BENEFITS			55,896.86	70,400.00	62,421.00	55,699.99		89.23
Total Dept 252 - ACTIVE EMPLOYEE BENEFITS			55,896.86	70,400.00	62,421.00	55,699.99		89.23
Dept 464 - STREET MAINT OPERATIONS								
SALARIES AND FRINGE BENEFITS								
203-464-706-000	LABORERS		33,408.35	52,000.00	40,000.00	48,321.54		120.80
203-464-707-000	PART TIME EMPLOYEES		3,346.05	2,000.00	4,000.00	3,032.32		75.81
203-464-709-000	OVERTIME		4,584.20	7,000.00	7,000.00	5,588.29		79.83
203-464-715-000	FICA		3,137.69	9,915.00	7,894.00	4,323.16		54.77

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024		2024-25 ORIGINAL	2024-25	YTD BALANCE 06/30/2025		% BDGT USED
		NORMAL	(ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREETS								
Expenditures								
203-464-725-000	WORKERS COMPENSATION		6,119.55	6,112.00	6,112.00	5,171.48		84.61
SALARIES AND FRINGE BENEFITS			50,595.84	77,027.00	65,006.00	66,436.79		102.20
MATERIALS AND SUPPLIES								
203-464-744-000	UNIFORMS		826.24	2,000.00	2,000.00	1,977.86		98.89
203-464-758-000	PROGRAM SUPPLIES		603.14	3,500.00	3,500.00	3,133.12		89.52
203-464-782-000	ROAD SUPPLIES		3,232.94	5,000.00	5,000.00	4,289.40		85.79
MATERIALS AND SUPPLIES			4,662.32	10,500.00	10,500.00	9,400.38		89.53
CONTRACTUAL SERVICES								
203-464-818-000	CONTRACTUAL SERVICES		435,266.60	195,000.00	251,817.00	191,481.00		76.04
203-464-821-010	ENGINEERING		4,821.12	82,000.00	14,000.00	10,820.26		77.29
CONTRACTUAL SERVICES			440,087.72	277,000.00	265,817.00	202,301.26		76.11
OTHER CHARGES								
203-464-940-000	EQUIPMENT RENTAL		34,805.11	13,000.00	35,000.00	57,387.02		163.96
OTHER CHARGES			34,805.11	13,000.00	35,000.00	57,387.02		163.96
CAPITAL OUTLAY								
203-464-975-100	CONSTRUCTION		100,118.62	0.00	0.00	0.00		0.00
203-464-982-000	EQUIPMENT		0.00	52,500.00	52,500.00	0.00		0.00
CAPITAL OUTLAY			100,118.62	52,500.00	52,500.00	0.00		0.00
Total Dept 464 - STREET MAINT OPERATIONS			630,269.61	430,027.00	428,823.00	335,525.45		78.24
Dept 468 - STREET TREES								
SALARIES AND FRINGE BENEFITS								
203-468-706-000	LABORERS		10,172.55	0.00	6,000.00	10,241.49		170.69
203-468-707-000	PART TIME EMPLOYEES		1,088.00	0.00	0.00	211.36		100.00
203-468-709-000	OVERTIME		2,901.61	0.00	1,000.00	1,474.58		147.46
203-468-715-000	FICA		1,074.42	0.00	900.00	905.58		100.62
SALARIES AND FRINGE BENEFITS			15,236.58	0.00	7,900.00	12,833.01		162.44
MATERIALS AND SUPPLIES								
203-468-758-000	PROGRAM SUPPLIES		63,841.46	26,250.00	28,350.00	36,957.90		130.36
MATERIALS AND SUPPLIES			63,841.46	26,250.00	28,350.00	36,957.90		130.36
CONTRACTUAL SERVICES								
203-468-818-000	CONTRACTUAL SERVICES		177,272.63	250,000.00	250,000.00	233,112.86		93.25
CONTRACTUAL SERVICES			177,272.63	250,000.00	250,000.00	233,112.86		93.25
OTHER CHARGES								
203-468-940-000	EQUIPMENT RENTAL		11,352.72	5,000.00	5,000.00	9,493.81		189.88
OTHER CHARGES			11,352.72	5,000.00	5,000.00	9,493.81		189.88
Total Dept 468 - STREET TREES			267,703.39	281,250.00	291,250.00	292,397.58		100.39

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GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREETS								
Expenditures								
Dept 469 - CATCH BASINS								
SALARIES AND FRINGE BENEFITS								
203-469-707-000	PART TIME EMPLOYEES		0.00	0.00	0.00	128.00		100.00
203-469-715-000	FICA		0.00	0.00	0.00	9.80		100.00
SALARIES AND FRINGE BENEFITS			0.00	0.00	0.00	137.80		100.00
MATERIALS AND SUPPLIES								
203-469-758-000	PROGRAM SUPPLIES		11,062.50	10,000.00	400.00	918.71		229.68
MATERIALS AND SUPPLIES			11,062.50	10,000.00	400.00	918.71		229.68
CONTRACTUAL SERVICES								
203-469-818-000	CONTRACTUAL SERVICES		696.50	0.00	0.00	0.00		0.00
CONTRACTUAL SERVICES			696.50	0.00	0.00	0.00		0.00
OTHER CHARGES								
203-469-940-000	EQUIPMENT RENTAL		16,142.68	7,000.00	11,500.00	10,838.75		94.25
OTHER CHARGES			16,142.68	7,000.00	11,500.00	10,838.75		94.25
Total Dept 469 - CATCH BASINS			27,901.68	17,000.00	11,900.00	11,895.26		99.96
Dept 471 - GRASS AND WEEDS								
SALARIES AND FRINGE BENEFITS								
203-471-706-000	LABORERS		9,866.82	8,000.00	8,100.00	8,028.91		99.12
203-471-707-000	PART TIME EMPLOYEES		2,075.78	0.00	14,200.00	14,191.20		99.94
203-471-709-000	OVERTIME		1,817.51	0.00	1,500.00	1,424.88		94.99
203-471-715-000	FICA		1,044.95	0.00	1,500.00	1,802.74		120.18
SALARIES AND FRINGE BENEFITS			14,805.06	8,000.00	25,300.00	25,447.73		100.58
MATERIALS AND SUPPLIES								
203-471-758-000	PROGRAM SUPPLIES		112.14	1,000.00	1,000.00	842.26		84.23
MATERIALS AND SUPPLIES			112.14	1,000.00	1,000.00	842.26		84.23
OTHER CHARGES								
203-471-940-000	EQUIPMENT RENTAL		9,052.48	3,000.00	18,700.00	18,682.23		99.90
OTHER CHARGES			9,052.48	3,000.00	18,700.00	18,682.23		99.90
Total Dept 471 - GRASS AND WEEDS			23,969.68	12,000.00	45,000.00	44,972.22		99.94
Dept 475 - STREET SIGNS								
SALARIES AND FRINGE BENEFITS								
203-475-706-000	LABORERS		4,965.45	0.00	3,000.00	2,981.14		99.37
203-475-707-000	PART TIME EMPLOYEES		768.00	0.00	0.00	0.00		0.00
203-475-709-000	OVERTIME		702.21	0.00	500.00	549.81		109.96
203-475-715-000	FICA		489.11	0.00	500.00	267.96		53.59
SALARIES AND FRINGE BENEFITS			6,924.77	0.00	4,000.00	3,798.91		94.97

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GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREETS								
Expenditures								
MATERIALS AND SUPPLIES								
203-475-758-000	PROGRAM SUPPLIES	2,603.83		10,000.00	7,000.00	13,396.31		191.38
MATERIALS AND SUPPLIES		2,603.83		10,000.00	7,000.00	13,396.31		191.38
CONTRACTUAL SERVICES								
203-475-803-000	MEMBERSHIPS	3,019.00		3,250.00	3,250.00	3,019.00		92.89
203-475-818-000	CONTRACTUAL SERVICES	0.00		5,000.00	0.00	0.00		0.00
CONTRACTUAL SERVICES		3,019.00		8,250.00	3,250.00	3,019.00		92.89
OTHER CHARGES								
203-475-933-000	EQUIPMENT MAINTENANCE	6,777.69		5,500.00	5,500.00	1,044.97		19.00
203-475-940-000	EQUIPMENT RENTAL	4,453.13		4,000.00	4,000.00	2,482.96		62.07
OTHER CHARGES		11,230.82		9,500.00	9,500.00	3,527.93		37.14
Total Dept 475 - STREET SIGNS		23,778.42		27,750.00	23,750.00	23,742.15		99.97
Dept 478 - WINTER MAINTENANCE								
SALARIES AND FRINGE BENEFITS								
203-478-706-000	LABORERS	7,957.42		0.00	29,533.00	16,337.67		55.32
203-478-707-000	PART TIME EMPLOYEES	330.08		0.00	0.00	0.00		0.00
203-478-709-000	OVERTIME	3,893.94		0.00	1,417.00	14,600.61		1,030.39
203-478-715-000	FICA	925.80		0.00	2,250.00	2,353.54		104.60
SALARIES AND FRINGE BENEFITS		13,107.24		0.00	33,200.00	33,291.82		100.28
MATERIALS AND SUPPLIES								
203-478-758-000	PROGRAM SUPPLIES	18,153.77		22,000.00	30,600.00	30,544.80		99.82
MATERIALS AND SUPPLIES		18,153.77		22,000.00	30,600.00	30,544.80		99.82
OTHER CHARGES								
203-478-940-000	EQUIPMENT RENTAL	17,971.08		46,000.00	26,600.00	26,538.56		99.77
OTHER CHARGES		17,971.08		46,000.00	26,600.00	26,538.56		99.77
Total Dept 478 - WINTER MAINTENANCE		49,232.09		68,000.00	90,400.00	90,375.18		99.97
Dept 483 - STREET ADMINISTRATION								
SALARIES AND FRINGE BENEFITS								
203-483-726-200	INTERNAL SRVC - LABOR & ADMIN	52,000.00		49,000.00	49,000.00	49,000.00		100.00
SALARIES AND FRINGE BENEFITS		52,000.00		49,000.00	49,000.00	49,000.00		100.00
CONTRACTUAL SERVICES								
203-483-801-000	BANK CHARGES	0.00		0.00	300.00	77.54		25.85
203-483-807-000	AUDIT SERVICES	3,000.00		3,600.00	3,800.00	3,800.00		100.00
CONTRACTUAL SERVICES		3,000.00		3,600.00	4,100.00	3,877.54		94.57

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREETS								
Expenditures								
Total Dept 483 - STREET ADMINISTRATION		55,000.00		52,600.00		53,100.00	52,877.54	99.58
Dept 522 - STREET SWEEPING								
SALARIES AND FRINGE BENEFITS								
203-522-706-000	LABORERS	11,954.62		0.00		12,400.00	15,502.66	125.02
203-522-709-000	OVERTIME	7,069.07		0.00		6,600.00	3,202.15	48.52
203-522-715-000	FICA	1,097.50		0.00		1,000.00	1,422.05	142.21
203-522-716-000	DENTAL/VISION/LIFE-LTD/RHCS	(341.90)		0.00		0.00	0.00	0.00
SALARIES AND FRINGE BENEFITS		19,779.29		0.00		20,000.00	20,126.86	100.63
CONTRACTUAL SERVICES								
203-522-818-000	CONTRACTUAL SERVICES	5.29		0.00		0.00	0.00	0.00
CONTRACTUAL SERVICES		5.29		0.00		0.00	0.00	0.00
OTHER CHARGES								
203-522-940-000	EQUIPMENT RENTAL	47,033.04		0.00		42,000.00	42,459.22	101.09
OTHER CHARGES		47,033.04		0.00		42,000.00	42,459.22	101.09
Total Dept 522 - STREET SWEEPING		66,817.62		0.00		62,000.00	62,586.08	100.95
TOTAL EXPENDITURES		1,200,569.35		959,027.00		1,068,644.00	970,071.45	90.78
Fund 203 - LOCAL STREETS:								
TOTAL REVENUES		844,759.79		1,279,027.00		690,027.00	629,824.59	91.28
TOTAL EXPENDITURES		1,200,569.35		959,027.00		1,068,644.00	970,071.45	90.78
NET OF REVENUES & EXPENDITURES		(355,809.56)		320,000.00		(378,617.00)	(340,246.86)	89.87

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		END BALANCE		2024-25		YTD BALANCE		
		06/30/2024		ORIGINAL		06/30/2025		%
GL NUMBER	DESCRIPTION	NORMAL	(ABNORMAL)	BUDGET	2024-25	AMENDED BUDGET	NORMAL (ABNORMAL)	BDGT USED
Fund 208 - RECREATION REVOLVING FUND								
Revenues								
Dept 001 - REVENUES								
MISCELLANEOUS								
208-001-670-002	REIMBURSEMENTS - BERKLEY SCHOOLS	0.00		0.00		0.00	1,925.00	100.00
208-001-670-060	INSURANCE REIMBURSEMENTS	0.00		0.00		3,000.00	2,200.51	73.35
208-001-672-002	EV REVENUE-OXFORD PARK	865.55		0.00		0.00	3,996.22	100.00
MISCELLANEOUS		865.55		0.00		3,000.00	8,121.73	270.72
STATE GRANTS								
208-001-539-010	STATE GRANTS	94,000.00		0.00		0.00	27,900.00	100.00
STATE GRANTS		94,000.00		0.00		0.00	27,900.00	100.00
CHARGES FOR SERVICES								
208-001-626-112	YOUTH CAMP	240,349.64		320,000.00		320,000.00	307,122.00	95.98
208-001-626-316	YOUTH DANCE	0.00		0.00		0.00	1,650.00	100.00
208-001-626-411	GIRLS B-BALL CLINIC	2,391.33		0.00		0.00	14.00	100.00
208-001-626-412	GIRL'S VOLLEYBALL CAMP	7,884.00		0.00		0.00	88.00	100.00
208-001-626-416	BOYS B-BALL CLINIC	4,692.20		0.00		0.00	0.00	0.00
208-001-626-417	SPECIALITY CAMPS	620.00		30,000.00		30,000.00	24,469.00	81.56
208-001-626-502	WOMENS SOFTBALL	4,094.00		7,000.00		7,000.00	1,990.00	28.43
208-001-626-803	TENNIS CONTRACT	11,739.50		15,500.00		15,500.00	1,354.00	8.74
208-001-626-901	COMMUNITY CENTER USE	13,385.00		15,000.00		15,000.00	17,740.00	118.27
208-001-626-902	ATHLETIC FACILITIES USAGE FEE	0.00		0.00		0.00	15,000.00	100.00
208-001-626-915	DREAM CRUISE/CRUISEFEST	82,480.03		70,000.00		67,000.00	64,615.00	96.44
208-001-626-925	SUMMER/WINTERFEST FEES	6,090.00		8,000.00		8,000.00	6,850.00	85.63
208-001-626-950	RECREATION CLASSES	65,355.00		60,000.00		60,000.00	53,361.67	88.94
CHARGES FOR SERVICES		439,080.70		525,500.00		522,500.00	494,253.67	94.59
INVESTMENT EARNINGS								
208-001-665-000	INTEREST	2,365.80		1,343.00		1,343.00	3,496.29	260.33
INVESTMENT EARNINGS		2,365.80		1,343.00		1,343.00	3,496.29	260.33
CONTRIBUTION/DONATIONS								
208-001-675-002	MARQUEE	325.00		300.00		300.00	175.00	58.33
208-001-675-003	PARK RENTALS	3,492.50		7,000.00		7,000.00	7,792.50	111.32
CONTRIBUTION/DONATIONS		3,817.50		7,300.00		7,300.00	7,967.50	109.14
OTHER FINANCING SOURCES								
208-001-699-101	TRANSFER IN FROM GENERAL FUND	900,000.00		788,000.00		788,000.00	788,000.00	100.00
OTHER FINANCING SOURCES		900,000.00		788,000.00		788,000.00	788,000.00	100.00
Total Dept 001 - REVENUES		1,440,129.55		1,322,143.00		1,322,143.00	1,329,739.19	100.57
TOTAL REVENUES		1,440,129.55		1,322,143.00		1,322,143.00	1,329,739.19	100.57

Expenditures

Dept 252 - ACTIVE EMPLOYEE BENEFITS

SALARIES AND FRINGE BENEFITS

208-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	16,769.23		17,800.00	17,456.00	21,772.56		124.73
208-252-716-500	HEALTH CARE COSTS - BC/BS	92,100.90		120,000.00	113,000.00	87,727.64		77.64



PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25	YTD BALANCE		% BDGT USED
		06/30/2024	06/30/2025	ORIGINAL	06/30/2025		
Fund 208 - RECREATION REVOLVING FUND							
Expenditures							
208-252-718-000	DEFINED BENEFIT - MERS	18,956.48	19,000.00	19,044.00	19,043.88	100.00	
208-252-718-010	DEFINED CONTRIBUTION - MERS	4,311.50	3,200.00	10,500.00	10,295.49	98.05	
SALARIES AND FRINGE BENEFITS		132,138.11	160,000.00	160,000.00	138,839.57	86.77	
Total Dept 252 - ACTIVE EMPLOYEE BENEFITS		132,138.11	160,000.00	160,000.00	138,839.57	86.77	
Dept 267 - FACILITIES							
MATERIALS AND SUPPLIES							
208-267-776-208	MAINTENANCE SUPPLIES - PARKS	0.00	3,000.00	2,600.00	2,505.86	96.38	
MATERIALS AND SUPPLIES		0.00	3,000.00	2,600.00	2,505.86	96.38	
CONTRACTUAL SERVICES							
208-267-811-208	CUSTODIAL SERVICES - PARKS	0.00	19,000.00	16,638.00	16,637.88	100.00	
CONTRACTUAL SERVICES		0.00	19,000.00	16,638.00	16,637.88	100.00	
OTHER CHARGES							
208-267-931-208	BUILDING MAINTENANCE -PARKS	0.00	6,000.00	6,462.00	6,442.94	99.71	
OTHER CHARGES		0.00	6,000.00	6,462.00	6,442.94	99.71	
CAPITAL OUTLAY							
208-267-976-208	BUILDING IMPROVEMENTS - PARKS	94,000.00	0.00	31,100.00	31,051.38	99.84	
CAPITAL OUTLAY		94,000.00	0.00	31,100.00	31,051.38	99.84	
Total Dept 267 - FACILITIES		94,000.00	28,000.00	56,800.00	56,638.06	99.71	
Dept 751 - PARKS AND REC ADMINISTRATION							
SALARIES AND FRINGE BENEFITS							
208-751-704-000	FULL TIME EMPLOYEES	333,598.86	352,819.00	321,866.00	268,141.12	83.31	
208-751-707-000	PART TIME EMPLOYEES	23,209.02	30,000.00	28,000.00	17,772.61	63.47	
208-751-709-000	OVERTIME	945.45	500.00	1,000.00	531.12	53.11	
208-751-712-000	IN LIEU	0.00	0.00	500.00	403.72	80.74	
208-751-715-000	FICA	27,189.44	29,324.00	29,324.00	21,738.13	74.13	
208-751-724-000	UNEMPLOYMENT	0.00	0.00	0.00	60.00	100.00	
208-751-725-000	WORKERS COMPENSATION	5,653.37	5,647.00	5,647.00	4,778.02	84.61	
SALARIES AND FRINGE BENEFITS		390,596.14	418,290.00	386,337.00	313,424.72	81.13	
MATERIALS AND SUPPLIES							
208-751-728-000	OFFICE SUPPLIES	820.55	1,000.00	1,000.00	989.75	98.98	
208-751-729-000	STATIONARY	78.26	0.00	0.00	0.00	0.00	
208-751-744-000	UNIFORMS	1,042.35	1,500.00	1,500.00	1,103.40	73.56	
208-751-750-000	PLAYGROUND/ATHLETIC	3,406.16	3,700.00	7,500.00	7,156.95	95.43	
208-751-751-000	FUEL & OIL	5,217.29	5,500.00	5,500.00	3,876.45	70.48	
208-751-758-000	PROGRAM SUPPLIES	2,397.75	4,500.00	4,500.00	1,919.07	42.65	
208-751-776-000	MAINTENANCE SUPPLIES	2,274.11	0.00	200.00	56.44	28.22	
208-751-778-000	EQUIPMENT SUPPLIES	6,263.03	6,000.00	6,000.00	5,646.47	94.11	
208-751-787-000	TOOLS	313.73	0.00	0.00	0.00	0.00	
MATERIALS AND SUPPLIES		21,813.23	22,200.00	26,200.00	20,748.53	79.19	

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		END BALANCE		2024-25		YTD BALANCE		
		06/30/2024		ORIGINAL		06/30/2025		%
GL NUMBER	DESCRIPTION	NORMAL	(ABNORMAL)	BUDGET		AMENDED BUDGET	NORMAL (ABNORMAL)	BDGT USED
Fund 208 - RECREATION REVOLVING FUND								
Expenditures								
CONTRACTUAL SERVICES								
208-751-803-000	MEMBERSHIPS AND DUES		1,300.00	1,800.00		1,500.00	1,155.00	77.00
208-751-811-000	CUSTODIAL SERVICES		17,055.61	0.00		0.00	0.00	0.00
208-751-818-000	CONTRACTUAL SERVICES		17,941.59	20,000.00		17,000.00	15,710.11	92.41
208-751-901-000	ADVERTISING		223.95	1,000.00		1,000.00	142.38	14.24
208-751-986-000	COMPUTER SOFTWARE		7,000.00	7,000.00		9,718.00	9,714.39	99.96
CONTRACTUAL SERVICES			43,521.15	29,800.00		29,218.00	26,721.88	91.46
UTILITIES								
208-751-853-000	TELEPHONE		8,094.08	5,000.00		8,000.00	7,385.60	92.32
208-751-920-000	UTILITIES		35,444.96	32,000.00		34,000.00	35,864.16	105.48
208-751-920-001	UTILITIES - PARK CONCESSION WATER		381.13	0.00		400.00	336.97	84.24
UTILITIES			43,920.17	37,000.00		42,400.00	43,586.73	102.80
OTHER CHARGES								
208-751-931-000	BUILDING MAINTENANCE		347.00	0.00		0.00	0.00	0.00
208-751-933-000	EQUIPMENT MAINTENANCE		6,500.22	14,000.00		6,400.00	5,783.11	90.36
208-751-939-000	VEHICLE MAINTENANCE		1,883.43	3,000.00		16,000.00	14,245.34	89.03
208-751-946-000	OFFICE EQUIPMENT RENTAL		2,381.61	2,000.00		2,300.00	2,501.21	108.75
208-751-960-000	PROFESSIONAL DEVELOPMENT		3,044.44	4,000.00		3,700.00	3,372.32	91.14
OTHER CHARGES			14,156.70	23,000.00		28,400.00	25,901.98	91.20
CAPITAL OUTLAY								
208-751-981-000	FURNITURE		1,000.00	0.00		0.00	0.00	0.00
208-751-982-000	EQUIPMENT		0.00	45,000.00		63,432.00	63,431.88	100.00
CAPITAL OUTLAY			1,000.00	45,000.00		63,432.00	63,431.88	100.00
INSURANCE								
208-751-913-000	VEHICLE INSURANCE		1,348.00	2,777.00		3,612.00	3,612.00	100.00
208-751-914-000	LIABILITY INSURANCE		2,112.00	4,351.00		7,519.00	7,518.50	99.99
INSURANCE			3,460.00	7,128.00		11,131.00	11,130.50	100.00
Total Dept 751 - PARKS AND REC ADMINISTRATION			518,467.39	582,418.00		587,118.00	504,946.22	86.00
Dept 754 - YOUTH CAMP								
SALARIES AND FRINGE BENEFITS								
208-754-707-000	PART TIME EMPLOYEES		114,882.30	140,000.00		140,000.00	106,941.44	76.39
208-754-709-000	OVERTIME		0.00	1,000.00		1,000.00	0.00	0.00
208-754-715-000	FICA		8,801.41	10,787.00		10,787.00	8,190.17	75.93
SALARIES AND FRINGE BENEFITS			123,683.71	151,787.00		151,787.00	115,131.61	75.85
MATERIALS AND SUPPLIES								
208-754-758-000	PROGRAM SUPPLIES		2,087.38	5,000.00		4,200.00	917.18	21.84
MATERIALS AND SUPPLIES			2,087.38	5,000.00		4,200.00	917.18	21.84
CONTRACTUAL SERVICES								
208-754-818-000	CONTRACTUAL SERVICES		56,216.21	70,000.00		70,000.00	59,997.12	85.71
208-754-835-000	MEDICAL EXPENSES		629.30	0.00		0.00	0.00	0.00

GL NUMBER	DESCRIPTION	END BALANCE		2024-25	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	
Fund 208 - RECREATION REVOLVING FUND							
Expenditures							
CONTRACTUAL SERVICES		56,845.51		70,000.00	70,000.00	59,997.12	85.71
Total Dept 754 - YOUTH CAMP		182,616.60		226,787.00	225,987.00	176,045.91	77.90
Dept 803 - TENNIS CONTRACT							
CONTRACTUAL SERVICES							
208-803-818-000	CONTRACTUAL SERVICES	7,327.60		12,000.00	12,000.00	11,127.55	92.73
CONTRACTUAL SERVICES		7,327.60		12,000.00	12,000.00	11,127.55	92.73
Total Dept 803 - TENNIS CONTRACT		7,327.60		12,000.00	12,000.00	11,127.55	92.73
Dept 816 - GIRL'S TEEN B BALL CLINIC							
MATERIALS AND SUPPLIES							
208-816-758-000	PROGRAM SUPPLIES	400.00		0.00	0.00	0.00	0.00
MATERIALS AND SUPPLIES		400.00		0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES							
208-816-818-000	CONTRACTUAL SERVICES	3,051.78		0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES		3,051.78		0.00	0.00	0.00	0.00
Total Dept 816 - GIRL'S TEEN B BALL CLINIC		3,451.78		0.00	0.00	0.00	0.00
Dept 817 - GIRL'S VOLLEYBALL CAMP							
MATERIALS AND SUPPLIES							
208-817-758-000	PROGRAM SUPPLIES	916.39		0.00	0.00	0.00	0.00
MATERIALS AND SUPPLIES		916.39		0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES							
208-817-818-000	CONTRACTUAL SERVICES	5,099.80		0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES		5,099.80		0.00	0.00	0.00	0.00
Total Dept 817 - GIRL'S VOLLEYBALL CAMP		6,016.19		0.00	0.00	0.00	0.00
Dept 818 - BOYS TEEN B BALL CLINIC							
MATERIALS AND SUPPLIES							
208-818-758-000	PROGRAM SUPPLIES	1,011.50		0.00	0.00	0.00	0.00
MATERIALS AND SUPPLIES		1,011.50		0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES							
208-818-818-000	CONTRACTUAL SERVICES	5,887.17		0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES		5,887.17		0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024		2024-25	2024-25	YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 208 - RECREATION REVOLVING FUND								
Expenditures								
Total Dept 818 - BOYS TEEN B BALL CLINIC		6,898.67		0.00	0.00	0.00		0.00
Dept 819 - WOMEN'S SOFTBALL								
MATERIALS AND SUPPLIES								
208-819-758-000	PROGRAM SUPPLIES	639.31		700.00	700.00	259.00		37.00
MATERIALS AND SUPPLIES		639.31		700.00	700.00	259.00		37.00
CONTRACTUAL SERVICES								
208-819-818-000	CONTRACTUAL SERVICES	1,742.00		2,528.00	2,528.00	2,341.20		92.61
CONTRACTUAL SERVICES		1,742.00		2,528.00	2,528.00	2,341.20		92.61
Total Dept 819 - WOMEN'S SOFTBALL		2,381.31		3,228.00	3,228.00	2,600.20		80.55
Dept 821 - SPECIALITY CAMPS								
MATERIALS AND SUPPLIES								
208-821-758-000	PROGRAM SUPPLIES	0.00		3,000.00	3,000.00	432.00		14.40
MATERIALS AND SUPPLIES		0.00		3,000.00	3,000.00	432.00		14.40
CONTRACTUAL SERVICES								
208-821-818-000	CONTRACTUAL SERVICES	0.00		20,000.00	20,000.00	13,729.25		68.65
CONTRACTUAL SERVICES		0.00		20,000.00	20,000.00	13,729.25		68.65
Total Dept 821 - SPECIALITY CAMPS		0.00		23,000.00	23,000.00	14,161.25		61.57
Dept 840 - COMMUNITY CENTER USE								
SALARIES AND FRINGE BENEFITS								
208-840-707-000	PART TIME EMPLOYEES	13,700.05		20,000.00	20,000.00	5,642.12		28.21
208-840-715-000	FICA	1,048.11		1,530.00	1,530.00	431.63		28.21
SALARIES AND FRINGE BENEFITS		14,748.16		21,530.00	21,530.00	6,073.75		28.21
Total Dept 840 - COMMUNITY CENTER USE		14,748.16		21,530.00	21,530.00	6,073.75		28.21
Dept 843 - DREAM CRUISE/CRUISEFEST								
MATERIALS AND SUPPLIES								
208-843-758-000	PROGRAM SUPPLIES	2,676.29		8,000.00	8,000.00	2,815.93		35.20
MATERIALS AND SUPPLIES		2,676.29		8,000.00	8,000.00	2,815.93		35.20
CONTRACTUAL SERVICES								
208-843-818-000	CONTRACTUAL SERVICES	50,083.35		52,000.00	44,300.00	7,025.00		15.86
CONTRACTUAL SERVICES		50,083.35		52,000.00	44,300.00	7,025.00		15.86
OTHER CHARGES								
208-843-940-000	EQUIPMENT RENTAL	0.00		4,000.00	4,000.00	10,591.86		264.80

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GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		06/30/2024 NORMAL (ABNORMAL)		ORIGINAL BUDGET	2024-25 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)		
Fund 208 - RECREATION REVOLVING FUND								
Expenditures								
OTHER CHARGES		0.00		4,000.00	4,000.00	10,591.86		264.80
Total Dept 843 - DREAM CRUISE/CRUISEFEST		52,759.64		64,000.00	56,300.00	20,432.79		36.29
Dept 844 - SUMMERFEST/WINTERFEST								
MATERIALS AND SUPPLIES								
208-844-758-000	PROGRAM SUPPLIES	1,937.05		3,500.00	3,500.00	3,106.23		88.75
MATERIALS AND SUPPLIES		1,937.05		3,500.00	3,500.00	3,106.23		88.75
CONTRACTUAL SERVICES								
208-844-818-000	CONTRACTUAL SERVICES	11,302.73		14,000.00	14,000.00	13,080.00		93.43
CONTRACTUAL SERVICES		11,302.73		14,000.00	14,000.00	13,080.00		93.43
Total Dept 844 - SUMMERFEST/WINTERFEST		13,239.78		17,500.00	17,500.00	16,186.23		92.49
Dept 845 - RECREATION CLASSES								
SALARIES AND FRINGE BENEFITS								
208-845-707-000	PART TIME EMPLOYEES	9,976.15		8,000.00	10,500.00	11,916.19		113.49
208-845-715-000	FICA	763.16		612.00	805.00	911.62		113.24
SALARIES AND FRINGE BENEFITS		10,739.31		8,612.00	11,305.00	12,827.81		113.47
MATERIALS AND SUPPLIES								
208-845-750-000	PLAYGROUND SUPPLY	0.00		6,000.00	5,000.00	2,878.00		57.56
208-845-758-000	PROGRAM SUPPLIES	609.03		3,000.00	3,000.00	312.55		10.42
MATERIALS AND SUPPLIES		609.03		9,000.00	8,000.00	3,190.55		39.88
CONTRACTUAL SERVICES								
208-845-801-000	BANK CHARGES	8,654.88		9,900.00	10,550.00	2,975.49		28.20
208-845-818-000	CONTRACTUAL SERVICES	39,389.65		40,000.00	40,000.00	19,125.35		47.81
208-845-821-000	ENGINEERING	2,142.71		35,000.00	21,000.00	0.00		0.00
CONTRACTUAL SERVICES		50,187.24		84,900.00	71,550.00	22,100.84		30.89
UTILITIES								
208-845-920-000	UTILITIES	53,455.95		33,000.00	50,000.00	21,683.05		43.37
UTILITIES		53,455.95		33,000.00	50,000.00	21,683.05		43.37
CAPITAL OUTLAY								
208-845-971-150	LAND IMPROVEMENTS	184,317.88		90,000.00	140,000.00	0.00		0.00
208-845-982-000	EQUIPMENT	0.00		7,500.00	7,500.00	0.00		0.00
CAPITAL OUTLAY		184,317.88		97,500.00	147,500.00	0.00		0.00
INSURANCE								
208-845-914-000	LIABILITY INSURANCE	324.50		668.00	325.00	432.00		132.92
INSURANCE		324.50		668.00	325.00	432.00		132.92

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
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GL NUMBER	DESCRIPTION	END BALANCE	2024-25		YTD BALANCE	% BDGT USED
		06/30/2024	ORIGINAL	2024-25	06/30/2025	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	
Fund 208 - RECREATION REVOLVING FUND						
Expenditures						
Total Dept 845 - RECREATION CLASSES		299,633.91	233,680.00	288,680.00	60,234.25	20.87
TOTAL EXPENDITURES		1,333,679.14	1,372,143.00	1,452,143.00	1,007,285.78	69.37
Fund 208 - RECREATION REVOLVING FUND:						
TOTAL REVENUES		1,440,129.55	1,322,143.00	1,322,143.00	1,329,739.19	100.57
TOTAL EXPENDITURES		1,333,679.14	1,372,143.00	1,452,143.00	1,007,285.78	69.37
NET OF REVENUES & EXPENDITURES		106,450.41	(50,000.00)	(130,000.00)	322,453.41	248.04

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GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 211 - SENIOR ACTIVITIES								
Revenues								
Dept 001 - REVENUES								
MISCELLANEOUS								
211-001-672-001	SUNDRY REVENUE	0.00		0.00		0.00	410.00	100.00
MISCELLANEOUS		0.00		0.00		0.00	410.00	100.00
FEDERAL GRANTS								
211-001-540-000	SMART GRANT	22,007.44		19,000.00		19,000.00	21,110.88	111.11
FEDERAL GRANTS		22,007.44		19,000.00		19,000.00	21,110.88	111.11
CHARGES FOR SERVICES								
211-001-651-000	SENIOR PROGRAMS	26,441.00		20,000.00		20,000.00	27,471.00	137.36
CHARGES FOR SERVICES		26,441.00		20,000.00		20,000.00	27,471.00	137.36
INVESTMENT EARNINGS								
211-001-665-000	INTEREST	1,404.97		829.00		829.00	1,021.37	123.21
INVESTMENT EARNINGS		1,404.97		829.00		829.00	1,021.37	123.21
CONTRIBUTION/DONATIONS								
211-001-675-001	SENIOR BUS - MUNICIPAL CREDITS	10,665.75		15,000.00		15,000.00	17,776.25	118.51
211-001-675-002	INDEPENDENCE FOR LIFE	26,547.50		30,000.00		30,000.00	41,840.25	139.47
211-001-675-003	RED HAT SOCIETY	53.00		0.00		0.00	45.00	100.00
CONTRIBUTION/DONATIONS		37,266.25		45,000.00		45,000.00	59,661.50	132.58
Total Dept 001 - REVENUES		87,119.66		84,829.00		84,829.00	109,674.75	129.29
TOTAL REVENUES		87,119.66		84,829.00		84,829.00	109,674.75	129.29
Expenditures								
Dept 252 - ACTIVE EMPLOYEE BENEFITS								
SALARIES AND FRINGE BENEFITS								
211-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	36.62		0.00		150.00	131.55	87.70
SALARIES AND FRINGE BENEFITS		36.62		0.00		150.00	131.55	87.70
Total Dept 252 - ACTIVE EMPLOYEE BENEFITS		36.62		0.00		150.00	131.55	87.70
Dept 752 - PARKS AND REC ADMIN								
SALARIES AND FRINGE BENEFITS								
211-752-706-000	SENIOR COORDINATOR	0.00		10,682.00		10,682.00	0.00	0.00
211-752-707-000	PART-TIME EMPLOYEES	1,644.22		2,000.00		2,800.00	2,772.93	99.03
211-752-715-000	FICA	125.76		164.00		214.00	212.14	99.13
SALARIES AND FRINGE BENEFITS		1,769.98		12,846.00		13,696.00	2,985.07	21.80
MATERIALS AND SUPPLIES								
211-752-758-000	PROGRAM SUPPLIES	1,843.10		2,000.00		2,100.00	2,096.93	99.85
211-752-781-000	VEHICLE SUPPLIES	800.68		1,000.00		1,000.00	0.00	0.00
MATERIALS AND SUPPLIES		2,643.78		3,000.00		3,100.00	2,096.93	67.64

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GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 211 - SENIOR ACTIVITIES								
Expenditures								
CONTRACTUAL SERVICES								
211-752-801-000	BANK CHARGES		0.00	0.00	50.00	9.51	19.02	
211-752-818-000	CONTRACTUAL SERVICES		19,571.13	20,000.00	22,700.00	22,675.61	99.89	
CONTRACTUAL SERVICES			19,571.13	20,000.00	22,750.00	22,685.12	99.71	
OTHER CHARGES								
211-752-939-000	VEHICLE MAINTENANCE		1,157.34	5,000.00	2,100.00	1,873.22	89.20	
OTHER CHARGES			1,157.34	5,000.00	2,100.00	1,873.22	89.20	
INSURANCE								
211-752-913-000	VEH EQ INSURANCE		337.50	695.00	715.00	710.00	99.30	
211-752-914-000	LIABILITY INSURANCE		350.00	721.00	651.00	623.00	95.70	
INSURANCE			687.50	1,416.00	1,366.00	1,333.00	97.58	
Total Dept 752 - PARKS AND REC ADMIN			25,829.73	42,262.00	43,012.00	30,973.34	72.01	
Dept 755 - VAN TRANSPORTATION PROGRAM								
SALARIES AND FRINGE BENEFITS								
211-755-706-000	MECHANICS		915.48	0.00	3,000.00	2,972.89	99.10	
211-755-707-000	PART-TIME EMPLOYEES		23,273.13	30,000.00	25,000.00	24,367.57	97.47	
211-755-709-000	OVERTIME		0.00	0.00	350.00	315.64	90.18	
211-755-715-000	FICA		1,850.70	2,295.00	2,245.00	2,113.46	94.14	
SALARIES AND FRINGE BENEFITS			26,039.31	32,295.00	30,595.00	29,769.56	97.30	
MATERIALS AND SUPPLIES								
211-755-751-000	FUEL&LUBE		4,972.37	4,500.00	4,900.00	4,823.92	98.45	
MATERIALS AND SUPPLIES			4,972.37	4,500.00	4,900.00	4,823.92	98.45	
CONTRACTUAL SERVICES								
211-755-818-000	CONTRACTUAL SERVICES		270.00	0.00	0.00	0.00	0.00	
211-755-835-000	MEDICAL EXPENSES		342.00	0.00	0.00	0.00	0.00	
CONTRACTUAL SERVICES			612.00	0.00	0.00	0.00	0.00	
UTILITIES								
211-755-853-000	TELEPHONE		492.47	510.00	510.00	488.46	95.78	
UTILITIES			492.47	510.00	510.00	488.46	95.78	
OTHER CHARGES								
211-755-939-000	VEHICLE MAINTENANCE		487.34	2,000.00	2,400.00	2,324.54	96.86	
OTHER CHARGES			487.34	2,000.00	2,400.00	2,324.54	96.86	
INSURANCE								
211-755-913-000	VEH EQ INSURANCE		1,583.50	3,262.00	3,262.00	2,911.50	89.26	
INSURANCE			1,583.50	3,262.00	3,262.00	2,911.50	89.26	
Total Dept 755 - VAN TRANSPORTATION PROGRAM			34,186.99	42,567.00	41,667.00	40,317.98	96.76	



REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 211 - SENIOR ACTIVITIES								
Expenditures								
TOTAL EXPENDITURES		60,053.34		84,829.00	84,829.00	71,422.87		84.20
Fund 211 - SENIOR ACTIVITIES:								
TOTAL REVENUES		87,119.66		84,829.00	84,829.00	109,674.75		129.29
TOTAL EXPENDITURES		60,053.34		84,829.00	84,829.00	71,422.87		84.20
NET OF REVENUES & EXPENDITURES		27,066.32		0.00	0.00	38,251.88		100.00

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 226 - SOLID WASTE								
Revenues								
Dept 001 - REVENUES								
PROPERTY TAXES								
226-001-402-000	PROPERTY TAXES	1,204,883.91		1,234,000.00		1,306,764.00	1,271,784.82	97.32
226-001-402-990	PROPERTY TAXES - CHARGEBACKS	78,353.85		0.00		0.00	482.60	100.00
PROPERTY TAXES		1,283,237.76		1,234,000.00		1,306,764.00	1,272,267.42	97.36
MISCELLANEOUS								
226-001-672-001	SUNDRY REVENUE	16,134.00		10,000.00		10,000.00	11,521.82	115.22
MISCELLANEOUS		16,134.00		10,000.00		10,000.00	11,521.82	115.22
STATE GRANTS								
226-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	7,826.09		6,000.00		6,000.00	2,087.16	34.79
STATE GRANTS		7,826.09		6,000.00		6,000.00	2,087.16	34.79
CHARGES FOR SERVICES								
226-001-629-001	RESIDENTIAL TRASH	480,488.46		448,000.00		448,000.00	454,587.59	101.47
226-001-629-002	COMMERCIAL TRASH	148,415.31		194,000.00		177,100.00	156,859.78	88.57
226-001-629-003	SPECIAL TRASH	201,273.83		120,000.00		64,136.00	54,236.04	84.56
CHARGES FOR SERVICES		830,177.60		762,000.00		689,236.00	665,683.41	96.58
INVESTMENT EARNINGS								
226-001-665-000	INTEREST	24,415.51		15,292.00		15,292.00	18,835.30	123.17
INVESTMENT EARNINGS		24,415.51		15,292.00		15,292.00	18,835.30	123.17
Total Dept 001 - REVENUES		2,161,790.96		2,027,292.00		2,027,292.00	1,970,395.11	97.19
TOTAL REVENUES		2,161,790.96		2,027,292.00		2,027,292.00	1,970,395.11	97.19
Expenditures								
Dept 252 - ACTIVE EMPLOYEE BENEFITS								
SALARIES AND FRINGE BENEFITS								
226-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	1,762.96		1,885.00		1,885.00	2,693.76	142.91
226-252-716-500	HEALTH CARE COSTS - BC/BS	11,512.63		16,072.00		16,126.00	10,965.98	68.00
226-252-718-000	DEFINED BENEFIT - MERS	8,865.12		9,100.00		9,046.00	9,045.84	100.00
SALARIES AND FRINGE BENEFITS		22,140.71		27,057.00		27,057.00	22,705.58	83.92
Total Dept 252 - ACTIVE EMPLOYEE BENEFITS		22,140.71		27,057.00		27,057.00	22,705.58	83.92
Dept 528 - SOLID WASTE SERVICES								
SALARIES AND FRINGE BENEFITS								
226-528-704-000	FULL TIME EMPLOYEES	0.00		44,640.00		0.00	0.00	0.00
226-528-706-000	LABORERS	38,634.39		62,000.00		62,000.00	19,592.01	31.60
226-528-707-000	PART TIME EMPLOYEES	4,642.40		3,300.00		6,300.00	5,051.12	80.18
226-528-709-000	OVERTIME	11,117.77		2,000.00		5,000.00	3,183.14	63.66
226-528-715-000	FICA	3,974.75		9,374.00		10,014.00	6,631.81	66.23
226-528-722-000	SICK LEAVE	0.00		1,600.00		1,600.00	0.00	0.00
226-528-725-000	WORKERS COMPENSATION	2,623.99		2,621.00		2,621.00	2,217.68	84.61

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024		2024-25 ORIGINAL BUDGET		2024-25 AMENDED BUDGET		YTD BALANCE 06/30/2025		% BDGT USED
		NORMAL	(ABNORMAL)					NORMAL	(ABNORMAL)	
Fund 226 - SOLID WASTE										
Expenditures										
226-528-726-200	INTERNAL SRVC - LABOR & ADMIN		192,000.00		192,000.00		192,000.00		192,000.00	100.00
SALARIES AND FRINGE BENEFITS			252,993.30		317,535.00		279,535.00		228,675.76	81.81
MATERIALS AND SUPPLIES										
226-528-744-000	UNIFORMS		1,994.88		2,000.00		2,400.00		1,450.00	60.42
226-528-758-000	PROGRAM SUPPLIES		18,210.27		7,500.00		7,500.00		3,967.85	52.90
MATERIALS AND SUPPLIES			20,205.15		9,500.00		9,900.00		5,417.85	54.73
CONTRACTUAL SERVICES										
226-528-801-000	BANK CHARGES		0.00		0.00		300.00		167.38	55.79
226-528-807-000	AUDIT SERVICES		1,500.00		1,800.00		1,900.00		1,900.00	100.00
226-528-818-000	CONTRACTUAL SERVICES		439.00		500.00		495.00		109.75	22.17
226-528-818-001	RUBBISH COLLECTION		801,165.12		825,000.00		825,205.00		825,204.48	100.00
226-528-818-003	TRASH DISPOSAL		463,324.78		485,000.00		484,000.00		478,350.21	98.83
CONTRACTUAL SERVICES			1,266,428.90		1,312,300.00		1,311,900.00		1,305,731.82	99.53
OTHER CHARGES										
226-528-940-000	EQUIPMENT RENTAL		65,241.77		5,000.00		43,000.00		0.00	0.00
OTHER CHARGES			65,241.77		5,000.00		43,000.00		0.00	0.00
CAPITAL OUTLAY										
226-528-982-000	EQUIPMENT		0.00		125,000.00		125,000.00		88,545.00	70.84
226-528-985-000	VEHICLE		12,192.00		67,000.00		67,000.00		67,408.00	100.61
CAPITAL OUTLAY			12,192.00		192,000.00		192,000.00		155,953.00	81.23
Total Dept 528 - SOLID WASTE SERVICES			1,617,061.12		1,836,335.00		1,836,335.00		1,695,778.43	92.35
Dept 529 - CURBSIDE LEAF PICKUP										
SALARIES AND FRINGE BENEFITS										
226-529-706-441	DPW LABOR - DIRECT ALLOCATION		0.00		35,000.00		43,000.00		42,810.75	99.56
226-529-709-000	OVERTIME		0.00		20,000.00		17,000.00		16,476.65	96.92
SALARIES AND FRINGE BENEFITS			0.00		55,000.00		60,000.00		59,287.40	98.81
MATERIALS AND SUPPLIES										
226-529-758-000	PROGRAM SUPPLIES		0.00		2,000.00		2,200.00		2,164.99	98.41
MATERIALS AND SUPPLIES			0.00		2,000.00		2,200.00		2,164.99	98.41
CONTRACTUAL SERVICES										
226-529-818-005	LEAF DISPOSAL		0.00		5,000.00		4,800.00		0.00	0.00
CONTRACTUAL SERVICES			0.00		5,000.00		4,800.00		0.00	0.00
OTHER CHARGES										
226-529-940-000	EQUIPMENT RENTAL		0.00		75,000.00		70,000.00		47,466.00	67.81
OTHER CHARGES			0.00		75,000.00		70,000.00		47,466.00	67.81
Total Dept 529 - CURBSIDE LEAF PICKUP			0.00		137,000.00		137,000.00		108,918.39	79.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
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GL NUMBER	DESCRIPTION	END BALANCE	2024-25		YTD BALANCE	% BDGT
		06/30/2024	ORIGINAL	2024-25	06/30/2025	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
<hr/>						
Fund 226 - SOLID WASTE						
Expenditures						
TOTAL EXPENDITURES		1,639,201.83	2,000,392.00	2,000,392.00	1,827,402.40	91.35
Fund 226 - SOLID WASTE:						
TOTAL REVENUES		2,161,790.96	2,027,292.00	2,027,292.00	1,970,395.11	97.19
TOTAL EXPENDITURES		1,639,201.83	2,000,392.00	2,000,392.00	1,827,402.40	91.35
NET OF REVENUES & EXPENDITURES		522,589.13	26,900.00	26,900.00	142,992.71	531.57

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
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GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 231 - PARKING FUND								
Revenues								
Dept 001 - REVENUES								
CHARGES FOR SERVICES								
231-001-486-000	PARKING PERMITS	0.00	0.00	10,000.00	9,050.00	90.50		
CHARGES FOR SERVICES		0.00	0.00	10,000.00	9,050.00	90.50		
INVESTMENT EARNINGS								
231-001-665-000	INTEREST	0.00	0.00	0.00	20.69	100.00		
INVESTMENT EARNINGS		0.00	0.00	0.00	20.69	100.00		
Total Dept 001 - REVENUES		0.00	0.00	10,000.00	9,070.69	90.71		
TOTAL REVENUES		0.00	0.00	10,000.00	9,070.69	90.71		
Expenditures								
Dept 464 - STREET MAINT OPERATIONS								
CONTRACTUAL SERVICES								
231-464-801-000	BANK CHARGES	0.00	0.00	0.00	0.19	100.00		
CONTRACTUAL SERVICES		0.00	0.00	0.00	0.19	100.00		
Total Dept 464 - STREET MAINT OPERATIONS		0.00	0.00	0.00	0.19	100.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.19	100.00		
Fund 231 - PARKING FUND:								
TOTAL REVENUES		0.00	0.00	10,000.00	9,070.69	90.71		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.19	100.00		
NET OF REVENUES & EXPENDITURES		0.00	0.00	10,000.00	9,070.50	90.71		

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PERIOD ENDING 06/30/2025

		END BALANCE	2024-25		YTD BALANCE	
		06/30/2024	ORIGINAL	2024-25	06/30/2025	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 001 - REVENUES						
PROPERTY TAXES						
248-001-402-000	PROPERTY TAXES	37,490.25	36,000.00	36,000.00	37,489.89	104.14
248-001-402-001	PROPERTY TAX CAPTURE - DDA	414,194.11	388,000.00	388,000.00	490,443.43	126.40
248-001-402-990	PROPERTY TAXES - CHARGEBACKS	15,268.92	0.00	0.00	1,112.50	100.00
PROPERTY TAXES		466,953.28	424,000.00	424,000.00	529,045.82	124.77
STATE GRANTS						
248-001-539-010	STATE GRANTS	7,500.00	10,000.00	10,000.00	0.00	0.00
STATE GRANTS		7,500.00	10,000.00	10,000.00	0.00	0.00
INVESTMENT EARNINGS						
248-001-665-000	INTEREST	11,767.78	10,234.00	10,234.00	6,079.67	59.41
INVESTMENT EARNINGS		11,767.78	10,234.00	10,234.00	6,079.67	59.41
CONTRIBUTION/DONATIONS						
248-001-674-005	MERCHANDISE REVENUE	2,137.48	5,000.00	5,000.00	1,000.00	20.00
248-001-675-814	EVENT SPONSORSHIPS/FEES	9,713.90	10,000.00	10,000.00	870.00	8.70
CONTRIBUTION/DONATIONS		11,851.38	15,000.00	15,000.00	1,870.00	12.47
Total Dept 001 - REVENUES		498,072.44	459,234.00	459,234.00	536,995.49	116.93
TOTAL REVENUES		498,072.44	459,234.00	459,234.00	536,995.49	116.93
Expenditures						
Dept 252 - ACTIVE EMPLOYEE BENEFITS						
SALARIES AND FRINGE BENEFITS						
248-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	3,997.17	3,738.00	3,738.00	3,711.81	99.30
248-252-716-500	HEALTH CARE COSTS - BC/BS	17,268.91	16,072.00	16,224.00	11,653.14	71.83
248-252-718-000	DEFINED BENEFIT - MERS	25,708.80	26,000.00	25,948.00	25,947.36	100.00
SALARIES AND FRINGE BENEFITS		46,974.88	45,810.00	45,910.00	41,312.31	89.99
Total Dept 252 - ACTIVE EMPLOYEE BENEFITS		46,974.88	45,810.00	45,910.00	41,312.31	89.99
Dept 722 - DDA OPERATIONS						
SALARIES AND FRINGE BENEFITS						
248-722-726-200	INTERNAL SRVC - LABOR & ADMIN	20,000.00	20,000.00	20,000.00	20,000.00	100.00
SALARIES AND FRINGE BENEFITS		20,000.00	20,000.00	20,000.00	20,000.00	100.00
MATERIALS AND SUPPLIES						
248-722-730-000	POSTAGE-PRINTING-MAILING	0.00	300.00	300.00	186.95	62.32
MATERIALS AND SUPPLIES		0.00	300.00	300.00	186.95	62.32
CONTRACTUAL SERVICES						
248-722-801-000	BANK CHARGES	0.00	0.00	150.00	54.58	36.39
248-722-803-000	MEMBERSHIPS AND DUES	857.25	1,100.00	1,000.00	902.00	90.20

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		END BALANCE 06/30/2024		2024-25 ORIGINAL BUDGET		2024-25 AMENDED BUDGET		YTD BALANCE 06/30/2025		% BDGT USED
GL NUMBER	DESCRIPTION	NORMAL	(ABNORMAL)					NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Expenditures										
248-722-807-000	AUDIT SERVICES		1,800.00		2,100.00		2,200.00		2,200.00	100.00
248-722-818-205	SECRETARIAL SERVICES		1,650.00		2,000.00		1,850.00		1,850.00	100.00
248-722-866-000	SUBSCRIPTION SERVICES		189.00		300.00		0.00		0.00	0.00
248-722-904-000	PRINTING		0.00		300.00		0.00		0.00	0.00
CONTRACTUAL SERVICES			4,496.25		5,800.00		5,200.00		5,006.58	96.28
UTILITIES										
248-722-853-000	TELEPHONE		485.15		600.00		600.00		481.14	80.19
UTILITIES			485.15		600.00		600.00		481.14	80.19
Total Dept 722 - DDA OPERATIONS			24,981.40		26,700.00		26,100.00		25,674.67	98.37
Dept 724 - SPECIAL EVENTS										
SALARIES AND FRINGE BENEFITS										
248-724-706-000	DPW WORKERS		2,433.62		0.00		3,000.00		4,424.95	147.50
248-724-709-000	OVERTIME		298.83		0.00		1,000.00		1,337.24	133.72
248-724-715-000	FICA		208.19		0.00		306.00		437.66	143.03
SALARIES AND FRINGE BENEFITS			2,940.64		0.00		4,306.00		6,199.85	143.98
MATERIALS AND SUPPLIES										
248-724-758-001	BOOKLEY SEASON		15,781.00		20,000.00		17,945.00		17,941.11	99.98
MATERIALS AND SUPPLIES			15,781.00		20,000.00		17,945.00		17,941.11	99.98
CONTRACTUAL SERVICES										
248-724-817-004	DDA - EVENTS		60,065.58		45,000.00		29,684.00		22,951.04	77.32
248-724-817-005	DDA - MEDIA		2,532.15		0.00		0.00		0.00	0.00
248-724-817-010	LADIES NIGHT OUT		0.00		0.00		0.00		100.00	100.00
248-724-817-015	HOLIDAY LIGHTS		39,017.04		40,000.00		51,311.00		51,310.49	100.00
248-724-817-016	ART & ABOUT		0.00		0.00		0.00		146.00	100.00
CONTRACTUAL SERVICES			101,614.77		85,000.00		80,995.00		74,507.53	91.99
OTHER CHARGES										
248-724-940-000	EQUIPMENT RENTAL		1,600.94		0.00		8,000.00		9,468.96	118.36
OTHER CHARGES			1,600.94		0.00		8,000.00		9,468.96	118.36
Total Dept 724 - SPECIAL EVENTS			121,937.35		105,000.00		111,246.00		108,117.45	97.19
Dept 726 - MARKETING AND ADVERTISING										
CONTRACTUAL SERVICES										
248-726-814-000	WEBSITE		380.48		500.00		600.00		535.99	89.33
248-726-817-002	DOWNTOWN MERCHANDISE EXPENDITURES		1,338.98		1,000.00		1,000.00		0.00	0.00
248-726-818-000	CONTRACTUAL SERVICES		51,275.00		48,000.00		53,400.00		61,800.00	115.73
248-726-901-000	ADVERTISING/MARKETING		17,680.94		30,000.00		17,000.00		4,997.11	29.39
CONTRACTUAL SERVICES			70,675.40		79,500.00		72,000.00		67,333.10	93.52

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PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Total Dept 726 - MARKETING AND ADVERTISING		70,675.40		79,500.00	72,000.00	67,333.10		93.52
Dept 729 - STREETSCAPE & DESIGN								
CONTRACTUAL SERVICES								
248-729-818-200	FLOWER BASKET PROGRAM	73,799.61		50,000.00	55,800.00	64,539.12		115.66
248-729-818-201	PUBLIC ART/PLACEMAKING	19,655.73		40,000.00	28,092.00	28,091.45		100.00
248-729-818-207	PEST CONTROL	400.00		500.00	700.00	855.00		122.14
248-729-818-208	MURAL/WINDOW ART PROGRAM	0.00		0.00	5,000.00	0.00		0.00
CONTRACTUAL SERVICES		93,855.34		90,500.00	89,592.00	93,485.57		104.35
CAPITAL OUTLAY								
248-729-972-100	FACADE GRANT INCENTIVE PROGRAM	30,000.00		15,000.00	15,000.00	3,678.50		24.52
CAPITAL OUTLAY		30,000.00		15,000.00	15,000.00	3,678.50		24.52
Total Dept 729 - STREETSCAPE & DESIGN		123,855.34		105,500.00	104,592.00	97,164.07		92.90
Dept 740 - DDA ADMINISTRATION								
SALARIES AND FRINGE BENEFITS								
248-740-704-000	FULL TIME EMPLOYEES	75,457.75		81,954.00	66,703.00	59,506.62		89.21
248-740-707-000	PART TIME EMPLOYEES	0.00		0.00	10,000.00	14,334.90		143.35
248-740-715-000	FICA	8,152.93		6,270.00	6,270.00	5,609.08		89.46
248-740-725-000	WORKERS COMPENSATION	336.00		0.00	336.00	284.30		84.61
SALARIES AND FRINGE BENEFITS		83,946.68		88,224.00	83,309.00	79,734.90		95.71
MATERIALS AND SUPPLIES								
248-740-728-000	OFFICE SUPPLIES	452.22		500.00	464.00	0.00		0.00
MATERIALS AND SUPPLIES		452.22		500.00	464.00	0.00		0.00
OTHER CHARGES								
248-740-817-008	BOARD TRAININGS	18.60		0.00	0.00	0.00		0.00
248-740-960-000	PROFESSIONAL DEVELOPMENT	3,758.84		3,000.00	700.00	849.84		121.41
OTHER CHARGES		3,777.44		3,000.00	700.00	849.84		121.41
Total Dept 740 - DDA ADMINISTRATION		88,176.34		91,724.00	84,473.00	80,584.74		95.40
Dept 902 - PUBLIC IMPROVEMENT								
CONTRACTUAL SERVICES								
248-902-821-001	ENGINEERING - ROBINA PROJECT	3,801.78		0.00	0.00	0.00		0.00
CONTRACTUAL SERVICES		3,801.78		0.00	0.00	0.00		0.00
CAPITAL OUTLAY								
248-902-972-200	STREETSCAPE IMPROVEMENTS	95,591.30		60,000.00	79,913.00	78,932.86		98.77
248-902-972-500	WAYFINDING	0.00		10,000.00	0.00	0.00		0.00
248-902-972-700	BERKLEY PLAZA PROJECT	2,304.00		0.00	0.00	0.00		0.00
CAPITAL OUTLAY		97,895.30		70,000.00	79,913.00	78,932.86		98.77



REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25		YTD BALANCE	% BDGT
		06/30/2024	ORIGINAL	2024-25	06/30/2025	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Total Dept 902 - PUBLIC IMPROVEMENT		101,697.08	70,000.00	79,913.00	78,932.86	98.77
TOTAL EXPENDITURES		578,297.79	524,234.00	524,234.00	499,119.20	95.21
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		498,072.44	459,234.00	459,234.00	536,995.49	116.93
TOTAL EXPENDITURES		578,297.79	524,234.00	524,234.00	499,119.20	95.21
NET OF REVENUES & EXPENDITURES		(80,225.35)	(65,000.00)	(65,000.00)	37,876.29	58.27

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 275 - CDBG								
Revenues								
Dept 001 - REVENUES								
FEDERAL GRANTS								
275-001-530-023	CDBG-PROGRAM REVENUE - 22/23		11,052.94	35,000.00	135,000.00	7,671.55		5.68
FEDERAL GRANTS			11,052.94	35,000.00	135,000.00	7,671.55		5.68
Total Dept 001 - REVENUES			11,052.94	35,000.00	135,000.00	7,671.55		5.68
TOTAL REVENUES			11,052.94	35,000.00	135,000.00	7,671.55		5.68
Expenditures								
Dept 902 - PUBLIC IMPROVEMENT								
CONTRACTUAL SERVICES								
275-902-818-045	CDBG EXPENSES-PROGRAM YEAR 2022-2023		1,895.14	0.00	2,000.00	1,235.60		61.78
275-902-818-046	CDBG EXPENSES-PROGRAM YEAR 2023-2024		2,640.00	35,000.00	133,000.00	43,041.36		32.36
CONTRACTUAL SERVICES			4,535.14	35,000.00	135,000.00	44,276.96		32.80
Total Dept 902 - PUBLIC IMPROVEMENT			4,535.14	35,000.00	135,000.00	44,276.96		32.80
TOTAL EXPENDITURES			4,535.14	35,000.00	135,000.00	44,276.96		32.80
Fund 275 - CDBG:								
TOTAL REVENUES			11,052.94	35,000.00	135,000.00	7,671.55		5.68
TOTAL EXPENDITURES			4,535.14	35,000.00	135,000.00	44,276.96		32.80
NET OF REVENUES & EXPENDITURES			6,517.80	0.00	0.00	(36,605.41)		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 284 - OPIOID SETTLEMENT FUND								
Revenues								
Dept 001 - REVENUES								
MISCELLANEOUS								
284-001-685-000	OPIOID SETTLEMENT REVENUE	0.00	0.00	21,525.00	24,377.28	113.25		
MISCELLANEOUS		0.00	0.00	21,525.00	24,377.28	113.25		
INVESTMENT EARNINGS								
284-001-665-000	INTEREST	0.00	0.00	0.00	658.75	100.00		
INVESTMENT EARNINGS		0.00	0.00	0.00	658.75	100.00		
OTHER FINANCING SOURCES								
284-001-699-101	TRANSFER IN FROM GENERAL FUND	0.00	0.00	29,481.00	29,480.29	100.00		
OTHER FINANCING SOURCES		0.00	0.00	29,481.00	29,480.29	100.00		
Total Dept 001 - REVENUES		0.00	0.00	51,006.00	54,516.32	106.88		
TOTAL REVENUES		0.00	0.00	51,006.00	54,516.32	106.88		
Expenditures								
Dept 345 - PUBLIC SAFETY OPERATIONS								
CONTRACTUAL SERVICES								
284-345-801-000	BANK CHARGES	0.00	0.00	0.00	5.95	100.00		
CONTRACTUAL SERVICES		0.00	0.00	0.00	5.95	100.00		
Total Dept 345 - PUBLIC SAFETY OPERATIONS		0.00	0.00	0.00	5.95	100.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	5.95	100.00		
Fund 284 - OPIOID SETTLEMENT FUND:								
TOTAL REVENUES		0.00	0.00	51,006.00	54,516.32	106.88		
TOTAL EXPENDITURES		0.00	0.00	0.00	5.95	100.00		
NET OF REVENUES & EXPENDITURES		0.00	0.00	51,006.00	54,510.37	106.87		

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 443 - INFRASTRUCTURE MILLAGE FUND								
Revenues								
Dept 001 - REVENUES								
PROPERTY TAXES								
443-001-402-000	PROPERTY TAXES	1,383,304.53		1,421,000.00	1,500,211.00	1,460,049.69		97.32
443-001-402-990	PROPERTY TAXES - CHARGEBACKS	2,576.90		0.00	0.00	551.80		100.00
PROPERTY TAXES		1,385,881.43		1,421,000.00	1,500,211.00	1,460,601.49		97.36
STATE GRANTS								
443-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	8,984.94		0.00	9,000.00	2,396.21		26.62
STATE GRANTS		8,984.94		0.00	9,000.00	2,396.21		26.62
INVESTMENT EARNINGS								
443-001-665-000	INTEREST	38,980.41		29,000.00	32,533.00	14,321.93		44.02
INVESTMENT EARNINGS		38,980.41		29,000.00	32,533.00	14,321.93		44.02
Total Dept 001 - REVENUES		1,433,846.78		1,450,000.00	1,541,744.00	1,477,319.63		95.82
TOTAL REVENUES		1,433,846.78		1,450,000.00	1,541,744.00	1,477,319.63		95.82
Expenditures								
Dept 901 - CAPITAL PROJECT								
CONTRACTUAL SERVICES								
443-901-801-000	BANK CHARGES	0.00		0.00	300.00	121.16		40.39
443-901-821-000	ENGINEER - ROAD PROJECT	228,046.39		50,000.00	49,700.00	61,390.81		123.52
CONTRACTUAL SERVICES		228,046.39		50,000.00	50,000.00	61,511.97		123.02
CAPITAL OUTLAY								
443-901-975-000	CONSTRUCTION - ROAD PROJECT	1,386,585.26		700,000.00	812,000.00	72,486.74		8.93
CAPITAL OUTLAY		1,386,585.26		700,000.00	812,000.00	72,486.74		8.93
Total Dept 901 - CAPITAL PROJECT		1,614,631.65		750,000.00	862,000.00	133,998.71		15.55
TOTAL EXPENDITURES		1,614,631.65		750,000.00	862,000.00	133,998.71		15.55
Fund 443 - INFRASTRUCTURE MILLAGE FUND:								
TOTAL REVENUES		1,433,846.78		1,450,000.00	1,541,744.00	1,477,319.63		95.82
TOTAL EXPENDITURES		1,614,631.65		750,000.00	862,000.00	133,998.71		15.55
NET OF REVENUES & EXPENDITURES		(180,784.87)		700,000.00	679,744.00	1,343,320.92		197.62

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 445 - PUBLIC IMPROVEMENT								
Revenues								
Dept 001 - REVENUES								
OTHER FINANCING SOURCES								
445-001-699-101	TRANSFER IN FROM GENERAL FUND	0.00		0.00	315,000.00	315,000.00		100.00
OTHER FINANCING SOURCES		0.00		0.00	315,000.00	315,000.00		100.00
Total Dept 001 - REVENUES		0.00		0.00	315,000.00	315,000.00		100.00
TOTAL REVENUES		0.00		0.00	315,000.00	315,000.00		100.00
Fund 445 - PUBLIC IMPROVEMENT:								
TOTAL REVENUES		0.00		0.00	315,000.00	315,000.00		100.00
TOTAL EXPENDITURES		0.00		0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		0.00		0.00	315,000.00	315,000.00		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024		2024-25 ORIGINAL	2024-25	YTD BALANCE 06/30/2025		% BDGT USED
		NORMAL	(ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 509 - COMMUNITY FIELD #1 ENTERPRISE FUND								
Revenues								
Dept 001 - REVENUES								
CHARGES FOR SERVICES								
509-001-626-902	ATHLETIC FACILITIES USAGE FEE	0.00	0.00	0.00	35,000.00	52,500.00		150.00
CHARGES FOR SERVICES		0.00	0.00	0.00	35,000.00	52,500.00		150.00
Total Dept 001 - REVENUES		0.00	0.00	0.00	35,000.00	52,500.00		150.00
TOTAL REVENUES		0.00	0.00	0.00	35,000.00	52,500.00		150.00
Expenditures								
Dept 252 - ACTIVE EMPLOYEE BENEFITS								
SALARIES AND FRINGE BENEFITS								
509-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	0.00	0.00	0.00	50.00	8.66		17.32
SALARIES AND FRINGE BENEFITS		0.00	0.00	0.00	50.00	8.66		17.32
Total Dept 252 - ACTIVE EMPLOYEE BENEFITS		0.00	0.00	0.00	50.00	8.66		17.32
Dept 758 - COMMUNITY FIELD #1								
SALARIES AND FRINGE BENEFITS								
509-758-706-441	DPW LABOR - DIRECT ALLOCATION	0.00	0.00	0.00	1,000.00	216.60		21.66
509-758-707-000	PART TIME EMPLOYEES	0.00	0.00	0.00	1,200.00	417.92		34.83
509-758-715-000	FICA	0.00	0.00	0.00	150.00	48.37		32.25
SALARIES AND FRINGE BENEFITS		0.00	0.00	0.00	2,350.00	682.89		29.06
MATERIALS AND SUPPLIES								
509-758-758-000	PROGRAM SUPPLIES	0.00	0.00	0.00	6,400.00	6,315.09		98.67
MATERIALS AND SUPPLIES		0.00	0.00	0.00	6,400.00	6,315.09		98.67
OTHER CHARGES								
509-758-940-000	EQUIPMENT RENTAL	0.00	0.00	0.00	4,200.00	4,166.72		99.21
OTHER CHARGES		0.00	0.00	0.00	4,200.00	4,166.72		99.21
DEBT SERVICE								
509-758-992-000	INTEREST EXPENSE	0.00	0.00	0.00	4,200.00	0.00		0.00
509-758-993-000	PRINCIPAL	0.00	0.00	0.00	17,800.00	0.00		0.00
DEBT SERVICE		0.00	0.00	0.00	22,000.00	0.00		0.00
Total Dept 758 - COMMUNITY FIELD #1		0.00	0.00	0.00	34,950.00	11,164.70		31.94
TOTAL EXPENDITURES		0.00	0.00	0.00	35,000.00	11,173.36		31.92
Fund 509 - COMMUNITY FIELD #1 ENTERPRISE FUND:								
TOTAL REVENUES		0.00	0.00	0.00	35,000.00	52,500.00		150.00

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 509 - COMMUNITY FIELD #1 ENTERPRISE FUND								
TOTAL EXPENDITURES		0.00		0.00	35,000.00	11,173.36		31.92
NET OF REVENUES & EXPENDITURES		0.00		0.00	0.00	41,326.64		100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

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PERIOD ENDING 06/30/2025

		END BALANCE	2024-25	YTD BALANCE		% BDGT
		06/30/2024	ORIGINAL	2024-25	06/30/2025	
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 592 - WATER AND SEWER						
Revenues						
Dept 001 - REVENUES						
MISCELLANEOUS						
592-001-670-060	INSURANCE REIMBURSEMENTS	3,093.98	0.00	0.00	0.00	0.00
592-001-672-001	SUNDRY REVENUE	34,442.94	20,000.00	24,000.00	22,978.09	95.74
592-001-673-000	SALE OF FIXED ASSETS	181,619.60	0.00	1,000.00	10,415.96	1,041.60
MISCELLANEOUS		219,156.52	20,000.00	25,000.00	33,394.05	133.58
STATE GRANTS						
592-001-539-010	STATE GRANTS	0.00	0.00	25,000.00	23,657.46	94.63
592-001-557-000	OTHER GRANTS-COUNTY, ETC.	0.00	0.00	100,000.00	100,000.00	100.00
STATE GRANTS		0.00	0.00	125,000.00	123,657.46	98.93
CHARGES FOR SERVICES						
592-001-642-000	WATER SALES	4,259,128.73	4,842,000.00	4,767,000.00	4,784,051.19	100.36
592-001-642-001	NONRESIDENTIAL SURCHARGE	39,066.64	40,517.00	40,517.00	39,679.90	97.93
592-001-642-002	FIXED WATER CHARGE	818,123.15	896,000.00	855,000.00	823,385.15	96.30
592-001-642-003	STORM UTILITY CHARGE	2,914,905.42	3,168,000.00	3,209,000.00	2,898,947.65	90.34
592-001-642-004	BILLING CHARGE	0.00	0.00	0.00	10.00	100.00
592-001-656-002	LATE FEES	200,970.82	161,000.00	221,000.00	142,071.36	64.29
CHARGES FOR SERVICES		8,232,194.76	9,107,517.00	9,092,517.00	8,688,145.25	95.55
INVESTMENT EARNINGS						
592-001-665-000	INTEREST	5,628.69	7,652.00	7,652.00	14,658.62	191.57
INVESTMENT EARNINGS		5,628.69	7,652.00	7,652.00	14,658.62	191.57
PROPERTY/EQUIPMENT RENTAL						
592-001-668-000	EQUIPMENT RENTAL	13,225.48	20,000.00	0.00	0.00	0.00
592-001-669-000	EQUIPMENT RENTAL	0.00	0.00	30,000.00	47,913.25	159.71
PROPERTY/EQUIPMENT RENTAL		13,225.48	20,000.00	30,000.00	47,913.25	159.71
Total Dept 001 - REVENUES						
		8,470,205.45	9,155,169.00	9,280,169.00	8,907,768.63	95.99
TOTAL REVENUES						
		8,470,205.45	9,155,169.00	9,280,169.00	8,907,768.63	95.99
Expenditures						
Dept 252 - ACTIVE EMPLOYEE BENEFITS						
SALARIES AND FRINGE BENEFITS						
592-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	29,010.08	34,500.00	34,500.00	29,803.14	86.39
592-252-716-500	HEALTH CARE COSTS - BC/BS	241,764.82	308,000.00	276,000.00	230,285.06	83.44
592-252-716-718	HEALTH BENEFITS-MERS RHV RETIREES	0.00	10,000.00	0.00	0.00	0.00
592-252-718-000	DEFINED BENEFIT - MERS	147,545.88	31,000.00	34,994.00	34,993.20	100.00
592-252-718-003	PENSION EXPENSE - MERS RETIREMENT-DPW	(1,490,257.48)	210,000.00	226,147.00	226,146.36	100.00
592-252-718-010	DEFINED CONTRIBUTION - MERS	14,456.37	18,200.00	28,059.00	24,851.31	88.57
SALARIES AND FRINGE BENEFITS		(1,057,480.33)	611,700.00	599,700.00	546,079.07	91.06
Total Dept 252 - ACTIVE EMPLOYEE BENEFITS						
		(1,057,480.33)	611,700.00	599,700.00	546,079.07	91.06



PERIOD ENDING 06/30/2025

		END BALANCE	2024-25	YTD BALANCE		
		06/30/2024	ORIGINAL	2024-25	06/30/2025	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 592 - WATER AND SEWER						
Expenditures						
Dept 536 - WATER & SEWER SERVICE						
SALARIES AND FRINGE BENEFITS						
592-536-704-000	FULL TIME EMPLOYEES	155,956.97	113,512.00	166,512.00	162,610.01	97.66
592-536-706-000	LABORERS	264,665.66	212,377.00	300,377.00	310,555.21	103.39
592-536-707-000	PART TIME EMPLOYEES	7,645.83	24,000.00	5,000.00	1,318.40	26.37
592-536-709-000	OVERTIME	33,543.88	35,000.00	90,000.00	91,372.24	101.52
592-536-715-000	FICA	36,054.07	32,859.00	45,459.00	42,990.11	94.57
592-536-721-000	ANNUAL LEAVE	(13,934.63)	0.00	0.00	0.00	0.00
592-536-722-000	SICK LEAVE	(15,763.52)	0.00	0.00	0.00	0.00
592-536-725-000	WORKERS COMP	35,050.65	35,009.00	31,009.00	29,621.73	95.53
592-536-726-200	INTERNAL SRVC - LABOR & ADMIN	400,000.00	400,000.00	400,000.00	400,000.00	100.00
SALARIES AND FRINGE BENEFITS		903,218.91	852,757.00	1,038,357.00	1,038,467.70	100.01
MATERIALS AND SUPPLIES						
592-536-728-000	OFFICE SUPPLIES	248.53	750.00	3,000.00	2,331.14	77.70
592-536-729-000	STATIONARY	6,121.63	10,000.00	7,000.00	4,044.57	57.78
592-536-730-000	POSTAGE-PRINTING-MAILING	15,282.11	20,000.00	20,000.00	17,620.04	88.10
592-536-744-000	UNIFORMS	7,873.90	8,000.00	8,000.00	7,740.92	96.76
592-536-751-000	FUEL & LUBE	30,773.65	30,000.00	30,000.00	11,626.97	38.76
592-536-758-000	PROGRAM SUPPLIES	7,161.84	6,500.00	6,500.00	6,640.12	102.16
592-536-787-000	TOOLS	2,892.89	4,000.00	4,000.00	2,945.24	73.63
MATERIALS AND SUPPLIES		70,354.55	79,250.00	78,500.00	52,949.00	67.45
CONTRACTUAL SERVICES						
592-536-801-000	BANK CHARGES	117.99	200.00	450.00	127.42	28.32
592-536-803-000	MEMBERSHIPS AND DUES	96.92	0.00	0.00	0.00	0.00
592-536-807-000	AUDIT SERVICES	6,000.00	7,200.00	7,700.00	7,700.00	100.00
592-536-811-000	CUSTODIAL	3,776.27	4,860.00	4,860.00	1,187.60	24.44
592-536-817-000	CONSULTANT	0.00	9,000.00	9,000.00	0.00	0.00
592-536-818-000	CONTRACTUAL SERVICES	95,246.88	1,071,000.00	596,000.00	663,150.69	111.27
592-536-821-000	ENGINEER	0.00	130,400.00	130,400.00	156,100.03	119.71
592-536-822-000	CROSS CONNECTIONS	20,229.00	24,400.00	24,400.00	21,228.00	87.00
592-536-830-000	DPW CONTRACTUAL	25,980.00	50,000.00	50,000.00	44,874.12	89.75
592-536-835-000	MEDICAL EXPENSES	1,991.30	1,000.00	2,000.00	3,028.97	151.45
592-536-851-000	RADIO MAINTENANCE	538.99	500.00	500.00	0.00	0.00
592-536-926-000	BULK WATER	880,497.52	1,005,000.00	905,000.00	904,568.99	99.95
592-536-927-000	BULK SEWAGE	1,152,181.92	1,205,000.00	1,076,000.00	1,075,938.63	99.99
592-536-928-000	NONRESIDENTIAL SURCHARGE	38,831.52	40,517.00	40,517.00	39,684.96	97.95
592-536-986-000	COMPUTER SOFTWARE	11,266.46	25,500.00	22,000.00	13,955.35	63.43
CONTRACTUAL SERVICES		2,236,754.77	3,574,577.00	2,868,827.00	2,931,544.76	102.19
UTILITIES						
592-536-853-000	TELEPHONE	2,912.05	3,250.00	3,250.00	3,510.13	108.00
592-536-920-000	UTILITIES	13,941.51	12,000.00	12,000.00	12,626.93	105.22
UTILITIES		16,853.56	15,250.00	15,250.00	16,137.06	105.82
OTHER CHARGES						
592-536-939-000	VEHICLE MAINTENANCE	20,991.99	30,000.00	20,000.00	13,711.03	68.56
592-536-940-000	EQUIPMENT RENTAL-LEAD LINES	35,456.35	0.00	40,000.00	17,909.64	44.77
592-536-940-001	EQUIPMENT RENTAL - VENDOR	9,500.00	10,000.00	10,000.00	498.60	4.99
592-536-946-000	OFFICE EQUIPMENT RENTAL	4,015.70	5,000.00	5,000.00	4,005.49	80.11
592-536-960-000	PROFESSIONAL DEVELOPMENT	12,925.50	13,000.00	13,000.00	12,088.24	92.99
OTHER CHARGES		82,889.54	58,000.00	88,000.00	48,213.00	54.79

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 592 - WATER AND SEWER								
Expenditures								
CAPITAL OUTLAY								
592-536-982-000	CONCRETE REPAIR		0.00	200,000.00	213,200.00	213,167.00		99.98
592-536-982-592	EQUIPMENT		0.00	476,500.00	466,300.00	171,757.58		36.83
592-536-984-000	RADIO EQUIPMENT		1,264.37	500.00	0.00	0.00		0.00
592-536-985-000	VEHICLE		0.00	317,000.00	317,000.00	292,442.23		92.25
CAPITAL OUTLAY			1,264.37	994,000.00	996,500.00	677,366.81		67.97
INSURANCE								
592-536-913-000	VEHICLE INSURANCE		3,474.50	7,100.00	3,500.00	7,520.00		214.86
592-536-914-000	LIABILITY INSURANCE		2,887.00	5,947.00	2,947.00	8,865.50		300.83
INSURANCE			6,361.50	13,047.00	6,447.00	16,385.50		254.16
DEPRECIATION								
592-536-989-001	DEPRECIATION		837,217.66	0.00	0.00	0.00		0.00
DEPRECIATION			837,217.66	0.00	0.00	0.00		0.00
Total Dept 536 - WATER & SEWER SERVICE			4,154,914.86	5,586,881.00	5,091,881.00	4,781,063.83		93.90
Dept 537 - STORM SEWER SYSTEM								
SALARIES AND FRINGE BENEFITS								
592-537-704-000	FULL TIME EMPLOYEES		0.00	0.00	100.00	75.10		75.10
592-537-706-000	LABORERS		13,306.68	45,000.00	26,300.00	26,228.95		99.73
592-537-709-000	OVERTIME		6,668.08	10,000.00	1,900.00	1,879.23		98.91
592-537-715-000	FICA		1,565.98	4,181.00	2,181.00	2,140.81		98.16
592-537-725-000	WORKERS COMP		10,495.95	10,481.00	9,023.00	8,868.16		98.28
SALARIES AND FRINGE BENEFITS			32,036.69	69,662.00	39,504.00	39,192.25		99.21
MATERIALS AND SUPPLIES								
592-537-744-000	UNIFORMS		1,292.92	2,000.00	2,000.00	1,644.89		82.24
MATERIALS AND SUPPLIES			1,292.92	2,000.00	2,000.00	1,644.89		82.24
CONTRACTUAL SERVICES								
592-537-927-000	STORM FLOW		1,961,823.24	2,041,000.00	1,956,825.00	1,956,824.14		100.00
CONTRACTUAL SERVICES			1,961,823.24	2,041,000.00	1,956,825.00	1,956,824.14		100.00
DEBT SERVICE								
592-537-992-000	INTEREST EXPENSE		4,027.80	4,260.00	4,247.00	4,246.77		99.99
592-537-993-000	DEBT PRINCIPAL		0.00	39,666.00	39,666.00	39,665.68		100.00
DEBT SERVICE			4,027.80	43,926.00	43,913.00	43,912.45		100.00
Total Dept 537 - STORM SEWER SYSTEM			1,999,180.65	2,156,588.00	2,042,242.00	2,041,573.73		99.97
Dept 902 - PUBLIC IMPROVEMENT								
CAPITAL OUTLAY								
592-902-971-150	IMPROVEMENTS-SEWER		0.00	800,000.00	946,346.00	143,351.00		15.15
CAPITAL OUTLAY			0.00	800,000.00	946,346.00	143,351.00		15.15

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 592 - WATER AND SEWER								
Expenditures								
Total Dept 902 - PUBLIC IMPROVEMENT		0.00	800,000.00	946,346.00	143,351.00	15.15		
TOTAL EXPENDITURES		5,096,615.18	9,155,169.00	8,680,169.00	7,512,067.63	86.54		
Fund 592 - WATER AND SEWER:								
TOTAL REVENUES		8,470,205.45	9,155,169.00	9,280,169.00	8,907,768.63	95.99		
TOTAL EXPENDITURES		5,096,615.18	9,155,169.00	8,680,169.00	7,512,067.63	86.54		
NET OF REVENUES & EXPENDITURES		3,373,590.27	0.00	600,000.00	1,395,701.00	232.62		

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 732 - PUBLIC SAFETY PENSION								
Revenues								
Dept 001 - REVENUES								
PROPERTY TAXES								
732-001-402-732	PROP TAXES PUBLIC SAFETY PA 345	1,325,000.00		1,449,788.00	0.00	0.00		0.00
PROPERTY TAXES		1,325,000.00		1,449,788.00	0.00	0.00		0.00
MISCELLANEOUS								
732-001-672-001	SUNDRY REVENUE	679.10		371.00	371.00	2,858.26		770.42
MISCELLANEOUS		679.10		371.00	371.00	2,858.26		770.42
INVESTMENT EARNINGS								
732-001-665-000	INTEREST	2,377,586.07		1,394,000.00	1,394,000.00	775,118.35		55.60
732-001-666-000	INVESTMENT GAINS AND LOSSES	0.00		0.00	0.00	909,941.69		100.00
INVESTMENT EARNINGS		2,377,586.07		1,394,000.00	1,394,000.00	1,685,060.04		120.88
CONTRIBUTION/DONATIONS								
732-001-675-732	EMPLOYEE CONTRIBUTIONS	79,806.51		35,000.00	35,000.00	(8,375.97)		(23.93)
732-001-675-735	EMPLOYER CONTRIBUTIONS	0.00		0.00	1,449,788.00	1,783,371.00		123.01
CONTRIBUTION/DONATIONS		79,806.51		35,000.00	1,484,788.00	1,774,995.03		119.55
Total Dept 001 - REVENUES		3,783,071.68		2,879,159.00	2,879,159.00	3,462,913.33		120.28
TOTAL REVENUES		3,783,071.68		2,879,159.00	2,879,159.00	3,462,913.33		120.28
Expenditures								
Dept 345 - PUBLIC SAFETY OPERATIONS								
SALARIES AND FRINGE BENEFITS								
732-345-706-310	PSO RETIREES	2,058,930.65		2,100,000.00	2,100,000.00	2,041,747.64		97.23
732-345-726-200	INTERNAL SRVC - LABOR & ADMIN	25,000.00		25,000.00	25,000.00	25,000.00		100.00
SALARIES AND FRINGE BENEFITS		2,083,930.65		2,125,000.00	2,125,000.00	2,066,747.64		97.26
CONTRACTUAL SERVICES								
732-345-801-000	BANK CHARGES	0.00		0.00	141.00	61.48		43.60
732-345-807-000	AUDIT SERVICES	2,100.00		2,500.00	2,700.00	2,700.00		100.00
732-345-817-000	CONSULTANT	94,245.43		130,000.00	133,000.00	106,980.62		80.44
732-345-818-000	CONTRACTUAL SERVICES	50,100.00		35,000.00	20,000.00	15,290.00		76.45
732-345-826-000	LEGAL SERVICES - GENERAL LIABILITY	2,916.00		2,000.00	900.00	846.00		94.00
CONTRACTUAL SERVICES		149,361.43		169,500.00	156,741.00	125,878.10		80.31
INSURANCE								
732-345-914-000	LIABILITY INSURANCE	21,770.95		19,659.00	32,418.00	32,418.00		100.00
INSURANCE		21,770.95		19,659.00	32,418.00	32,418.00		100.00
Total Dept 345 - PUBLIC SAFETY OPERATIONS		2,255,063.03		2,314,159.00	2,314,159.00	2,225,043.74		96.15
TOTAL EXPENDITURES		2,255,063.03		2,314,159.00	2,314,159.00	2,225,043.74		96.15

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25		YTD BALANCE	% BDGT USED
		06/30/2024 NORMAL (ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	
Fund 732 - PUBLIC SAFETY PENSION						
Fund 732 - PUBLIC SAFETY PENSION:						
TOTAL REVENUES		3,783,071.68	2,879,159.00	2,879,159.00	3,462,913.33	120.28
TOTAL EXPENDITURES		2,255,063.03	2,314,159.00	2,314,159.00	2,225,043.74	96.15
NET OF REVENUES & EXPENDITURES		1,528,008.65	565,000.00	565,000.00	1,237,869.59	219.09

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 735 - OTHER POST EMPLOYMENT BENEFITS-MERS								
Revenues								
Dept 001 - REVENUES								
INVESTMENT EARNINGS								
735-001-665-000	INTEREST	730,553.02		0.00	0.00	773,417.49		100.00
INVESTMENT EARNINGS		730,553.02		0.00	0.00	773,417.49		100.00
CONTRIBUTION/DONATIONS								
735-001-675-735	EMPLOYER CONTRIBUTIONS	748,991.08		0.00	0.00	33,112.94		100.00
CONTRIBUTION/DONATIONS		748,991.08		0.00	0.00	33,112.94		100.00
Total Dept 001 - REVENUES		1,479,544.10		0.00	0.00	806,530.43		100.00
TOTAL REVENUES		1,479,544.10		0.00	0.00	806,530.43		100.00
Expenditures								
Dept 256 - RETIREE HEALTH-RHFV								
SALARIES AND FRINGE BENEFITS								
735-256-716-720	RETIREE HEALTH BENEFITS-FROM RHFV	736,004.37		0.00	0.00	0.00		0.00
SALARIES AND FRINGE BENEFITS		736,004.37		0.00	0.00	0.00		0.00
OTHER CHARGES								
735-256-808-000	ADMINISTRATIVE FEES	15,748.88		0.00	0.00	17,328.60		100.00
OTHER CHARGES		15,748.88		0.00	0.00	17,328.60		100.00
Total Dept 256 - RETIREE HEALTH-RHFV		751,753.25		0.00	0.00	17,328.60		100.00
TOTAL EXPENDITURES		751,753.25		0.00	0.00	17,328.60		100.00
Fund 735 - OTHER POST EMPLOYMENT BENEFITS-MERS:								
TOTAL REVENUES		1,479,544.10		0.00	0.00	806,530.43		100.00
TOTAL EXPENDITURES		751,753.25		0.00	0.00	17,328.60		100.00
NET OF REVENUES & EXPENDITURES		727,790.85		0.00	0.00	789,201.83		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		NORMAL	06/30/2024 (ABNORMAL)	ORIGINAL BUDGET	2024-25 AMENDED BUDGET	NORMAL	06/30/2025 (ABNORMAL)	
Fund 809 - SIDEWALKS								
Revenues								
Dept 001 - REVENUES								
PROPERTY TAXES								
809-001-402-000	PROPERTY TAXES		63,486.79	0.00	0.00	0.00	0.00	
PROPERTY TAXES			63,486.79	0.00	0.00	0.00	0.00	
INVESTMENT EARNINGS								
809-001-665-000	INTEREST		666.71	0.00	0.00	0.00	0.00	
INVESTMENT EARNINGS			666.71	0.00	0.00	0.00	0.00	
OTHER FINANCING SOURCES								
809-001-699-101	TRANSFERS IN FROM GENERAL FUND		84,074.12	0.00	0.00	0.00	0.00	
OTHER FINANCING SOURCES			84,074.12	0.00	0.00	0.00	0.00	
SPECIAL ASSESSMENT REVENUE								
809-001-676-000	SPECIAL ASSESSMENT REVENUE		143,175.98	0.00	0.00	0.00	0.00	
SPECIAL ASSESSMENT REVENUE			143,175.98	0.00	0.00	0.00	0.00	
Total Dept 001 - REVENUES			291,403.60	0.00	0.00	0.00	0.00	
TOTAL REVENUES			291,403.60	0.00	0.00	0.00	0.00	
Expenditures								
Dept 901 - CAPITAL PROJECT								
CONTRACTUAL SERVICES								
809-901-821-000	ENGINEER		32,156.19	2,500.00	0.00	0.00	0.00	
CONTRACTUAL SERVICES			32,156.19	2,500.00	0.00	0.00	0.00	
CAPITAL OUTLAY								
809-901-975-001	CONSTRUCTION - SIDEWALKS		276,163.91	5,000.00	0.00	0.00	0.00	
CAPITAL OUTLAY			276,163.91	5,000.00	0.00	0.00	0.00	
Total Dept 901 - CAPITAL PROJECT			308,320.10	7,500.00	0.00	0.00	0.00	
TOTAL EXPENDITURES			308,320.10	7,500.00	0.00	0.00	0.00	
Fund 809 - SIDEWALKS:								
TOTAL REVENUES			291,403.60	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES			308,320.10	7,500.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES			(16,916.50)	(7,500.00)	0.00	0.00	0.00	
TOTAL REVENUES - ALL FUNDS			37,925,079.15	35,833,947.00	38,279,132.00	38,528,292.83	100.65	

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25		YTD BALANCE		% BDGT USED
		06/30/2024		ORIGINAL		06/30/2025		
		NORMAL	(ABNORMAL)	BUDGET	AMENDED	BUDGET	NORMAL	(ABNORMAL)
TOTAL EXPENDITURES - ALL FUNDS		32,878,389.60		35,544,547.00	37,048,278.00		32,686,942.66	
NET OF REVENUES & EXPENDITURES		5,046,689.55		289,400.00	1,230,854.00		5,841,350.17	



September 8, 2025 Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember  
\_\_\_\_\_ to authorize the City Manager to sign the Purdue Opioid Settlement  
Participation form.

Ayes:

Nays:

Absent:

Motion:



**CITY OF BERKLEY**  
**OFFICE OF THE CITY CLERK**  
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

# MEMORANDUM

To: Mayor Dean and City Council  
From: Crystal VanVleck, City Manager  
  
Date: *September 8, 2025*  
Subject: Approval of Purdue Opioid Settlement Participation Form

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Madam Mayor and Members of City Council,

## **Background**

A nationwide \$7.4 billion settlement agreement resolving litigation against Purdue and its owners regarding the opioid crisis, has recently taken place. Michigan stands to receive up to \$154 million over the next 15 years, which is dependent, in part, on the participation of local governments. In order for the City of Berkley to participate, we must execute the participation form by September 30, 2025. The participation rate amongst political subdivisions will be used to determine whether participation is sufficient for the settlement to move forward. If it moves forward, the amount the City receives will be based on the final allocation percentage.

## **Summary**

- The City of Berkley's proposed allocation percentage is .0201037399%.
- These funds must be placed into the City's Opioid fund, and their use is restricted to opioid remediation.
- Authorize the City Manager to sign the participation form.

## **Recommendation**

It is recommended that City Council authorize the City Manager to sign the Purdue Opioid Settlement Participation form

New National Opioids Settlement: Purdue  
Opioids Implementation Administrator  
[opioidsparticipation@rubris.com](mailto:opioidsparticipation@rubris.com)

Berkley city, MI  
Reference Number: CL-1734487

***TO LOCAL POLITICAL SUBDIVISIONS:***

**THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOIDS SETTLEMENT. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.**

***Deadline: September 30, 2025***

A new proposed national opioids settlement has been reached with Purdue (and certain of its affiliates) and the Sackler family. This *Participation Package* is a follow-up communication to the *Notice of New National Opioids Settlement* recently received electronically by your subdivision.

The proposed settlement is being implemented in connection with Purdue's bankruptcy proceedings, and consists of, among other things, a settlement of Purdue's claims against the Sacklers and certain other parties (referred to as the "Purdue Estate Settlement"), and settlements of direct claims against the Sacklers held by States, local governments and other creditors (collectively, the "Purdue Direct Settlement", and together with the Estate Settlement, the "Purdue Settlement"). The Purdue Direct Settlement for States and local governments is documented in the Governmental Entity and Shareholder Direct Settlement Agreement.

You are receiving this *Participation Package* because all eligible States and territories, including Michigan, are participating in the Purdue Direct Settlement.

This electronic envelope contains:

- The *Participation Form* for the Purdue Direct Settlement, including a release of any claims
- A copy, for your reference, of the updated Michigan State-Subdivision Agreement, which is in the process of being ratified

**The *Participation Form* must be executed, without alteration, and submitted on or before September 30, 2025, in order for your subdivision to be considered for initial participation calculations and payment eligibility under the Purdue Direct Settlement.**

Based upon subdivision participation forms received on or before September 30, 2025, the subdivision participation rate will be used to determine whether participation is sufficient for the Purdue Settlement to move forward and whether a state earns its maximum potential payment under the Purdue Direct Settlement. If the Purdue Settlement moves forward and goes effective, your release will become

effective. If the Purdue Settlement does not move forward, that release will not become effective.

Any subdivision that does not participate in the Purdue Direct Settlement cannot directly share in the Purdue Direct Settlement funds, even if other subdivisions in the state are participating and sharing in those Purdue Direct Settlement funds. Any subdivision that does not participate may also reduce the amount of money for programs to remediate the opioid crisis in its state. Please note, a subdivision will not necessarily directly receive Purdue Settlement funds by participating; decisions on how Purdue Settlement funds will be allocated within a state are subject to intrastate agreements or state statutes.

You are encouraged to discuss the terms and benefits of the Purdue Settlement with your counsel, your Attorney General's Office, and other contacts within your state. Many states are implementing and allocating funds for the Purdue Settlement the same as they did for the prior opioids settlements but states may choose to treat the Purdue Settlement differently.

Information and documents regarding the Purdue Settlement, including a complete copy of the Governmental Entity and Shareholder Direct Settlement Agreement, and how it is being implemented in your state and how funds will be allocated within your state can be found on the national settlement website at <https://nationalopioidsettlement.com/purdue-sacklers-settlements/>. This website will be supplemented as additional documents are created.

### **Updated Michigan State-Subdivision Agreement**

Michigan is in the process of ratifying an updated State-Subdivision Agreement. A copy, for your reference, is included in this packet. The updated agreement restates, combines, and amends all prior Michigan State-Subdivision Agreements. To provide greater certainty in what proposed uses of opioid settlement funds qualify as opioid remediation, and to provide greater coordination and transparency, the updated agreement: (1) allows participating local governments to request generalized guidance from the Michigan Department of Attorney General on certain topics, (2) institutes an annual reporting requirement for the State and some participating local governments, and (3) allows participating local governments and the State to ask each other for additional information about opioid expenditures or allocations.

### **How to return signed forms:**

There are three methods for returning the executed *Participation Form* and any supporting documentation to the Implementation Administrator:

- (1) *Electronic Signature via DocuSign*: Executing the *Participation Form* electronically through DocuSign will return the signed form to the Implementation Administrator and associate your form with your subdivision's records. Electronic signature is the most efficient method for returning the *Participation Form*, allowing for more timely participation and the potential to

meet higher settlement payment thresholds, and is therefore strongly encouraged.

(2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning a manually signed *Participation Form* via DocuSign will associate your signed forms with your subdivision's records.

(3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return an executed *Participation Form* using DocuSign, the signed *Participation Form* may be returned via electronic mail to [opioidsparticipation@rubris.com](mailto:opioidsparticipation@rubris.com). Please include the name, state, and reference ID of your subdivision in the body of the email and use the subject line Settlement Participation Form – [Subdivision Name, Subdivision State] – [Reference ID].

Detailed instructions on how to sign and return the *Participation Form*, including changing the authorized signer, can be found at <https://nationalopioidsettlement.com/purdue-sacklers-settlements/>. You may also contact [opioidsparticipation@rubris.com](mailto:opioidsparticipation@rubris.com).

**YOU MUST PARTICIPATE IN THE PURDUE DIRECT SETTLEMENT BY RETURNING YOUR PARTICIPATION FORM IN ORDER TO RECEIVE THE BENEFITS OF THE PURDUE SETTLEMENT.**

**Please note that this is NOT a solicitation or a request for subdivisions to submit votes on the Purdue bankruptcy plan. This settlement package only pertains to a decision to participate in the Purdue Direct Settlement. If you receive a package to vote on the plan you should follow the applicable instructions for voting. PLEASE NOTE THAT VOTING ON THE PLAN IS SEPARATE FROM PARTICIPATION IN THE PURDUE DIRECT SETTLEMENT.**

**The sign-on period for subdivisions ends on September 30, 2025.**

If you have any questions about executing the *Participation Form*, please contact your counsel, the Implementation Administrator at [opioidsparticipation@rubris.com](mailto:opioidsparticipation@rubris.com), or Assistant Attorney General Matt Walker at 517-335-7622 or AG-OpioidLitigation@michigan.gov.

Thank you,

Implementation Administrator for the Purdue Direct Settlement

*The Implementation Administrator is retained to provide the settlement notice required by the Purdue Direct Settlement to manage the collection of the participation forms for it.*

**EXHIBIT K****Subdivision Participation and Release Form**

Governmental Entity: Berkley city	State: MI
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to that certain Governmental Entity & Shareholder Direct Settlement Agreement accompanying this participation form (the “*Agreement*”)<sup>1</sup>, and acting through the undersigned authorized official, hereby elects to participate in the Agreement, grant the releases set forth below, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Agreement, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Agreement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly after the Effective Date, and prior to the filing of the Consent Judgment, dismiss with prejudice any Shareholder Released Claims and Released Claims that it has filed. With respect to any Shareholder Released Claims and Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs’ Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at <https://nationalopiodsettlement.com>.
3. The Governmental Entity agrees to the terms of the Agreement pertaining to Participating Subdivisions as defined therein.
4. By agreeing to the terms of the Agreement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning following the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Agreement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as and to the extent provided in, and for resolving disputes to the extent provided in, the

<sup>1</sup> Capitalized terms used in this Exhibit K but not otherwise defined in this Exhibit K have the meanings given to them in the Agreement or, if not defined in the Agreement, the Master Settlement Agreement.



Agreement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Agreement.

7. The Governmental Entity has the right to enforce the Agreement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Agreement, including without limitation all provisions of Article 10 (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Subdivision Releasor, to the maximum extent of its authority, for good and valuable consideration, the adequacy of which is hereby confirmed, the Shareholder Released Parties and Released Parties are, as of the Effective Date, hereby released and forever discharged by the Governmental Entity and its Subdivision Releasors from: any and all Causes of Action, including, without limitation, any Estate Cause of Action and any claims that the Governmental Entity or its Subdivision Releasors would have presently or in the future been legally entitled to assert in its own right (whether individually or collectively), notwithstanding section 1542 of the California Civil Code or any law of any jurisdiction that is similar, comparable or equivalent thereto (which shall conclusively be deemed waived), whether existing or hereinafter arising, in each case, (A) directly or indirectly based on, arising out of, or in any way relating to or concerning, in whole or in part, (i) the Debtors, as such Entities existed prior to or after the Petition Date, and their Affiliates, (ii) the Estates, (iii) the Chapter 11 Cases, or (iv) Covered Conduct and (B) as to which any conduct, omission or liability of any Debtor or any Estate is the legal cause or is otherwise a legally relevant factor (each such release, as it pertains to the Shareholder Released Parties, the “Shareholder Released Claims”, and as it pertains to the Released Parties other than the Shareholder Released Parties, the “Released Claims”). For the avoidance of doubt and without limiting the foregoing: the Shareholder Released Claims and Released Claims include any Cause of Action that has been or may be asserted against any Shareholder Released Party or Released Party by the Governmental Entity or its Subdivision Releasors (whether or not such party has brought such action or proceeding) in any federal, state, or local action or proceeding (whether judicial, arbitral, or administrative) (A) directly or indirectly based on, arising out of, or in any way relating to or concerning, in whole or in part, (i) the Debtors, as such Entities existed prior to or after the Petition Date, and their Affiliates, (ii) the Estates, (iii) the Chapter 11 Cases, or (iv) Covered Conduct and (B) as to which any conduct, omission or liability of any Debtor or any Estate is the legal cause or is otherwise a legally relevant factor.
9. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Shareholder Released Claims or Released Claims against any Shareholder Released Party or Released Party in any forum whatsoever, subject in all respects to Section 9.02 of the Master Settlement Agreement. The releases provided for herein (including the term “Shareholder Released



Claims” and “Released Claims”) are intended by the Governmental Entity and its Subdivision Releasors to be broad and shall be interpreted so as to give the Shareholder Released Parties and Released Parties the broadest possible release of any liability relating in any way to Shareholder Released Claims and Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Agreement shall be a complete bar to any Shareholder Released Claim and Released Claims.

10. To the maximum extent of the Governmental Entity’s power, the Shareholder Released Parties and the Released Parties are, as of the Effective Date, hereby released and discharged from any and all Shareholder Released Claims and Released Claims of the Subdivision Releasors.
11. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Agreement.
12. In connection with the releases provided for in the Agreement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Shareholder Released Claims or such other Claims released pursuant to this release, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Shareholder Released Claims or such other Claims released pursuant to this release that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities’ decision to participate in the Agreement.

13. Nothing herein is intended to modify in any way the terms of the Agreement, to which Governmental Entity hereby agrees. To the extent any portion of this Participation and Release Form not relating to the release of, or bar against, liability is interpreted differently from the Agreement in any respect, the Agreement controls.
14. Notwithstanding anything to the contrary herein or in the Agreement, (x) nothing herein shall (A) release any Excluded Claims or (B) be construed to impair in any way the rights and obligations of any Person under the Agreement; and (y) the Releases set forth herein shall be subject to being deemed void to the extent set forth in Section 9.02 of the Master Settlement Agreement.





I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

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

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

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

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



## MICHIGAN STATE-SUBDIVISION AGREEMENT FOR ALLOCATION OF OPIOID SETTLEMENT AGREEMENTS

The People of the State of Michigan and its communities have been harmed by misfeasance, nonfeasance, and malfeasance committed by certain entities within the pharmaceutical industry. The conduct of such Pharmaceutical Entities has caused, or contributed to the existence of, a public nuisance associated with the opioid public health epidemic.

The State, through its Attorney General, and Litigating Local Governments, through their elected representatives and counsel, are separately engaged in litigation seeking to hold the Pharmaceutical Entities accountable for the damage caused by their misfeasance, nonfeasance, and malfeasance by seeking compensation for past damages and imposing the equitable remedy of nuisance abatement. The State and Litigating Local Governments litigated their claims in their proprietary, sovereign, and quasi-sovereign capacities.

To allocate monetary payments received from these Pharmaceutical Entities, the State and Litigating Local Governments agree to the following State-Subdivision Agreement. For clarity, this Agreement restates, combines, and amends all prior State-Subdivision Agreements and provides greater detail on reporting of opioid remediation expenditures.

### **I. Definitions**

As used in this Agreement

- A. “Administrative Fund” is 0.3% of the Local Government Share.
- B. “Actual Attorney Fees” are the aggregate contingent fees paid to a Local Litigating Attorney for work performed for a Litigating Local Government for the Settlements and associated litigation, based on a Litigating Local Government’s Actual Total Recovery. This does not include any fee payments for common benefit work as defined by the Settlements.
- C. “Actual Total Recovery” is the aggregated monetary recovery that a Litigating Local Government receives, based on that Litigating Local Government’s Final Allocation Percentage and aggregate Local Government Share less the aggregate amounts for the Administrative Fund, Special Circumstance Fund plus the aggregate amount paid by the Litigating Local Government Attorney Fee Fund. For the avoidance of doubt, this may be expressed mathematically as Actual Total Recovery = Final Allocation Percentage x (Local Government

Share – aggregate Administrative Fund –aggregate Special Circumstance Fund + aggregate paid by LLGAFF).

- D. “Agreement” is this State-Subdivision Agreement.
- E. “De minimis-share Local Government” is a Participating Local Government whose Final Allocation Percentage is less than the percentage defined below:
  - 1. For the Distributor and Janssen National Opioid Settlements, less than 0.0023%.
  - 2. For the Allergan, Teva, CVS, Purdue/Sackler, Walmart, and Walgreens National Opioid Settlements, less than 0.0083%.
  - 3. For the Kroger Settlement and Generic Manufacturer National Opioid Settlements, less than 0.0011%.
- F. “Final Allocation Percentage” is a Participating Local Government’s Allocation Percentage as modified by the Litigation Adjustment. Attached as Exhibit A is the Final Allocation Percentage for each Local Government for each Settlement.
- G. “Litigating Local Government Attorneys” are the law firms who were retained by the Litigating Local Governments.
- H. “Litigating Local Government Attorney Fee Fund” (“LLGAFF”) is an adjustable percentage of the Local Government Share set aside for Projected Attorney Fee installment payments.
- I. “Litigating Local Governments” are the entities indicated as litigating in Exhibit C of this Agreement.
- J. “Litigation Adjustment” is an adjustment applied to the Preliminary Allocation Percentage.
- K. “Local Government Share” is the portion of the Settlement Payments payable to Participating Local Governments pursuant to this State-Subdivision Agreement.
- L. “Local Governments” are the entities located within the geographic boundaries of the State of Michigan and identified in the Exhibits that identify the litigating and eligible Local Governments in each of the Settlements.

- M. “National Contingency Fee Fund” are the individual Contingency Fee Funds established in the Settlements to compensate Litigating Local Government Attorneys.
- N. “National Fund Administrator” is the Settlement Fund Administrator as defined by the Settlements.
- O. “Neutral Special Master” is an independent mediator selected by the State.
- P. “Opioid Remediation” is the term as defined by the Settlements.
- Q. “Participating Local Governments” are the Local Governments who have signed a Participation Agreement for an individual Settlement.
- R. “Parties” are the State and the Litigating Local Governments. The singular word “Party” shall mean either the State or Litigating Local Governments.
- S. “Pharmaceutical Entities” are the “Released Entities” as defined by each individual Settlement.
- T. “Preliminary Allocation Percentage” is the percentage listed for a Local Government in Exhibit B of this agreement.
- U. “Projected Attorney Fees” are the anticipated contingent fees paid to a Litigating Local Government Attorney for work performed for a Litigating Local Government for each individual Settlement and associated litigation, based on a Litigating Local Government’s Projected Total Recovery. This does not include any fee payments for common benefit work as defined by the Settlements.
- V. “Projected Total Recovery” is the aggregated monetary recovery that an individual Litigating Local Government is projected to receive based on that Litigating Local Government’s Final Allocation Percentage and aggregate Local Government Share less the aggregate amounts for the Administrative Fund and Special Circumstance Fund. For the avoidance of doubt, this may be expressed mathematically as  $\text{Projected Total Recovery} = \text{Final Allocation Percentage} \times (\text{Local Government Share} - \text{aggregate Administrative Fund} - \text{aggregate Special Circumstance Fund})$ .
- W. “Reporting Local Governments” are the Local Governments identified in Exhibit D of this Agreement.
- X. “Settlements” are the following individual national opioid settlements:

1. Allergan National Opioid Settlement,
  2. CVS National Opioid Settlement,
  3. Distributors National Opioid Settlement,
  4. Janssen National Opioid Settlement
  5. Kroger National Opioid Settlement,
  6. Purdue/Sackler National Opioid Settlement
  7. Generic Manufacturer National Opioid Settlements, which includes:
    - a. Alvogen National Opioid Settlement
    - b. Amneal National Opioid Settlement
    - c. Apotex National Opioid Settlement
    - d. Hikma National Opioid Settlement
    - e. Indivior National Opioid Settlement
    - f. Mylan National Opioid Settlement
    - g. Sun Pharmaceutical National Opioid Settlement
    - h. Zydus National Opioid Settlement
  8. Teva National Opioid Settlement,
  9. Walgreens National Opioid Settlement
  10. Walmart National Opioid Settlement
- Y. “Settlement Payments” are scheduled monetary payments received through the Settlements.

- Z. “Special Circumstance Fund” is 5% of the Local Government Share for each applicable Settlement.
- AA. “State” is the State of Michigan acting through its Attorney General or designees.
- BB. “State Share” is the portion of the Settlement Payments payable to the State pursuant to this State-Subdivision Agreement.

## II. Terms

- 1. Participation in Settlements: The Parties agree that to participate in the Settlements, Local Governments must execute a Participation Agreement.
- 2. Opioid Remediation: All Settlement Payments shall be utilized by Participating Local Governments and the State for Opioid Remediation, except as otherwise allowed by the Settlements. A minimum of 70% of Settlement Payments must be used solely for future Opioid Remediation.

- 3. Distribution:

Settlement Payments are allocated as follows:

- 50% of Settlement Payments to the Local Government Share
- 50% of Settlement Payments to the State Share

- 4. Local Government Share Offset: Prior to Participating Local Governments receiving their Final Allocation Percentage of the Local Government Share, amounts will be deducted for the following funds:

For the Allergan, CVS, Distributor, Janssen, Purdue/Sackler, Generic Manufacturer, Teva, Walgreens, and Walmart National Opioid Settlements:

- Administrative Fund
- Litigating Local Government Attorney Fee Fund
- Special Circumstance Fund

For the Kroger National Opioid Settlement:

- Litigating Local Government Attorney Fee Fund

5. Litigation Adjustment: The Parties recognize that the Litigating Local Governments expended time, resources, and assumed risk in the pursuit of litigation against the Pharmaceutical Entities. Exhibit C of this Agreement provides a list of Litigating Local Governments and the year in which they filed suit. In recognition of their commitment and contribution, the Litigating Local Governments are entitled to a Litigation Adjustment of an additional percentage of their Preliminary Allocation Percentage, as follows:

For the Distributor and Janssen National Opioid Settlements:

- 16% Litigation Adjustment for Litigating Local Governments that served as a bellwether or filed suit in 2017
- 12% Litigation Adjustment for Litigating Local Governments that filed suit in 2018
- 8% Litigation Adjustment for Litigating Local Governments that filed suit in 2019

For the Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart National Opioid Settlements:

- 12% Litigation Adjustment

For the Kroger and Generic Manufacturer National Opioid Settlements:

- 10% Litigation Adjustment

6. Accelerated Participation Payments: Prior to the distribution of the State Share, the National Fund Administrator shall allocate the Projected Total Recovery for all De minimis-share Local Governments from the State Share to those De minimis-share Local Governments. This allocation shall be made in the first Settlement Payment. In subsequent Settlement Payments, the National Fund Administrator shall direct distributions of all De minimis-share Local Governments to the State Share.
7. Non-Participant Reallocation: If a non-county Local Government does not participate in the Settlement, then that non-county Local Government's share shall revert to the county(ies) in which it is located. If a county Local Government does not participate in the Settlements, that county's share shall be reallocated to the Participating Local Governments.

8. Litigation Costs: To the extent that Litigating Local Government Attorneys receive cost reimbursement from the National Contingency Fee Fund, then such reimbursed costs shall be deducted from any remaining entitlement to costs as provided under individual retention agreements.
9. Attorney Fees:
  - a. Attorney fee payments may be paid from the LLGAFF, but only in years where Settlement Payments to the Local Government Share are greater than \$0.00.
  - b. To the extent that the LLGAF is drawn upon for paying a portion of a Litigating Local Government's attorney fees for any individual Settlement, Projected Attorney Fees for that Settlement shall be calculated as 15% of an individual Litigating Local Government's Projected Total Recovery.
  - c. Projected Attorney Fees shall be paid by installments intended to minimize the amount of variability in payments to local governments. In no event shall the number of installments exceed (i) the first seven Settlement Payments; or (ii) the total number of Settlement Payments.
  - d. Litigating Local Government Attorneys must apply to the respective National Contingency Fee Fund for each Settlement and seek the maximum allowable contribution to their fee. To the extent that a Litigating Local Government Attorney applies to a National Attorney Contingency Fee Fund and that National Attorney Contingency Fee Fund does not pay the full Projected Attorney Fee installment payment, the LLGAFF shall pay the deficiency for that installment. If a Litigating Local Government Attorney does not apply to the National Attorney Contingency Fee Fund, the LLGAFF shall not pay any deficiency. A Projected Attorney Fee payment from the LLGAFF may not exceed any restrictions in the respective national settlement agreement applicable to such payments that restrict the amount of settlement funds that may be allocable to non-Opioid Remediation purposes from each of those settlements.
  - e. In instances where the LLGAF is drawn upon to pay a deficiency as set forth in paragraph 9.c, the sum of all deficiency payments for that respective settlement shall be no more than:



For the Allergan, CVS, Distributor, Janssen, Purdue/Sackler, Teva, Walgreens, and Walmart National Opioid Settlements:

- 15% of the Litigating Local Government's Projected Total Recovery

For the Kroger and Generic Manufacturer National Opioid Settlements:

- 5% of the Litigating Local Government's Projected Total Recovery

- f. In instances where the LLGAF is drawn upon to pay a deficiency as set forth in paragraph 9.c, Actual Attorney Fees shall be no greater than 15% of a Litigating Local Government's Actual Total Recovery. In instances where the LLGAF is not drawn upon to pay a portion of contingent attorney fees, such fees shall be paid from the National Contingency Fee Fund as set forth under that Settlement with whatever restrictions are applicable to that Settlement.
- g. In instances where the LLGAF is drawn upon to pay a portion of attorney fees, if a Litigating Local Government's Actual Total Recovery is less than the Projected Total Recovery, the Litigating Local Government Attorney shall return the amount received that is greater than 15% of the Litigating Local Government's Actual Total Recovery.
- h. In instances where the LLGAF is drawn upon to pay a portion of attorney fees, the Parties shall endeavor to reconcile any timing discrepancies between fee payments from the National Contingency Fee Fund and the LLGAFF to assure payment of a 15% Attorney Fee.

10. Special Circumstance Fund:

- a. An application to receive additional funding for any local impact of the opioid epidemic that is not captured by a Local Government's Allocation Percentage may be submitted to the Neutral Special Master for consideration. The Neutral Special Master will decide the additional funding to be paid, if any, to all applicants on an application-by-application basis. The allocation decisions of the Neutral Special Master shall be final and not appealable. An application to the Special Circumstance

Fund may not be made with the express purpose of offsetting the Litigation Adjustment.

- b. Any additional funding allocated under this paragraph shall only be paid from the Special Circumstance Fund.
- c. The Neutral Special Master shall be paid solely from the Administrative Fund.
- d. The deadline for initial applications to the Allergan, CVS, Distributors, Janssen, Teva, Walgreens, and Walmart Special Circumstance Fund occurred on November 10, 2023. Applications were reviewed and an allocation determination was made by the Neutral Special Master. These Special Circumstance Fund allocation determinations expire after 2030.
- e. An application period for the Purdue/Sackler and Generic Manufacturer Special Circumstance Fund shall be available in 2026 or 2027. The specific application deadline shall be determined by the Michigan Department of Attorney General. Notice of the deadline shall be provided to all Participating Local Government at least two months prior to the deadline.
- f. An additional application for all Settlements where the Special Circumstance Fund offset is applicable shall be available in 2030. Any allocation decision shall apply to Special Circumstance Funds withheld in 2031 and shall continue to apply to Special Circumstance Funds withheld from the remaining Settlement Payments for each Settlement. The specific application deadline shall be determined by the Michigan Department of Attorney General. Notice of the deadline shall be provided to all Participating Local Government at least two months prior to the deadline.
- g. Attorney fees may be assessed on a Special Circumstance Fund allocation. To the extent that an attorney asserts a contingency fee interest upon a Special Circumstance fund allocation, that fee interest shall be capped at 15% of the fund allocation. Payment of attorney fees for a Special Circumstance fund allocation are the responsibility of the Participating Local Subdivision.

11. Allocation of Remaining Local Government Share: The remainder of the Local Government Share after offsets shall be distributed to Participating Local Governments in accordance with each Participating Local Government's Final Allocation Percentage.
12. Escrow Agent: An Escrow Agent shall be agreed upon by the State and a majority of the Litigating Local Governments to administer the distribution of the Local Government Share and all funds contained within it pursuant to this State-Subdivision Agreement. The Escrow Agent shall be entitled to a reasonable fee for their services, which shall be paid solely from the Administrative Fund. Alternatively, the Parties may explore whether the Escrow Agent's role can be fulfilled by the Settlement Fund Administrator as that term is defined in the Settlements.
13. Reversion to Local Government Share:
  - a. Any amounts remaining in the Administrative Fund shall remain in such fund until all anticipated administrative costs associated with implementation of this agreement have been paid, after which any remaining funds may revert to the Local Government Share for distribution to Participating Local Governments in accordance with their Final Allocation Percentage applicable to the Settlement from which the money was withheld.
  - b. Any portion of the Special Circumstance Fund withheld from each Settlement that is unallocated by the Neutral Special Master shall revert to the Local Government Share for distribution to Participating Local Governments, in accordance with their Final Allocation Percentage applicable to that Settlement.
  - c. Any amounts remaining in the LLGAFF after paying the Projected Attorney Fee annual installment payment shall revert to the Local Government Share for distribution to Participating Local Governments in accordance with their Final Allocation Percentage applicable to the Settlement from which the money was withheld. Any amount reverted to the Local Government Share shall be distributed no later than the next Settlement Payment.

14. Use and Reporting of Settlement Fund Expenditures for Opioid Remediation:

To provide greater certainty in what proposed uses of Settlement Funds qualify as Opioid Remediation, and to provide greater coordination and transparency of the uses of such funds, the Parties agree as follows:

- a. At the request of a Participating Local Government, or on its own accord, the Michigan Department of Attorney General may issue generalized guidance about the Settlements, this Agreement, or whether proposed expenditures of Settlement Payments qualify as Opioid Remediation. Issuance of generalized guidance is solely within the discretion of the Michigan Department of Attorney General.
- b. Starting with Fiscal Year 2026, the State, and Reporting Local Governments that receive Settlement Payments under any of the Settlements shall provide documentation sufficient to show the receipt and expenditure of such funds. Such documentation may take one of two forms:
  - i) The State or Reporting Local Government may produce an annual fiscal year report, similar in form to Exhibit F, which states a. how much money they have received from Settlement Payments in the fiscal year, b. how much money from Settlement Payments they have spent or allocated in the fiscal year, and c. a description of where the Settlement Payments were allocated to or what the Settlement Payments were spent on; or
  - ii) As an alternative to production of an annual fiscal year report, the State or Reporting Local Government may produce budgeting and accounting documents that are sufficient to identify the items listed above.

The State and Reporting Local Governments shall provide such documents on an annual basis, at minimum. A report is not necessary if a Reporting Local Government voluntarily assigns 100% of its share to other Participating Local Governments. The State may provide the necessary information via webpage. Reporting Local Governments may provide their report electronically.

- c. The State and Participating Local Governments may make requests for additional information about an expenditure or allocation. Requests to the State for additional information shall be directed to the Department of Attorney General.

### III. Other Terms and Conditions

1. Governing Law and Venue: This agreement will be governed by the laws of the State of Michigan. Any and all litigation arising under the Settlements or this Agreement, unless otherwise specified in this Agreement, will be instituted in either: (a) the Court that enters the Order if the matter deals with a matter covered by the Order and the Court retains jurisdiction; or (b) the appropriate state court in Michigan.
2. Modification: This agreement may only be modified by a written amendment between the appropriate Parties. No promises or agreements made after the execution of this agreement shall be binding unless expressly reduced to writing and signed by the Parties.
3. Execution in Counterparts: This agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
4. Assignment: The rights granted in this agreement may not be assigned or transferred by any Party without the prior written approval of the other Party. No Party shall be permitted to delegate its responsibilities or obligations under this agreement without the prior written approval of the other Parties.
5. Additional Documents: The Parties agree to cooperate fully and execute any and all supplementary documents and to take all additional actions which may be reasonably necessary or appropriate to give full force and effect to the basic terms and intent of this agreement.
6. Captions: The captions contained in this agreement are for convenience only and shall in no way define, limit, extend, or describe the scope of this agreement or any part of it.
7. Entire Agreement: This agreement, including any attachments, embodies the entire agreement of the Parties. There are no other provisions, terms, conditions, or obligations. This agreement supersedes all previous oral or written communications, representations, or agreements on this subject.

8. Construction: The Parties mutually acknowledge and represent that they have been fully advised by their respective legal counsel of their rights and responsibilities under this agreement, that they have read, know, and understand completely the contents of this Agreement, and that they have voluntarily executed the same. The Parties further mutually acknowledge that they have had input into the drafting of this agreement and that, accordingly, in any construction to be made of this agreement, it shall not be construed for or against any Party, but rather shall be given a fair and reasonable interpretation, based on the plain language of the agreement and the expressed intent of the Parties.
9. Capacity to Execute Agreement: The Parties represent and warrant that the individuals signing this agreement on their behalf are duly authorized and fully competent to do so.
10. Effectiveness: This agreement shall become effective on the date on which the last signature necessary to meet the requirements set forth in the Settlements is affixed to this agreement.

UNRATIFIED

Exhibit A-1: Final Allocation Percentage for Distributors and Janssen  
Michigan State-Subdivision Agreement

## Exhibit A - Final Allocation Percentages

Local Government	Distributor and Janssen Final Allocation Percentage
Ada Township	0.0041016955%
Adrian City	0.0318335432%
Alcona County	0.0934630120%
Alger County	0.0879526161%
Algoma Township	0.0016436045%
Allegan County	0.4327148528%
Allen Park City	0.0601942865%
Allendale Charter Township	0.0043561388%
Alpena County	0.3552568075%
Alpine Charter Township	0.0014241321%
Ann Arbor City	0.2594452998%
Antrim County	0.2666726546%
Antwerp Township	0.0007355534%
Arenac County	0.1805504891%
Auburn Hills City	0.0659163711%
Bangor Charter Township	0.0061189832%
Baraga County	0.0830046065%
Barry County	0.2425000193%
Bath Charter Township	0.0301307953%
Battle Creek City	0.1917564588%
Bay City	0.0642866795%
Bay County	1.1889744773%
Bedford Township	0.0231086673%
Benton Charter Township	0.0508131806%
Benzie County	0.1559709002%
Berkley City	0.0201037399%
Berrien County	1.4353012866%
Beverly Hills Village	0.0257660336%
Big Rapids City	0.0137263834%
Birmingham City	0.0577450060%
Blackman Charter Township	0.0000000000%
Bloomfield Charter Township	0.1341703863%
Branch County	0.3823020966%
Brandon Charter Township	0.0167167533%
Brighton Township	0.0005670107%

Exhibit A-1: Final Allocation Percentage for Distributors and Janssen  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Distributor and Janssen Final Allocation Percentage</b>
Brownstown Charter Township	0.0579821158%
Burton City	0.0185856758%
Byron Township	0.0080424445%
Cadillac City	0.0555690910%
Caledonia Charter Township	0.0025848973%
Calhoun County	1.7844566727%
Cannon Township	0.0031018767%
Canton Charter Township	0.2635381672%
Cascade Charter Township	0.0113589166%
Cass County	0.4127455392%
Charlevoix County	0.2142858041%
Cheboygan County	0.3054123138%
Chesterfield Charter Township	0.1183364667%
Chippewa County	0.2775927323%
Clare County	0.2624296608%
Clawson City	0.0130752231%
Clinton Charter Township	0.6524317943%
Clinton County	0.5402669012%
Coldwater City	0.0072438662%
Commerce Charter Township	0.0186388163%
Comstock Charter Township	0.0079220184%
Cooper Charter Township	0.0008989520%
Crawford County	0.2886253251%
Davison Township	0.0082901645%
Dearborn City	0.2808727222%
Dearborn Heights City	0.0987568625%
Delhi Charter Township	0.0184418634%
Delta Charter Township	0.0380115648%
Delta County	0.2697502485%
Detroit City	7.3863551292%
Detroit Wayne Mental Health Authority	0.0000000000%
Dewitt Charter Township	0.0344650518%
Dickinson County	0.2772929170%
East Bay Township	0.0013728560%
East Grand Rapids City	0.0194355013%
East Lansing City	0.1928773141%
Eastpointe City	0.1572102867%
Eaton County	1.0040382409%



Exhibit A-1: Final Allocation Percentage for Distributors and Janssen  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Distributor and Janssen Final Allocation Percentage</b>
Egelston Township	0.0055491844%
Emmet County	0.1699583348%
Emmett Charter Township	0.0076288033%
Escanaba City	0.0187485878%
Farmington City	0.0206439955%
Farmington Hills City	0.1547676289%
Fenton Charter Township	0.0017365497%
Fenton City	0.0449540568%
Ferndale City	0.0835266239%
Flat Rock City	0.0161012939%
Flint Charter Township	0.0239721604%
Flint City	2.8492835414%
Flushing Charter Township	0.0035084585%
Fort Gratiot Charter Township	0.0088497409%
Fraser City	0.0750697912%
Frenchtown Charter Township	0.0458193199%
Fruitport Charter Township	0.0121166953%
Gaines Township, Kent County	0.0084277406%
Garden City	0.0337646978%
Garfield Charter Township	0.0003811636%
Genesee Charter Township	0.0121346244%
Genesee County	2.1326060463%
Genoa Township	0.0000708763%
Georgetown Charter Township	0.0067511546%
Gladwin County	0.2015504737%
Gogebic County	0.0699910567%
Grand Blanc Charter Township	0.0196679122%
Grand Haven Charter Township	0.0105692799%
Grand Haven City	0.0325929755%
Grand Rapids Charter Township	0.0035213129%
Grand Rapids City	1.3440310108%
Grand Traverse County	0.9563580623%
Grandville City	0.0260586909%
Gratiot County	0.3525172203%
Green Oak Township	0.0301528195%
Grosse Ile Township	0.0200793237%
Grosse Pointe Park City	0.0265363249%
Grosse Pointe Woods City	0.0189101571%

Exhibit A-1: Final Allocation Percentage for Distributors and Janssen  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Distributor and Janssen Final Allocation Percentage</b>
Hamburg Township	0.0318032257%
Hamtramck City	0.1014493061%
Harper Woods City	0.0283167391%
Harrison Charter Township	0.1197690449%
Hartland Township	0.0002733802%
Hazel Park City	0.0412412381%
Highland Charter Township	0.0164881836%
Highland Park City	0.0219276410%
Hillsdale County	0.4179678350%
Holland Charter Township	0.0163398631%
Holland City	0.0927438767%
Holly Township	0.0022960861%
Houghton County	0.2492720157%
Huron Charter Township	0.0404726923%
Huron County	0.1640912378%
Independence Charter Township	0.0462282123%
Ingham County	2.3910807430%
Inkster City	0.0935029696%
Ionia City	0.0251632893%
Ionia County	0.5298087066%
Iosco County	0.3597973006%
Iron County	0.1234778975%
Iron Mountain City	0.0102890430%
Isabella County	0.6406629239%
Jackson City	0.1975961131%
Jackson County	0.6079955625%
Kalamazoo Charter Township	0.0291373061%
Kalamazoo City	0.2121191546%
Kalamazoo County	2.1433248383%
Kalkaska County	0.0922123320%
Kent County	3.0032920161%
Kentwood City	0.0797172568%
Keweenaw County	0.0037904729%
Lake County	0.0815750848%
Lansing City	0.6157260773%
Lapeer County	0.4434165047%
Leelanau County	0.1385869500%
Lenawee County	0.8823792954%

Exhibit A-1: Final Allocation Percentage for Distributors and Janssen  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Distributor and Janssen Final Allocation Percentage</b>
Lenox Township	0.0062683460%
Leoni Township	0.0050926306%
Lincoln Charter Township	0.0099963665%
Lincoln Park City	0.0889864469%
Livingston County	1.4441660503%
Livonia City	0.4479740966%
Luce County	0.0715137352%
Lyon Charter Township	0.0033765972%
Mackinac County	0.0509418590%
Macomb County	8.9600726785%
Macomb Township	0.0605974123%
Madison Heights City	0.0808305409%
Manistee County	0.3495468254%
Marion Township, Livingston County	0.0001113771%
Marquette City	0.0175573465%
Marquette County	0.6035274193%
Mason County	0.2785770312%
Mecosta County	0.1860240300%
Melvindale City	0.0291074974%
Menominee County	0.0885034586%
Meridian Charter Township	0.0396555339%
Midland City	0.1693176181%
Midland County	0.3015890091%
Milford Charter Township	0.0035999720%
Missaukee County	0.0561661629%
Monitor Charter Township	0.0024741595%
Monroe Charter Township	0.0067058526%
Monroe City	0.1177263374%
Monroe County	1.7767050856%
Montcalm County	0.6957834128%
Montmorency County	0.0985848161%
Mount Clemens City	0.0281724875%
Mount Morris Charter Township	0.0139454462%
Mount Pleasant City	0.0200386139%
Mundy Charter Township	0.0084457765%
Muskegon Charter Township	0.0202116759%
Muskegon City	0.0979131952%
Muskegon County	1.9100374032%

Exhibit A-1: Final Allocation Percentage for Distributors and Janssen  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Distributor and Janssen Final Allocation Percentage</b>
Muskegon Heights City	0.0280295137%
New Baltimore City	0.0269087835%
Newaygo County	0.5231812721%
Niles City	0.0326704621%
Niles Township	0.0120613306%
Northville Charter Township	0.0937410512%
Norton Shores City	0.0393083517%
Novi City	0.0820980636%
Oak Park City	0.0581242238%
Oakland Charter Township	0.0153661144%
Oakland County	6.0626288797%
Oceana County	0.2437642147%
Oceola Township	0.0002025038%
Ogemaw County	0.6231253016%
Ontonagon County	0.0564870884%
Orion Charter Township	0.0271426463%
Osceola County	0.2155121864%
Oscoda County	0.0549836791%
Oshtemo Charter Township	0.0069668831%
Otsego County	0.3179205988%
Ottawa County	0.8305826515%
Owosso City	0.0336270349%
Oxford Charter Township	0.0123583455%
Park Township, Ottawa County	0.0038875457%
Pittsfield Charter Township	0.0274648217%
Plainfield Charter Township	0.0082472855%
Plymouth Charter Township	0.0346718756%
Pontiac City	0.3248499927%
Port Huron Charter Township	0.0080840993%
Port Huron City	0.1459483395%
Portage City	0.0550102932%
Presque Isle County	0.1629846795%
Redford Charter Township	0.1187245983%
Riverview City	0.0270311528%
Rochester City	0.0223582679%
Rochester Hills City	0.0378542514%
Romulus City	0.1043054582%
Roscommon County	0.4301836680%

Exhibit A-1: Final Allocation Percentage for Distributors and Janssen  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Distributor and Janssen Final Allocation Percentage</b>
Roseville City	0.2393507823%
Royal Oak City	0.1454014679%
Saginaw Charter Township	0.0387602955%
Saginaw City	0.2412683402%
Saginaw County	1.8697505971%
Sanilac County	0.3884585223%
Sault Ste. Marie City	0.1102861730%
Schoolcraft County	0.0442223898%
Scio Charter Township	0.0028859904%
Shelby Charter Township	0.2837106553%
Shiawassee County	0.8126041030%
South Lyon City	0.0145037834%
Southfield City	0.2203463403%
Southfield Township	0.0000623372%
Southgate City	0.0497592554%
Spring Lake Township	0.0058226535%
Springfield Charter Township	0.0025038767%
St Clair County	2.2355271010%
St Joseph County	0.2389148728%
St. Clair Shores City	0.1903773935%
Sterling Heights City	1.0160157647%
Sturgis City	0.0335669383%
Summit Township, Jackson County	0.0082457610%
Superior Charter Township	0.0067902872%
Taylor City	0.2108595037%
Texas Charter Township	0.0029159787%
Thomas Township	0.0071194604%
Traverse City	0.0694748751%
Trenton City	0.0269874880%
Troy City	0.1321911809%
Tuscola County	0.4964109876%
Tyrone Township, Livingston County	0.0053967269%
Union Charter Township	0.0000286906%
Van Buren Charter Township	0.0769291491%
Van Buren County	0.4272870593%
Vienna Charter Township, Genesee County	0.0048418225%
Walker City	0.0323258475%
Warren City	1.2684338717%

Exhibit A-1: Final Allocation Percentage for Distributors and Janssen  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Distributor and Janssen Final Allocation Percentage</b>
Washington Township, Macomb County	0.0453026297%
Washtenaw County	2.6615292034%
Waterford Charter Township	0.1224458021%
Wayne City	0.0938477712%
Wayne County	11.8162081894%
West Bloomfield Charter Township	0.1468923654%
Westland City	0.3653116491%
Wexford County	0.3345381450%
White Lake Charter Township	0.0327893557%
Wixom City	0.0206907484%
Woodhaven City	0.0320328001%
Wyandotte City	0.0547075346%
Wyoming City	0.1430716261%
Ypsilanti Charter Township	0.0324173179%
Ypsilanti City	0.0503291142%
Zeeland Charter Township	0.0034449878%
<b>Total</b>	<b>100.0000000000%</b>

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Exhibit A-2: Final Allocation Percentages for Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart  
Michigan State-Subdivision Agreement

## Exhibit A - Final Allocation Percentages

<b>Local Government</b>	<b>Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart Final Allocation Percentage</b>
Ada Township	0.0043760292%
Adrian City	0.0339626660%
Alcona County	0.0934630120%
Alger County	0.0879526161%
Algoma Township	0.0017535337%
Allegan County	0.4616561194%
Allen Park City	0.0642202609%
Allendale Charter Township	0.0046474905%
Alpena County	0.3552568075%
Alpine Charter Township	0.0015193823%
Ann Arbor City	0.2767977793%
Antrim County	0.2666726546%
Antwerp Township	0.0007847494%
Arenac County	0.1805504891%
Auburn Hills City	0.0703250556%
Bangor Charter Township	0.0065282392%
Baraga County	0.0830046065%
Barry County	0.2587191476%
Bath Charter Township	0.0321460332%
Battle Creek City	0.2045817057%
Bay City	0.0685863654%
Bay County	1.2330105691%
Bedford Township	0.0246542442%
Benton Charter Township	0.0542117185%
Benzie County	0.1559709002%
Berkley City	0.0214483383%
Berrien County	1.4353012866%
Beverly Hills Village	0.0274893432%
Big Rapids City	0.0146444451%
Birmingham City	0.0616071651%
Blackman Charter Township	0.0000000000%
Bloomfield Charter Township	0.1431441040%
Branch County	0.3823020966%
Brandon Charter Township	0.0178348199%

Exhibit A-2: Final Allocation Percentages for Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart Final Allocation Percentage</b>
Brighton Township	0.0006049341%
Brownstown Charter Township	0.0618601336%
Burton City	0.0198287415%
Byron Township	0.0085803473%
Cadillac City	0.0592857184%
Caledonia Charter Township	0.0027577830%
Calhoun County	1.8505476605%
Cannon Township	0.0033093395%
Canton Charter Township	0.2635381672%
Cascade Charter Township	0.0121186350%
Cass County	0.4127455392%
Charlevoix County	0.2142858041%
Cheboygan County	0.3167238809%
Chesterfield Charter Township	0.1262511644%
Chippewa County	0.2680205692%
Clare County	0.2799817433%
Clawson City	0.0139497332%
Clinton Charter Township	0.6524317943%
Clinton County	0.5402669012%
Coldwater City	0.0077283577%
Commerce Charter Township	0.0198854362%
Comstock Charter Township	0.0084518668%
Cooper Charter Township	0.0009590766%
Crawford County	0.2886253251%
Davison Township	0.0088446355%
Dearborn City	0.2996583319%
Dearborn Heights City	0.1053620175%
Delhi Charter Township	0.0196753105%
Delta Charter Township	0.0405538922%
Delta County	0.2604485158%
Detroit City	7.1316532282%
Detroit Wayne Mental Health Authority	0.0000000000%
Dewitt Charter Township	0.0367701778%
Dickinson County	0.2772929170%
East Bay Township	0.0014646767%
East Grand Rapids City	0.0207354059%
East Lansing City	0.1928773141%



Exhibit A-2: Final Allocation Percentages for Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart Final Allocation Percentage</b>
Eastpointe City	0.1677249820%
Eaton County	1.0040382409%
Egelston Township	0.0059203305%
Emmet County	0.1813256578%
Emmett Charter Township	0.0081390406%
Escanaba City	0.0181020848%
Farmington City	0.0220247278%
Farmington Hills City	0.1651189520%
Fenton Charter Township	0.0018526954%
Fenton City	0.0479607189%
Ferndale City	0.0891131349%
Flat Rock City	0.0171781967%
Flint Charter Township	0.0255754903%
Flint City	2.9548125615%
Flushing Charter Township	0.0037431147%
Fort Gratiot Charter Township	0.0094416381%
Fraser City	0.0800906838%
Frenchtown Charter Township	0.0488838534%
Fruitport Charter Township	0.0129270962%
Gaines Township, Kent County	0.0089914131%
Garden City	0.0360229820%
Garfield Charter Township	0.0004066570%
Genesee Charter Township	0.0129462245%
Genesee County	2.0590679068%
Genoa Township	0.0000756167%
Georgetown Charter Township	0.0072026921%
Gladwin County	0.2150307736%
Gogebic County	0.0746722684%
Grand Blanc Charter Township	0.0209833611%
Grand Haven Charter Township	0.0112761850%
Grand Haven City	0.0347728914%
Grand Rapids Charter Township	0.0037568289%
Grand Rapids City	1.3440310108%
Grand Traverse County	0.9233801980%
Grandville City	0.0278015743%
Gratiot County	0.3525172203%
Green Oak Township	0.0321695305%

Exhibit A-2: Final Allocation Percentages for Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart Final Allocation Percentage</b>
Grosse Ile Township	0.0214222891%
Grosse Pointe Park City	0.0283111539%
Grosse Pointe Woods City	0.0201749251%
Hamburg Township	0.0339303208%
Hamtramck City	0.1082345398%
Harper Woods City	0.0302106475%
Harrison Charter Township	0.1242049355%
Hartland Township	0.0002916646%
Hazel Park City	0.0439995757%
Highland Charter Township	0.0175909627%
Highland Park City	0.0233942274%
Hillsdale County	0.4179678350%
Holland Charter Township	0.0174327221%
Holland City	0.0989468652%
Holly Township	0.0024496552%
Houghton County	0.2492720157%
Huron Charter Township	0.0404726923%
Huron County	0.1750661517%
Independence Charter Township	0.0493200938%
Ingham County	2.3910807430%
Inkster City	0.0997567285%
Ionia City	0.0268462855%
Ionia County	0.5494312513%
Iosco County	0.3597973006%
Iron County	0.1234778975%
Iron Mountain City	0.0102890430%
Isabella County	0.6406629239%
Jackson City	0.1975961131%
Jackson County	0.6486601285%
Kalamazoo Charter Township	0.0310860965%
Kalamazoo City	0.2263063196%
Kalamazoo County	2.2227072398%
Kalkaska County	0.0983797692%
Kent County	3.1145250537%
Kentwood City	0.0850489860%
Keweenaw County	0.0040439910%
Lake County	0.0815750848%

Exhibit A-2: Final Allocation Percentages for Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart Final Allocation Percentage</b>
Lansing City	0.5944941436%
Lapeer County	0.4730735299%
Leelanau County	0.1385869500%
Lenawee County	0.8823792954%
Lenox Township	0.0066875918%
Leoni Township	0.0054332410%
Lincoln Charter Township	0.0106649534%
Lincoln Park City	0.0949381273%
Livingston County	1.4976536818%
Livonia City	0.4479740966%
Luce County	0.0715137352%
Lyon Charter Township	0.0036024341%
Mackinac County	0.0543490033%
Macomb County	8.6511046551%
Macomb Township	0.0646503489%
Madison Heights City	0.0862367299%
Manistee County	0.3495468254%
Marion Township, Livingston County	0.0001188263%
Marquette City	0.0187316345%
Marquette County	0.6035274193%
Mason County	0.2785770312%
Mecosta County	0.1984658748%
Melvindale City	0.0310542941%
Menominee County	0.0944228353%
Meridian Charter Township	0.0423078149%
Midland City	0.1806420880%
Midland County	0.3217601862%
Milford Charter Township	0.0038407489%
Missaukee County	0.0599227243%
Monitor Charter Township	0.0026396387%
Monroe Charter Township	0.0071543602%
Monroe City	0.1256002278%
Monroe County	1.7154393930%
Montcalm County	0.6957834128%
Montmorency County	0.0985848161%
Mount Clemens City	0.0300567479%
Mount Morris Charter Township	0.0148781594%

Exhibit A-2: Final Allocation Percentages for Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart Final Allocation Percentage</b>
Mount Pleasant City	0.0213788564%
Mundy Charter Township	0.0090106554%
Muskegon Charter Township	0.0215634933%
Muskegon City	0.1044619233%
Muskegon County	1.9100374032%
Muskegon Heights City	0.0299042116%
New Baltimore City	0.0287085237%
Newaygo County	0.5231812721%
Niles City	0.0348555605%
Niles Township	0.0128680285%
Northville Charter Township	0.0937410512%
Norton Shores City	0.0419374121%
Novi City	0.0875890282%
Oak Park City	0.0620117462%
Oakland Charter Township	0.0163938462%
Oakland County	5.8535727114%
Oceana County	0.2437642147%
Oceola Township	0.0002160479%
Ogemaw County	0.6231253016%
Ontonagon County	0.0564870884%
Orion Charter Township	0.0289580279%
Osceola County	0.2155121864%
Oscoda County	0.0586611524%
Oshtemo Charter Township	0.0074328492%
Otsego County	0.3179205988%
Ottawa County	0.8861345094%
Owosso City	0.0358761118%
Oxford Charter Township	0.0131849087%
Park Township, Ottawa County	0.0041475564%
Pittsfield Charter Township	0.0284820374%
Plainfield Charter Township	0.0087988887%
Plymouth Charter Township	0.0369908346%
Pontiac City	0.3368814739%
Port Huron Charter Township	0.0086247881%
Port Huron City	0.1557098020%
Portage City	0.0586895466%
Presque Isle County	0.1629846795%

Exhibit A-2: Final Allocation Percentages for Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart Final Allocation Percentage</b>
Redford Charter Township	0.1266652554%
Riverview City	0.0288390774%
Rochester City	0.0238536559%
Rochester Hills City	0.0403860572%
Romulus City	0.1043054582%
Roscommon County	0.4301836680%
Roseville City	0.2553592802%
Royal Oak City	0.1551263540%
Saginaw Charter Township	0.0413527002%
Saginaw City	0.2574050901%
Saginaw County	1.8052764386%
Sanilac County	0.3884585223%
Sault Ste. Marie City	0.1102861730%
Schoolcraft County	0.0471801158%
Scio Charter Township	0.0030790141%
Shelby Charter Township	0.3026860745%
Shiawassee County	0.8126041030%
South Lyon City	0.0154738400%
Southfield City	0.2350837642%
Southfield Township	0.0000665064%
Southgate City	0.0530873036%
Spring Lake Township	0.0062120900%
Springfield Charter Township	0.0026713434%
St Clair County	2.2355271010%
St Joseph County	0.2548942158%
St. Clair Shores City	0.2031104044%
Sterling Heights City	1.0536459782%
Sturgis City	0.0358119958%
Summit Township, Jackson County	0.0087972622%
Superior Charter Township	0.0072444420%
Taylor City	0.2249624195%
Texas Charter Township	0.0031110081%
Thomas Township	0.0075956313%
Traverse City	0.0694748751%
Trenton City	0.0287924922%
Troy City	0.1410325234%
Tuscola County	0.4964109876%

Exhibit A-2: Final Allocation Percentages for Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Allergan, CVS, Purdue/Sackler, Teva, Walgreens, and Walmart Final Allocation Percentage</b>
Tyrone Township, Livingston County	0.0057576762%
Union Charter Township	0.0000306095%
Van Buren Charter Township	0.0769291491%
Van Buren County	0.4558652989%
Vienna Charter Township, Genesee County	0.0051656581%
Walker City	0.0344878971%
Warren City	1.3154129040%
Washington Township, Macomb County	0.0483326054%
Washtenaw County	2.6615292034%
Waterford Charter Township	0.1306353444%
Wayne City	0.0938477712%
Wayne County	11.4087527346%
West Bloomfield Charter Township	0.1567169672%
Westland City	0.3653116491%
Wexford County	0.3345381450%
White Lake Charter Township	0.0349824061%
Wixom City	0.0220746076%
Woodhaven City	0.0341752498%
Wyandotte City	0.0583665385%
Wyoming City	0.1526406854%
Ypsilanti Charter Township	0.0345854854%
Ypsilanti City	0.0536952762%
Zeeland Charter Township	0.0036753989%
<b>Total</b>	<b>100.0000000000%</b>

Exhibit A-3: Final Allocation Percentages for Generic Manufacturers and Kroger  
Michigan State-Subdivision Agreement

## Exhibit A - Final Allocation Percentages

Local Government	Generic Manufacturers and Kroger Final Allocation Percentage
Ada Township	0.0048672491%
Adrian City	0.0377750571%
Alcona County	0.0917940297%
Alger County	0.0863820337%
Algoma Township	0.0019503721%
Allegan County	0.5134781318%
Allen Park City	0.0714291400%
Allendale Charter Township	0.0051691825%
Alpena County	0.3489129359%
Alpine Charter Township	0.0016899367%
Ann Arbor City	0.3078689973%
Antrim County	0.2619106430%
Antwerp Township	0.0008728394%
Arenac County	0.1773263732%
Auburn Hills City	0.0782192126%
Bangor Charter Township	0.0072610498%
Baraga County	0.0815223814%
Barry County	0.2877609956%
Bath Charter Township	0.0357545030%
Battle Creek City	0.2275464953%
Bay City	0.0762853502%
Bay County	1.2109925232%
Bedford Township	0.0274217426%
Benton Charter Township	0.0602971146%
Benzie County	0.1531857055%
Berkley City	0.0238559660%
Berrien County	1.4096709065%
Beverly Hills Village	0.0305750883%
Big Rapids City	0.0162883194%
Birmingham City	0.0685227179%
Blackman Charter Township	0.0000000000%
Bloomfield Charter Township	0.1592123748%
Branch County	0.3754752735%
Brandon Charter Township	0.0198368214%
Brighton Township	0.0006728394%

Exhibit A-3: Final Allocation Percentages for Generic Manufacturers and Kroger  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Generic Manufacturers and Kroger Final Allocation Percentage</b>
Brownstown Charter Township	0.0688040827%
Burton City	0.0220545655%
Byron Township	0.0095435120%
Cadillac City	0.0659406832%
Caledonia Charter Township	0.0030673508%
Calhoun County	1.8175021666%
Cannon Township	0.0036808209%
Canton Charter Township	0.2588321285%
Cascade Charter Township	0.0134789810%
Cass County	0.4053750832%
Charlevoix County	0.2104592719%
Cheboygan County	0.3110680973%
Chesterfield Charter Township	0.1404231620%
Chippewa County	0.2632344876%
Clare County	0.3114103689%
Clawson City	0.0155156244%
Clinton Charter Township	0.6407812266%
Clinton County	0.5306192780%
Coldwater City	0.0085958845%
Commerce Charter Township	0.0221176243%
Comstock Charter Township	0.0094006092%
Cooper Charter Township	0.0010667353%
Crawford County	0.2834713014%
Davison Township	0.0098374672%
Dearborn City	0.3332957021%
Dearborn Heights City	0.1171891580%
Delhi Charter Township	0.0218839116%
Delta Charter Township	0.0451061644%
Delta County	0.2557976495%
Detroit City	7.0043022777%
Detroit Wayne Mental Health Authority	0.0000000000%
Dewitt Charter Township	0.0408977189%
Dickinson County	0.2723412578%
East Bay Township	0.0016290902%
East Grand Rapids City	0.0230630052%
East Lansing City	0.1894330764%
Eastpointe City	0.1865525155%
Eaton County	0.9861089866%



Exhibit A-3: Final Allocation Percentages for Generic Manufacturers and Kroger  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Generic Manufacturers and Kroger Final Allocation Percentage</b>
Egelston Township	0.0065849019%
Emmet County	0.2016799000%
Emmett Charter Township	0.0090526675%
Escanaba City	0.0177788333%
Farmington City	0.0244970566%
Farmington Hills City	0.1836539524%
Fenton Charter Township	0.0020606649%
Fenton City	0.0533444252%
Ferndale City	0.0991162992%
Flat Rock City	0.0191064907%
Flint Charter Township	0.0284464008%
Flint City	2.9020480514%
Flushing Charter Township	0.0041632884%
Fort Gratiot Charter Township	0.0105014847%
Fraser City	0.0890810562%
Frenchtown Charter Township	0.0543711838%
Fruitport Charter Township	0.0143781939%
Gaines Township, Kent County	0.0100007209%
Garden City	0.0400666486%
Garfield Charter Township	0.0004523052%
Genesee Charter Township	0.0143994694%
Genesee County	2.0222988370%
Genoa Township	0.0000841049%
Georgetown Charter Township	0.0080112116%
Gladwin County	0.2391684964%
Gogebic County	0.0830544105%
Grand Blanc Charter Township	0.0233387940%
Grand Haven Charter Township	0.0125419639%
Grand Haven City	0.0386762323%
Grand Rapids Charter Township	0.0041785420%
Grand Rapids City	1.3200304570%
Grand Traverse County	0.9068912659%
Grandville City	0.0309223680%
Gratiot County	0.3462222699%
Green Oak Township	0.0357806378%
Grosse Ile Township	0.0238269927%
Grosse Pointe Park City	0.0314891491%
Grosse Pointe Woods City	0.0224396090%

Exhibit A-3: Final Allocation Percentages for Generic Manufacturers and Kroger  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Generic Manufacturers and Kroger Final Allocation Percentage</b>
Hamburg Township	0.0377390811%
Hamtramck City	0.1203841279%
Harper Woods City	0.0336018655%
Harrison Charter Township	0.1219869902%
Hartland Township	0.0003244047%
Hazel Park City	0.0489386342%
Highland Charter Township	0.0195655907%
Highland Park City	0.0260202858%
Hillsdale County	0.4105041237%
Holland Charter Township	0.0193895872%
Holland City	0.1100538894%
Holly Township	0.0027246349%
Houghton County	0.2448207297%
Huron Charter Township	0.0397499656%
Huron County	0.1947177493%
Independence Charter Township	0.0548563932%
Ingham County	2.3483828726%
Inkster City	0.1109546618%
Ionia City	0.0298598458%
Ionia County	0.5396199789%
Iosco County	0.3533723488%
Iron County	0.1212729351%
Iron Mountain City	0.0101053101%
Isabella County	0.6292225146%
Jackson City	0.1940676111%
Jackson County	0.7214737917%
Kalamazoo Charter Township	0.0345755857%
Kalamazoo City	0.2517097496%
Kalamazoo County	2.1830160391%
Kalkaska County	0.1094231355%
Kent County	3.0589085349%
Kentwood City	0.0945959397%
Keweenaw County	0.0044979388%
Lake County	0.0801183868%
Lansing City	0.5838781768%
Lapeer County	0.5261771741%
Leelanau County	0.1361121830%
Lenawee County	0.8666225223%

Exhibit A-3: Final Allocation Percentages for Generic Manufacturers and Kroger  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Generic Manufacturers and Kroger Final Allocation Percentage</b>
Lenox Township	0.0074382901%
Leoni Township	0.0060431354%
Lincoln Charter Township	0.0118621201%
Lincoln Park City	0.1055951609%
Livingston County	1.4709098660%
Livonia City	0.4399745592%
Luce County	0.0702367042%
Lyon Charter Township	0.0040068160%
Mackinac County	0.0604498099%
Macomb County	8.4966206434%
Macomb Township	0.0719075065%
Madison Heights City	0.0959170107%
Manistee County	0.3433049178%
Marion Township, Livingston County	0.0001321649%
Marquette City	0.0208343056%
Marquette County	0.5927501439%
Mason County	0.2736024413%
Mecosta County	0.2207441477%
Melvindale City	0.0345402135%
Menominee County	0.1050220262%
Meridian Charter Township	0.0470569691%
Midland City	0.2009195979%
Midland County	0.3578785428%
Milford Charter Township	0.0042718823%
Missaukee County	0.0666491945%
Monitor Charter Township	0.0029359445%
Monroe Charter Township	0.0079574543%
Monroe City	0.1396991561%
Monroe County	1.6848065467%
Montcalm County	0.6833587090%
Montmorency County	0.0968243729%
Mount Clemens City	0.0334306903%
Mount Morris Charter Township	0.0165482687%
Mount Pleasant City	0.0237786846%
Mundy Charter Township	0.0100221232%
Muskegon Charter Township	0.0239840474%
Muskegon City	0.1161880260%
Muskegon County	1.8759295925%

Exhibit A-3: Final Allocation Percentages for Generic Manufacturers and Kroger  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Generic Manufacturers and Kroger Final Allocation Percentage</b>
Muskegon Heights City	0.0332610314%
New Baltimore City	0.0319311246%
Newaygo County	0.5138387494%
Niles City	0.0387681812%
Niles Township	0.0143124958%
Northville Charter Township	0.0920671038%
Norton Shores City	0.0466449877%
Novi City	0.0974211078%
Oak Park City	0.0689727142%
Oakland Charter Township	0.0182340949%
Oakland County	5.7490446273%
Oceana County	0.2394112823%
Oceola Township	0.0002402998%
Ogemaw County	0.6119980640%
Ontonagon County	0.0554783904%
Orion Charter Township	0.0322086363%
Osceola County	0.2116637545%
Oscoda County	0.0652460081%
Oshtemo Charter Township	0.0082672044%
Otsego County	0.3122434453%
Ottawa County	0.9856052443%
Owosso City	0.0399032918%
Oxford Charter Township	0.0146649465%
Park Township, Ottawa County	0.0046131297%
Pittsfield Charter Township	0.0279734296%
Plainfield Charter Township	0.0097865852%
Plymouth Charter Township	0.0411431450%
Pontiac City	0.3308657333%
Port Huron Charter Township	0.0095929414%
Port Huron City	0.1731886027%
Portage City	0.0652775897%
Presque Isle County	0.1600742388%
Redford Charter Township	0.1408837357%
Riverview City	0.0320763333%
Rochester City	0.0265312862%
Rochester Hills City	0.0449194895%
Romulus City	0.1024428607%
Roscommon County	0.4225018168%

Exhibit A-3: Final Allocation Percentages for Generic Manufacturers and Kroger  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Generic Manufacturers and Kroger Final Allocation Percentage</b>
Roseville City	0.2840239750%
Royal Oak City	0.1725396612%
Saginaw Charter Township	0.0459946405%
Saginaw City	0.2862994320%
Saginaw County	1.7730393593%
Sanilac County	0.3815217629%
Sault Ste. Marie City	0.1083167770%
Schoolcraft County	0.0524761976%
Scio Charter Township	0.0034246408%
Shelby Charter Township	0.3366633161%
Shiawassee County	0.7980933155%
South Lyon City	0.0172108158%
Southfield City	0.2614724834%
Southfield Township	0.0000739720%
Southgate City	0.0590464814%
Spring Lake Township	0.0069094121%
Springfield Charter Township	0.0029712082%
St Clair County	2.1956069742%
St Joseph County	0.2835067060%
St. Clair Shores City	0.2259100369%
Sterling Heights City	1.0348308715%
Sturgis City	0.0398319787%
Summit Township, Jackson County	0.0097847761%
Superior Charter Township	0.0080576481%
Taylor City	0.2502149934%
Texas Charter Township	0.0034602263%
Thomas Township	0.0084482592%
Traverse City	0.0682342524%
Trenton City	0.0320245188%
Troy City	0.1568637642%
Tuscola County	0.4875465057%
Tyrone Township, Livingston County	0.0064039892%
Union Charter Township	0.0000340455%
Van Buren Charter Township	0.0755554143%
Van Buren County	0.5070372777%
Vienna Charter Township, Genesee County	0.0057455156%
Walker City	0.0383592467%
Warren City	1.2919233878%

Exhibit A-3: Final Allocation Percentages for Generic Manufacturers and Kroger  
Michigan State-Subdivision Agreement

<b>Local Government</b>	<b>Generic Manufacturers and Kroger Final Allocation Percentage</b>
Washington Township, Macomb County	0.0537580568%
Washtenaw County	2.6140018962%
Waterford Charter Township	0.1452994768%
Wayne City	0.0921719182%
Wayne County	11.2050250072%
West Bloomfield Charter Township	0.1743088246%
Westland City	0.3587882268%
Wexford County	0.3285642495%
White Lake Charter Township	0.0389092655%
Wixom City	0.0245525356%
Woodhaven City	0.0380115040%
Wyandotte City	0.0649183232%
Wyoming City	0.1697749703%
Ypsilanti Charter Township	0.0384677895%
Ypsilanti City	0.0597227004%
Zeeland Charter Township	0.0040879713%
<b>Total</b>	<b>100.0000000000%</b>

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Exhibit B - Preliminary Allocation Percentage  
Michigan State-Subdivision Agreement for Kroger Settlement

## Exhibit B - Preliminary Allocation Percentage

Local Government	Preliminary Allocation Percentage
Ada Township	0.0073233482%
Adrian City	0.0568370128%
Alcona County	0.0834491179%
Alger County	0.0785291215%
Algoma Township	0.0029345640%
Allegan County	0.7725881935%
Allen Park City	0.1074735355%
Allendale Charter Township	0.0077776425%
Alpena County	0.3171935781%
Alpine Charter Township	0.0025427083%
Ann Arbor City	0.4632250874%
Antrim County	0.2381005845%
Antwerp Township	0.0013132895%
Arenac County	0.1612057938%
Auburn Hills City	0.1176899978%
Bangor Charter Township	0.0109251027%
Baraga County	0.0741112558%
Barry County	0.4329702358%
Bath Charter Township	0.0537968516%
Battle Creek City	0.3423704436%
Bay City	0.1147802745%
Bay County	1.1009022938%
Bedford Township	0.0412592343%
Benton Charter Township	0.0907240950%
Benzie County	0.1392597323%
Berkley City	0.0358941044%
Berrien County	1.2815190059%
Beverly Hills Village	0.0460038135%
Big Rapids City	0.0245076907%
Birmingham City	0.1031004819%
Blackman Charter Township	0.0000000000%
Bloomfield Charter Township	0.2395537286%
Branch County	0.3413411577%
Brandon Charter Township	0.0298468290%
Brighton Township	0.0010123659%

Exhibit B - Preliminary Allocation Percentage  
Michigan State-Subdivision Agreement for Kroger Settlement

<b>Local Government</b>	<b>Preliminary Allocation Percentage</b>
Brownstown Charter Township	0.1035238283%
Burton City	0.0331836857%
Byron Township	0.0143593354%
Cadillac City	0.0992155073%
Caledonia Charter Township	0.0046151897%
Calhoun County	1.6522746969%
Cannon Township	0.0055382276%
Canton Charter Township	0.2353019350%
Cascade Charter Township	0.0202807109%
Cass County	0.3685228029%
Charlevoix County	0.1913266108%
Cheboygan County	0.2827891794%
Chesterfield Charter Township	0.2112831498%
Chippewa County	0.2393040796%
Clare County	0.4685534972%
Clawson City	0.0233450803%
Clinton Charter Township	0.5825283878%
Clinton County	0.4823811618%
Coldwater City	0.0129335184%
Commerce Charter Township	0.0332785651%
Comstock Charter Township	0.0141443213%
Cooper Charter Township	0.0016050286%
Crawford County	0.2577011831%
Davison Township	0.0148016255%
Dearborn City	0.5014825529%
Dearborn Heights City	0.1763248603%
Delhi Charter Township	0.0329269168%
Delta Charter Township	0.0678675252%
Delta County	0.2325433177%
Detroit City	6.3675475252%
Detroit Wayne Mental Health Authority	0.0000000000%
Dewitt Charter Township	0.0615354244%
Dickinson County	0.2475829616%
East Bay Township	0.0024511576%
East Grand Rapids City	0.0347010017%
East Lansing City	0.1722118876%
Eastpointe City	0.2806901834%
Eaton County	0.8964627151%
Egelston Township	0.0099077587%



Exhibit B - Preliminary Allocation Percentage  
Michigan State-Subdivision Agreement for Kroger Settlement

<b>Local Government</b>	<b>Preliminary Allocation Percentage</b>
Emmet County	0.3034511111%
Emmett Charter Township	0.0136208021%
Escanaba City	0.0161625757%
Farmington City	0.0368587005%
Farmington Hills City	0.2763289545%
Fenton Charter Township	0.0031005125%
Fenton City	0.0802629568%
Ferndale City	0.1491321203%
Flat Rock City	0.0287479606%
Flint Charter Township	0.0428009530%
Flint City	2.6382255013%
Flushing Charter Township	0.0062641566%
Fort Gratiot Charter Township	0.0158007179%
Fraser City	0.1340329179%
Frenchtown Charter Township	0.0818078358%
Fruitport Charter Township	0.0216336824%
Gaines Township, Kent County	0.0150472599%
Garden City	0.0602849815%
Garfield Charter Township	0.0006805464%
Genesee Charter Township	0.0216656939%
Genesee County	1.8384534882%
Genoa Township	0.0001265457%
Georgetown Charter Township	0.0120538094%
Gladwin County	0.3598571100%
Gogebic County	0.1249651212%
Grand Blanc Charter Township	0.0351159584%
Grand Haven Charter Township	0.0188708587%
Grand Haven City	0.0581929367%
Grand Rapids Charter Township	0.0062871075%
Grand Rapids City	1.2000276882%
Grand Traverse County	0.8244466054%
Grandville City	0.0465263367%
Gratiot County	0.3147475181%
Green Oak Township	0.0538361746%
Grosse Ile Township	0.0358505107%
Grosse Pointe Park City	0.0473791255%
Grosse Pointe Woods City	0.0337630289%
Hamburg Township	0.0567828826%
Hamtramck City	0.1811320680%

Exhibit B - Preliminary Allocation Percentage  
Michigan State-Subdivision Agreement for Kroger Settlement

<b>Local Government</b>	<b>Preliminary Allocation Percentage</b>
Harper Woods City	0.0505579556%
Harrison Charter Township	0.1108972638%
Hartland Township	0.0004881050%
Hazel Park City	0.0736339264%
Highland Charter Township	0.0294387306%
Highland Park City	0.0391505779%
Hillsdale County	0.3731855670%
Holland Charter Township	0.0291739126%
Holland City	0.1655890102%
Holly Township	0.0040995334%
Houghton County	0.2225642997%
Huron Charter Township	0.0361363324%
Huron County	0.2929757372%
Independence Charter Township	0.0825378903%
Ingham County	2.1348935205%
Inkster City	0.1669443281%
Ionia City	0.0449276471%
Ionia County	0.4905636172%
Iosco County	0.3212475898%
Iron County	0.1102481228%
Iron Mountain City	0.0091866455%
Isabella County	0.5720204678%
Jackson City	0.1764251010%
Jackson County	1.0855421077%
Kalamazoo Charter Township	0.0520230321%
Kalamazoo City	0.3787268993%
Kalamazoo County	1.9845600355%
Kalkaska County	0.1646399668%
Kent County	2.7808259408%
Kentwood City	0.1423307082%
Keweenaw County	0.0067676775%
Lake County	0.0728348971%
Lansing City	0.5307983425%
Lapeer County	0.7916953951%
Leelanau County	0.1237383482%
Lenawee County	0.7878386566%
Lenox Township	0.0111917816%
Leoni Township	0.0090926074%
Lincoln Charter Township	0.0178479538%

Exhibit B - Preliminary Allocation Percentage  
Michigan State-Subdivision Agreement for Kroger Settlement

<b>Local Government</b>	<b>Preliminary Allocation Percentage</b>
Lincoln Park City	0.1588803292%
Livingston County	1.3371907873%
Livonia City	0.3999768720%
Luce County	0.0638515493%
Lyon Charter Township	0.0060287256%
Mackinac County	0.0909538431%
Macomb County	7.7242005849%
Macomb Township	0.1081932941%
Madison Heights City	0.1443184148%
Manistee County	0.3120953798%
Marion Township, Livingston County	0.0001988576%
Marquette City	0.0313476613%
Marquette County	0.5388637672%
Mason County	0.2487294921%
Mecosta County	0.3321355122%
Melvindale City	0.0519698104%
Menominee County	0.1580179806%
Meridian Charter Township	0.0708027402%
Midland City	0.3023071472%
Midland County	0.5384703258%
Milford Charter Township	0.0064275489%
Missaukee County	0.1002815458%
Monitor Charter Township	0.0044174736%
Monroe Charter Township	0.0119729252%
Monroe City	0.2101937979%
Monroe County	1.5316423152%
Montcalm County	0.6212351900%
Montmorency County	0.0880221572%
Mount Clemens City	0.0503004024%
Mount Morris Charter Township	0.0248988150%
Mount Pleasant City	0.0357778255%
Mundy Charter Township	0.0150794621%
Muskegon Charter Township	0.0360868180%
Muskegon City	0.1748185396%
Muskegon County	1.7053905386%
Muskegon Heights City	0.0500451306%
New Baltimore City	0.0480441296%
Newaygo County	0.4671261358%
Niles City	0.0583312847%

Exhibit B - Preliminary Allocation Percentage  
Michigan State-Subdivision Agreement for Kroger Settlement

<b>Local Government</b>	<b>Preliminary Allocation Percentage</b>
Niles Township	0.0215348319%
Northville Charter Township	0.0836973671%
Norton Shores City	0.0701828658%
Novi City	0.1465815056%
Oak Park City	0.1037775542%
Oakland Charter Township	0.0274353387%
Oakland County	5.2264042066%
Oceana County	0.2176466203%
Oceola Township	0.0003615593%
Ogemaw County	0.5563618764%
Ontonagon County	0.0504349004%
Orion Charter Township	0.0484616785%
Osceola County	0.1924215950%
Oscoda County	0.0981702870%
Oshtemo Charter Township	0.0124389806%
Otsego County	0.2838576775%
Ottawa County	1.4829589190%
Owosso City	0.0600391920%
Oxford Charter Township	0.0220651355%
Park Township, Ottawa County	0.0069409957%
Pittsfield Charter Township	0.0254303905%
Plainfield Charter Township	0.0147250675%
Plymouth Charter Township	0.0619046968%
Pontiac City	0.3007870303%
Port Huron Charter Township	0.0144337077%
Port Huron City	0.2605826060%
Portage City	0.0982178051%
Presque Isle County	0.1455220353%
Redford Charter Township	0.2119761371%
Riverview City	0.0482626131%
Rochester City	0.0399194381%
Rochester Hills City	0.0675866509%
Romulus City	0.0931298734%
Roscommon County	0.3840925607%
Roseville City	0.4273474490%
Royal Oak City	0.2596061973%
Saginaw Charter Township	0.0692043420%
Saginaw City	0.4307711416%
Saginaw County	1.6118539630%

Exhibit B - Preliminary Allocation Percentage  
Michigan State-Subdivision Agreement for Kroger Settlement

<b>Local Government</b>	<b>Preliminary Allocation Percentage</b>
Sanilac County	0.3468379663%
Sault Ste. Marie City	0.0984697973%
Schoolcraft County	0.0789566063%
Scio Charter Township	0.0051527746%
Shelby Charter Township	0.5065495239%
Shiawassee County	0.7255393777%
South Lyon City	0.0258956950%
Southfield City	0.3934160797%
Southfield Township	0.0001112995%
Southgate City	0.0888423705%
Spring Lake Township	0.0103960225%
Springfield Charter Township	0.0044705319%
St Clair County	1.9960063402%
St Joseph County	0.4265691571%
St. Clair Shores City	0.3399081996%
Sterling Heights City	0.9407553377%
Sturgis City	0.0599318930%
Summit Township, Jackson County	0.0147223455%
Superior Charter Township	0.0121236785%
Taylor City	0.3764778630%
Texas Charter Township	0.0052063171%
Thomas Township	0.0127113988%
Traverse City	0.0620311385%
Trenton City	0.0481846521%
Troy City	0.2360199679%
Tuscola County	0.4432240961%
Tyrone Township, Livingston County	0.0096355544%
Union Charter Township	0.0000512255%
Van Buren Charter Township	0.0686867403%
Van Buren County	0.7628971716%
Vienna Charter Township, Genesee County	0.0086448035%
Walker City	0.0577159947%
Warren City	1.1744758071%
Washington Township, Macomb County	0.0808853142%
Washtenaw County	2.3763653602%
Waterford Charter Township	0.2186201385%
Wayne City	0.0837926529%
Wayne County	10.1863863702%
West Bloomfield Charter Township	0.2622681115%

Exhibit B - Preliminary Allocation Percentage  
Michigan State-Subdivision Agreement for Kroger Settlement

Local Government	Preliminary Allocation Percentage
Westland City	0.3261711153%
Wexford County	0.2986947723%
White Lake Charter Township	0.0585435626%
Wixom City	0.0369421752%
Woodhaven City	0.0571927749%
Wyandotte City	0.0976772465%
Wyoming City	0.2554463949%
Ypsilanti Charter Township	0.0578793100%
Ypsilanti City	0.0898598214%
Zeeland Charter Township	0.0061508332%
Total	100.0000000003%

UNRATIFIED

**Exhibit C - Litigating Local Governments**

Local Government	Litigating Local Government	Filed in 2017	Filed in 2018	Filed in 2019
Ada Township				
Adrian City				
Alcona County	Yes		✓	
Alger County	Yes		✓	
Algoma Township				
Allegan County				
Allen Park City				
Allendale Charter Township				
Alpena County	Yes		✓	
Alpine Charter Township				
Ann Arbor City				
Antrim County	Yes		✓	
Antwerp Township				
Arenac County	Yes		✓	
Auburn Hills City				
Bangor Charter Township				
Baraga County	Yes		✓	
Barry County				
Bath Charter Township				
Battle Creek City				
Bay City				
Bay County	Yes			✓
Bedford Township				
Benton Charter Township				
Benzie County	Yes		✓	
Berkley City				
Berrien County	Yes		✓	
Beverly Hills Village				
Big Rapids City				
Birmingham City				
Blackman Charter Township				
Bloomfield Charter Township				
Branch County	Yes		✓	
Brandon Charter Township				
Brighton Township				
Brownstown Charter Township				
Burton City				
Byron Township				
Cadillac City				
Caledonia Charter Township				
Calhoun County	Yes			✓
Cannon Township				
Canton Charter Township	Yes		✓	
Cascade Charter Township				
Cass County	Yes		✓	

Exhibit C - Litigating Local Governments  
Michigan State-Subdivision Agreement for Kroger Settlement

Local Government	Litigating Local Government	Filed in 2017	Filed in 2018	Filed in 2019
Charlevoix County	Yes		✓	
Cheboygan County	Yes			✓
Chesterfield Charter Township				
Chippewa County	Yes	✓		
Clare County				
Clawson City				
Clinton Charter Township	Yes		✓	
Clinton County	Yes		✓	
Coldwater City				
Commerce Charter Township				
Comstock Charter Township				
Cooper Charter Township				
Crawford County	Yes		✓	
Davison Township				
Dearborn City				
Dearborn Heights City				
Delhi Charter Township				
Delta Charter Township				
Delta County	Yes	✓		
Detroit City	Yes	✓		
Detroit Wayne Mental Health Authority	Yes			
Dewitt Charter Township				
Dickinson County	Yes		✓	
East Bay Township				
East Grand Rapids City				
East Lansing City	Yes		✓	
Eastpointe City				
Eaton County	Yes		✓	
Egelston Township				
Emmet County				
Emmett Charter Township				
Escanaba City	Yes	✓		
Farmington City				
Farmington Hills City				
Fenton Charter Township				
Fenton City				
Ferndale City				
Flat Rock City				
Flint Charter Township				
Flint City	Yes			✓
Flushing Charter Township				
Fort Gratiot Charter Township				
Fraser City				
Frenchtown Charter Township				
Fruitport Charter Township				
Gaines Township, Kent County				
Garden City				
Garfield Charter Township				
Genesee Charter Township				



Exhibit C - Litigating Local Governments  
Michigan State-Subdivision Agreement for Kroger Settlement

Local Government	Litigating Local Government	Filed in 2017	Filed in 2018	Filed in 2019
Genesee County	Yes	✓		
Genoa Township				
Georgetown Charter Township				
Gladwin County				
Gogebic County				
Grand Blanc Charter Township				
Grand Haven Charter Township				
Grand Haven City				
Grand Rapids Charter Township				
Grand Rapids City	Yes		✓	
Grand Traverse County	Yes	✓		
Grandville City				
Gratiot County	Yes		✓	
Green Oak Township				
Grosse Ile Township				
Grosse Pointe Park City				
Grosse Pointe Woods City				
Hamburg Township				
Hamtramck City				
Harper Woods City				
Harrison Charter Township	Yes			✓
Hartland Township				
Hazel Park City				
Highland Charter Township				
Highland Park City				
Hillsdale County	Yes		✓	
Holland Charter Township				
Holland City				
Holly Township				
Houghton County	Yes		✓	
Huron Charter Township	Yes		✓	
Huron County				
Independence Charter Township				
Ingham County	Yes		✓	
Inkster City				
Ionia City				
Ionia County	Yes			✓
Iosco County	Yes		✓	
Iron County	Yes		✓	
Iron Mountain City	Yes		✓	
Isabella County	Yes		✓	
Jackson City	Yes		✓	
Jackson County				
Kalamazoo Charter Township				
Kalamazoo City				
Kalamazoo County	Yes			✓
Kalkaska County				
Kent County	Yes			✓
Kentwood City				

Exhibit C - Litigating Local Governments  
Michigan State-Subdivision Agreement for Kroger Settlement

Local Government	Litigating Local Government	Filed in 2017	Filed in 2018	Filed in 2019
Keweenaw County				
Lake County	Yes		✓	
Lansing City	Yes	✓		
Lapeer County				
Leelanau County	Yes		✓	
Lenawee County	Yes		✓	
Lenox Township				
Leoni Township				
Lincoln Charter Township				
Lincoln Park City				
Livingston County	Yes			✓
Livonia City	Yes		✓	
Luce County	Yes		✓	
Lyon Charter Township				
Mackinac County				
Macomb County	Yes	✓		
Macomb Township				
Madison Heights City				
Manistee County	Yes		✓	
Marion Township, Livingston County				
Marquette City				
Marquette County	Yes		✓	
Mason County	Yes		✓	
Mecosta County				
Melvindale City				
Menominee County				
Meridian Charter Township				
Midland City				
Midland County				
Milford Charter Township				
Missaukee County				
Monitor Charter Township				
Monroe Charter Township				
Monroe City				
Monroe County	Yes	Bellwether		
Montcalm County	Yes		✓	
Montmorency County	Yes		✓	
Mount Clemens City				
Mount Morris Charter Township				
Mount Pleasant City				
Mundy Charter Township				
Muskegon Charter Township				
Muskegon City				
Muskegon County	Yes		✓	
Muskegon Heights City				
New Baltimore City				
Newaygo County	Yes		✓	
Niles City				
Niles Township				

Exhibit C - Litigating Local Governments  
Michigan State-Subdivision Agreement for Kroger Settlement

Local Government	Litigating Local Government	Filed in 2017	Filed in 2018	Filed in 2019
Northville Charter Township	Yes		✓	
Norton Shores City				
Novi City				
Oak Park City				
Oakland Charter Township				
Oakland County	Yes	✓		
Oceana County	Yes		✓	
Oceola Township				
Ogemaw County	Yes		✓	
Ontonagon County	Yes		✓	
Orion Charter Township				
Osceola County	Yes		✓	
Oscoda County				
Oshtemo Charter Township				
Otsego County	Yes		✓	
Ottawa County				
Owosso City				
Oxford Charter Township				
Park Township, Ottawa County				
Pittsfield Charter Township	Yes			✓
Plainfield Charter Township				
Plymouth Charter Township				
Pontiac City	Yes			✓
Port Huron Charter Township				
Port Huron City				
Portage City				
Presque Isle County	Yes		✓	
Redford Charter Township				
Riverview City				
Rochester City				
Rochester Hills City				
Romulus City	Yes		✓	
Roscommon County	Yes		✓	
Roseville City				
Royal Oak City				
Saginaw Charter Township				
Saginaw City				
Saginaw County	Yes	✓		
Sanilac County	Yes		✓	
Sault Ste. Marie City	Yes		✓	
Schoolcraft County				
Scio Charter Township				
Shelby Charter Township				
Shiawassee County	Yes		✓	
South Lyon City				
Southfield City				
Southfield Township				
Southgate City				
Spring Lake Township				

Exhibit C - Litigating Local Governments  
Michigan State-Subdivision Agreement for Kroger Settlement

Local Government	Litigating Local Government	Filed in 2017	Filed in 2018	Filed in 2019
Springfield Charter Township				
St Clair County	Yes		✓	
St Joseph County				
St. Clair Shores City				
Sterling Heights City	Yes			✓
Sturgis City				
Summit Township, Jackson County				
Superior Charter Township				
Taylor City				
Texas Charter Township				
Thomas Township				
Traverse City	Yes		✓	
Trenton City				
Troy City				
Tuscola County	Yes		✓	
Tyrone Township, Livingston County				
Union Charter Township				
Van Buren Charter Township	Yes		✓	
Van Buren County				
Vienna Charter Township, Genesee County				
Walker City				
Warren City	Yes			✓
Washington Township, Macomb County				
Washtenaw County	Yes		✓	
Waterford Charter Township				
Wayne City	Yes		✓	
Wayne County	Yes	✓		
West Bloomfield Charter Township				
Westland City	Yes		✓	
Wexford County	Yes		✓	
White Lake Charter Township				
Wixom City				
Woodhaven City				
Wyandotte City				
Wyoming City				
Ypsilanti Charter Township				
Ypsilanti City				
Zeeland Charter Township				
<b>Total</b>	87			

## Exhibit D - List of Reporting Local Governments

Local Government	Reporting Local Government
Ada Township	Yes
Adrian City	Yes
Alcona County	Yes
Alger County	Yes
Algoma Township	No
Allegan County	Yes
Allen Park City	Yes
Allendale Charter Township	Yes
Alpena County	Yes
Alpine Charter Township	No
Ann Arbor City	Yes
Antrim County	Yes
Antwerp Township	No
Arenac County	Yes
Auburn Hills City	Yes
Bangor Charter Township	No
Baraga County	Yes
Barry County	Yes
Bath Charter Township	Yes
Battle Creek City	Yes
Bay City	Yes
Bay County	Yes
Bedford Township	Yes
Benton Charter Township	Yes
Benzie County	Yes
Berkley City	Yes
Berrien County	Yes
Beverly Hills Village	Yes
Big Rapids City	Yes
Birmingham City	Yes
Blackman Charter Township	No
Bloomfield Charter Township	Yes
Branch County	Yes

Brandon Charter Township	Yes
Brighton Township	No
Brownstown Charter Township	Yes
Burton City	Yes
Byron Township	No
Cadillac City	Yes
Caledonia Charter Township	No
Calhoun County	Yes
Cannon Township	No
Canton Charter Township	Yes
Cascade Charter Township	Yes
Cass County	Yes
Charlevoix County	Yes
Cheboygan County	Yes
Chesterfield Charter Township	Yes
Chippewa County	Yes
Clare County	Yes
Clawson City	Yes
Clinton Charter Township	Yes
Clinton County	Yes
Coldwater City	No
Commerce Charter Township	Yes
Comstock Charter Township	Yes
Cooper Charter Township	No
Crawford County	Yes
Davison Township	Yes
Dearborn City	Yes
Dearborn Heights City	Yes
Delhi Charter Township	Yes
Delta Charter Township	Yes
Delta County	Yes
Detroit City	Yes
Detroit Wayne Mental Health Authority	Yes
Dewitt Charter Township	Yes
Dickinson County	Yes
East Bay Township	No

East Grand Rapids City	Yes
East Lansing City	Yes
Eastpointe City	Yes
Eaton County	Yes
Egelston Township	No
Emmet County	Yes
Emmett Charter Township	No
Escanaba City	Yes
Farmington City	Yes
Farmington Hills City	Yes
Fenton Charter Township	No
Fenton City	Yes
Ferndale City	Yes
Flat Rock City	Yes
Flint Charter Township	Yes
Flint City	Yes
Flushing Charter Township	No
Fort Gratiot Charter Township	Yes
Fraser City	Yes
Frenchtown Charter Township	Yes
Fruitport Charter Township	Yes
Gaines Township	Yes
Garden City	Yes
Garfield Charter Township	No
Genesee Charter Township	Yes
Genesee County	Yes
Genoa Township	No
Georgetown Charter Township	No
Gladwin County	Yes
Gogebic County	Yes
Grand Blanc Charter Township	Yes
Grand Haven Charter Township	Yes
Grand Haven City	Yes
Grand Rapids Charter Township	No
Grand Rapids City	Yes
Grand Traverse County	Yes

Grandville City	Yes
Gratiot County	Yes
Green Oak Township	Yes
Grosse Ile Township	Yes
Grosse Pointe Park City	Yes
Grosse Pointe Woods City	Yes
Hamburg Township	Yes
Hamtramck City	Yes
Harper Woods City	Yes
Harrison Charter Township	Yes
Hartland Township	No
Hazel Park City	Yes
Highland Charter Township	Yes
Highland Park City	Yes
Hillsdale County	Yes
Holland Charter Township	Yes
Holland City	Yes
Holly Township	No
Houghton County	Yes
Huron Charter Township	Yes
Huron County	Yes
Independence Charter Township	Yes
Ingham County	Yes
Inkster City	Yes
Ionia City	Yes
Ionia County	Yes
Iosco County	Yes
Iron County	Yes
Iron Mountain City	No
Isabella County	Yes
Jackson City	Yes
Jackson County	Yes
Kalamazoo Charter Township	Yes
Kalamazoo City	Yes
Kalamazoo County	Yes
Kalkaska County	Yes



Kent County	Yes
Kentwood City	Yes
Keweenaw County	Yes
Lake County	Yes
Lansing City	Yes
Lapeer County	Yes
Leelanau County	Yes
Lenawee County	Yes
Lenox Township	No
Leoni Township	No
Lincoln Charter Township	Yes
Lincoln Park City	Yes
Livingston County	Yes
Livonia City	Yes
Luce County	Yes
Lyon Charter Township	No
Mackinac County	Yes
Macomb County	Yes
Macomb Township	Yes
Madison Heights City	Yes
Manistee County	Yes
Marion Township	No
Marquette City	Yes
Marquette County	Yes
Mason County	Yes
Mecosta County	Yes
Melvindale City	Yes
Menominee County	Yes
Meridian Charter Township	Yes
Midland City	Yes
Midland County	Yes
Milford Charter Township	No
Missaukee County	Yes
Monitor Charter Township	No
Monroe Charter Township	No
Monroe City	Yes

Monroe County	Yes
Montcalm County	Yes
Montmorency County	Yes
Mount Clemens City	Yes
Mount Morris Charter Township	Yes
Mount Pleasant City	Yes
Mundy Charter Township	Yes
Muskegon Charter Township	Yes
Muskegon City	Yes
Muskegon County	Yes
Muskegon Heights City	Yes
New Baltimore City	Yes
Newaygo County	Yes
Niles City	Yes
Niles Township	Yes
Northville Charter Township	Yes
Norton Shores City	Yes
Novi City	Yes
Oak Park City	Yes
Oakland Charter Township	Yes
Oakland County	Yes
Oceana County	Yes
Oceola Township	No
Ogemaw County	Yes
Ontonagon County	Yes
Orion Charter Township	Yes
Osceola County	Yes
Oscoda County	Yes
Oshtemo Charter Township	No
Otsego County	Yes
Ottawa County	Yes
Owosso City	Yes
Oxford Charter Township	Yes
Park Township	No
Pittsfield Charter Township	Yes
Plainfield Charter Township	Yes

Plymouth Charter Township	Yes
Pontiac City	Yes
Port Huron Charter Township	Yes
Port Huron City	Yes
Portage City	Yes
Presque Isle County	Yes
Redford Charter Township	Yes
Riverview City	Yes
Rochester City	Yes
Rochester Hills City	Yes
Romulus City	Yes
Roscommon County	Yes
Roseville City	Yes
Royal Oak City	Yes
Saginaw Charter Township	Yes
Saginaw City	Yes
Saginaw County	Yes
Sanilac County	Yes
Sault Ste. Marie City	Yes
Schoolcraft County	Yes
Scio Charter Township	No
Shelby Charter Township	Yes
Shiawassee County	Yes
South Lyon City	Yes
Southfield City	Yes
Southfield Township	No
Southgate City	Yes
Spring Lake Township	No
Springfield Charter Township	No
St Clair County	Yes
St Joseph County	Yes
St. Clair Shores City	Yes
Sterling Heights City	Yes
Sturgis City	Yes
Summit Township	Yes
Superior Charter Township	No

Taylor City	Yes
Texas Charter Township	No
Thomas Township	No
Traverse City	Yes
Trenton City	Yes
Troy City	Yes
Tuscola County	Yes
Tyrone Township	No
Union Charter Township	No
Van Buren Charter Township	Yes
Van Buren County	Yes
Vienna Charter Township	Yes
Walker City	Yes
Warren City	Yes
Washington Township	Yes
Washtenaw County	Yes
Waterford Charter Township	Yes
Wayne City	Yes
Wayne County	Yes
West Bloomfield Charter Township	Yes
Westland City	Yes
Wexford County	Yes
White Lake Charter Township	Yes
Wixom City	Yes
Woodhaven City	Yes
Wyandotte City	Yes
Wyoming City	Yes
Ypsilanti Charter Township	Yes
Ypsilanti City	Yes
Zeeland Charter Township	No
<b>Total Reporting</b>	236
<b>Total Non-Reporting</b>	43

## **Exhibit E - Reserved**

[ Left Intentionally Blank ]

UNRATIFIED

Exhibit F - Reporting Template

Name of Subdivision: <Subdivision Name>  
Person Completing Report Contact Information: <Name>  
<Email>  
<Telephone>

Money Received from Opioid Settlements for Fiscal Year  
<Settlement> <Amount Received> <Date Received>  
\*Repeat as Necessary\*

Money Expended from Opioid Settlements  
<Opioid Remediation or Non-Opioid Remediation> <Expenditure Title or Agency Appropriated to> <Amount> <Description of Expenditure or Purpose of Appropriation>  
\*Repeat as Necessary\*

UNRATIFIED

State of Michigan

Michigan State-Subdivision Agreement for Allocation of Opioid Settlement Agreements

By: Matthew L. Walker

Its: Assistant Attorney General

UNRATIFIED