

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, MAY 3, 2016 – 7:00 P.M. – COUNCIL CHAMBERS

I. Call to Order.

- a.) PLEDGE OF ALLEGIANCE.
- b.) ROLL CALL.

II. Public Hearings.

III. Citizen Comments on Agenda Related Items.

IV. Consent Agenda. All agenda items marked with an asterisk (*) are on the consent agenda and considered by the City Manager to be routine matters. Prior to approval of the Consent Agenda, any member of Council may have an item from the Consent Agenda removed and taken up during the regular portion of the meeting. Consent agenda items include:

- V. Approval of Minutes.
- VI. a.) Cash Balances.
 - b.) Quarterly Financial Update.
 - c.) Quarterly Investment Update.
- VIII. h.) Consideration of Non-Motorized Transportation Committee Bylaw Amendments.
- IX. b.) Notification Regarding Next Work Session.
 - c.) Consideration of Tight Lines for Troops Electric Trailer Sign.
 - d.) Consideration of Love INC's Annual Spring Ring Collection Exchange
 - e.) Consideration of Lion's White Cane Sale.

At this time Council could take action to approve the Consent Agenda as presented.

***V. Approval of Minutes.** Approval of the minutes of the April 19, 2016 regular meeting and the April 19, 2016 work session as attached.

VI. Financial Report.

- *a.) CASH BALANCES.
- *b.) QUARTERLY FINANCIAL UPDATE.
- *c.) QUARTERLY INVESTMENT UPDATE.

VII. Unfinished Business.

VIII. New Business.

- a.) CONSIDERATION OF PROPOSED MSDDA BUDGET FOR FISCAL YEAR 2016-2017.

The Manistee Main Street Downtown Development Authority Board of Directors approved their 2016-2017 fiscal year budget at their March 9, 2016 meeting for presentation to City Council. The board is requesting that City Council approve the budget as presented. City Code of Ordinance No. 282.09 (b) requires the DDA to submit their annual budget to Council by the same date that the City Budget is required by Charter to be approved which is May 15.

At this time Council could take action to approve the MSDDA's 2016-2017 Fiscal Year Budget.

- b.) CONSIDERATION OF ADOPTING THE 2016-2017 BUDGET AND CAPITAL IMPROVEMENT PLAN.

Under Section 7-4 of the Charter, the annual budget must be adopted before May 15 of each year. The budget has been the subject of multiple work sessions and a public hearing.

At this time Council could take action to adopt a resolution approving the 2016-2017 Budget and Capital Improvement Plan for the City of Manistee.

- c.) CONSIDERATION OF CITY COUNCIL ADOPTION OF 2016 THROUGH 2018-2019 CITY OF MANISTEE STRATEGIC PLAN.

City Council, Staff, and the Alliance for Economic Success have completed updates for the City of Manistee Strategic Plan. Items that reflected accomplishments were removed and new goals were added to the updated plan; along with strategies to address those new goals. Council is being requested to review and adopt the 2016 through 2018-2019 Strategic Plan for the City of Manistee.

At this time Council could take action to adopt the 2016 through 2018-2019 Strategic Plan for the City of Manistee.

d.) CONSIDERATION OF MANISTEE TOWNSHIP WATER SERVICE AGREEMENT.

City and Township staff, with assistance of their respective attorneys, have reached consensus on a revised water service agreement. This revised agreement differs slightly from the one approved by City Council in September 2015. However, the changes do not materially affect the intent of the previous agreement.

At this time Council could take action to approve a revised Water Service Agreement with Manistee Township.

e.) CONSIDERATION OF A LEASE AGREEMENT, GERSTNER DEVELOPMENT.

In 2000, the City entered into a 15 year lease with Eric Gerstner for the parking lot at the corner of Division and River Streets. The lease expired in April of 2015. The City has negotiated a new lease for the property. The term is one year and the lease automatically renews unless terminated by either party. The annual rent is the taxes on the property that the City will pay. The City Attorney has reviewed and approved the agreement.

At this time Council could take action to enter into a lease agreement with Gerstner Development, LLC for a parking lot at the corner of Division and River Street and authorize the Mayor to execute the agreement.

f.) CONSIDERATION OF SUP RENTALS ON THE BEACH.

Urban Wave is a private business that would like to set up and rent paddle boards and bicycles from the beach between the south pier and the stub pier at First Street Beach. Additionally, they would like permission to stage a small trailer on site for storage of first aid equipment and wireless gear. A business description is included in the attached request. The business will operate from May 28, 2016 through October 31, 2016.

At this time Council could take action to authorize Sarah Mason of Urban Wave to operate her business for one season on the beach between the south pier and the stub pier at no charge for this first trial season; and stage a small trailer in the area.

g.) CONSIDERATION OF A CONCESSION AGREEMENT FOR THE FIFTH AVENUE BEACHHOUSE.

Concession agreements are typically bid out in three-year cycles. The previous agreement for Fifth Avenue Beach was terminated after the first year in 2015. Bids were solicited for the 2016-2018 seasons. A committee was formed consisting of three members of the Parks Commission, the Parks Leadman, and the DPW Director. The committee reviewed submittals and recommends Paul Ronning as the concessionaire for 2016, 2017, and 2018. Mr. Ronning's bid is to pay the City \$650 per month for 2016 and \$750 per month for seasons 2017 and 2018 for the concession rights to Fifth Avenue Beach.

At this time Council could take action to approve the bid submitted by Mr. Paul Ronning for the concession rights to Fifth Avenue Beach for the 2016, 2017, and 2018 seasons; and authorize the DPW Director and City Clerk to execute the service agreement.

*h.) CONSIDERATION OF NON-MOTORIZED TRANSPORTATION COMMITTEE BYLAW AMENDMENTS.

On April 14, 2016 the City of Manistee Non-Motorized Transportation Committee amended their bylaws. Amendments include Section 7.1 Meetings to eliminate the need for monthly meetings and Section 11.0 Changes or Amendments to eliminate the need to wait until the following meeting to vote on amendments.

At this time Council could take action to adopt amended bylaws for the Non-Motorized Transportation Committee and authorize the Mayor to execute the document.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE ALLIANCE FOR ECONOMIC SUCCESS.

A regular part of each Council meeting is a report from a cooperating agency, organization or department.

At this time Ms. Tamara Buswinka will report on the activities of the Alliance for Economic Success and respond to any questions the Council may have regarding their activities. No action is required on this item.

*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, May 10, 2016 at 7 p.m. A discussion will be conducted on a Brownfield Redevelopment Overview; and such business as may come before the Council. No action is required on this item.

*c.) CONSIDERATION OF TIGHT LINES FOR TROOPS ELECTRIC TRAILER SIGN.

The Tight Lines for Troops committee would like to post an electric trailer sign on May 20 and May 21 from 2 p.m. on Friday through 7 a.m. on Saturday on the corner of River Street East pointing down River Street West to the Municipal Marina.

At this time Council could take action to authorize the use of an electric trailer sign from 2 p.m. Friday May 20 through 7 a.m. on Saturday, May 21, 2016; subject to appropriate department approvals.

*d.) CONSIDERATION OF LOVE INC'S ANNUAL SPRING RING COLLECTION EXCHANGE.

Love INC's annual Spring Ring Collection Exchange would be held from May 4 through May 14, 2016 between the hours of 9 a.m. and 6 p.m. They plan on having people in place at the following locations: Oleson's, Family Fare, the Vogue, and Love INC's Office; all establishments have given permission. This fundraiser helps support The Family Life Center and their Summer Family Camp.

At this time Council could take action to authorize Love INC's Annual Spring Ring Collection Exchange from May 4 through May 14, between the hours of 9 a.m. and 6 p.m.; subject to appropriate department approvals.

*e.) CONSIDERATION OF LION'S WHITE CANE SALE.

The Manistee Lion's Club of Manistee is requesting permission to hold their annual White Cane Sale fundraiser on Friday, May 6, 2016 in the City of Manistee.

At this time Council could take action to authorize the Manistee Lion's Club White Cane Sale on Friday, May 6, 2016; subject to appropriate department approvals.

X. Concerns and Comments.

- a.) CITIZEN COMMENT. This is an opportunity for citizens to comment on municipal services, activities or areas of City involvement. Citizens in attendance shall be recognized by the Mayor for comments (limited to five minutes). Letters submitted to Council will not be publicly read.
- b.) OFFICIALS AND STAFF.
- c.) COUNCILMEMBERS.

XI. Adjourn.

TNT:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – April 19, 2016
Council Work Session Minutes – April 19, 2016
Cash Balances Report
Quarterly Financial Update
Quarterly Investment Update
MSDDA Budget
City Budget Adoption Resolution
Strategic Plan
Manistee Township Water Service Agreement
Gerstner Development Lease Agreement
SUP Rentals at First Street Beach
Fifth Avenue Beach Concession Agreement
Non-Motorized Transportation Committee Bylaws
Tight Lines for Troops Electronic Sign Request
Love INC Fundraiser Request
Lion’s Club White Cane Sale Request

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – April 19, 2016

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, April 19, 2016 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Colleen Kenny, Lynda Beaton, Roger Zielinski, Robert Goodspeed, James Smith, Mark Wittlieff, and Eric Gustad.

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Michelle Wright, DPW Director – Jeff Mikula, Public Safety Director – Dave Bachman, City Engineer – Shawn Middleton / Spicer Group, and City Assessor - Molly Whetstone / Great Lakes Assessing.

PUBLIC HEARING ON THE 2016-2017 BUDGET AND CAPITAL IMPROVEMENT PLAN.

The City fiscal year runs from July 1 through June 30. Under Section 7-4 of the Charter, a public hearing is required on the budget which must be adopted not later than May 15 of each year.

A work session was held on Tuesday, April 12 with an additional work session scheduled for later this evening. An optional work session can be scheduled for Tuesday, April 26. The Budget Calendar anticipates adoption of the budget at the May 3, 2015 meeting.

The Mayor invited the public an opportunity to comment on the 2016-2017 Budget and Capital Improvement Plan.

Comments received by:

- Brian Chick – 276 First Avenue / regarding the water and sewer rates increasing, can City employees still wash their vehicles at the City Garage and at what cost, public should have the same option; can vehicle repairs still be done there; savings of \$35,000 on Ramsdell, offered suggestions on saving on plow truck costs.
- Ed Tegler – 522 Fifth Avenue / Fifth Avenue beach improvements not included in the budget; were the boards and commissions omitted?
- Carol Pasco – 610 Spruce Street / Manistee is more than streets; you can get a \$1 car wash on First Street.

No other comments were received. Public hearing closed at 7:07 p.m.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

None received.

CONSENT AGENDA.

- Minutes - April 5, 2016 - Regular Meeting
- April 12, 2016 - Work Session

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – April 19, 2016

- Financial Reports
 - Payroll - March 27, 2016 - \$ 111,935.22
 - April 10, 2016 - \$ 110,666.10
 - Invoices - March 10, 2016 - \$ 525,047.69
- Notification Regarding Next Work Session – April 26, 2016
An optional Council work session has been scheduled for Tuesday, April 26, 2016 at 7 p.m. A discussion will be conducted on the 2016-2017 Budget and Capital Improvement Plan; and such business as may come before the Council.
- Consideration of Annual American Legion Auxiliary Poppy Sales.
The American Legion Auxiliary Post 10 has requested authorization for the annual Poppy Sales fundraiser on May 19, 20 and 21, 2016 in the City of Manistee.
- Consideration of Annual Memorial Day Parade and Ceremony.
The United Veterans Council has requested authorization to conduct its annual Memorial Day Parade on Monday, May 30, 2016 beginning with set up at 9:30 a.m. with the parade to follow at 10:00 a.m. The parade includes a gathering of floats and Veterans marching from the corner of Division and River Street, through downtown, and across the Maple Street Bridge to Memorial Drive, ending at the Veterans Memorial for a ceremony in recognition of veterans and their service to our country.
- Consideration of National Day of Prayer Gathering at City Hall.
The National Day of Prayer Committee is requesting permission to gather on the Maple Street entrance steps of City Hall on Thursday, May 5, 2016. They have also requested the ability to hook into City Hall for electrical power to run their sound system. The ceremony would begin around 11:45 a.m. and finish up around 1 p.m.

MOTION by Goodspeed, second by Zielinski to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

CONSIDERATION OF A CONTRACT, RETURN ACTIVATED SLUDGE PUMP PROJECT AT THE WWTP.

The heart of the treatment process at the Wastewater Treatment Plant is an activated sludge process. Three pumps are used to circulate the activated sludge 24 hours a day, seven days a week. The current pumps have exceeded their life expectancy and are recommended to be replaced. The project was competitively bid with two bids being received:

Swidorski Brothers Excavating*	\$72,055
Franklin Holwerda Company	\$103,900

*Recommended Bid

The City Attorney has reviewed and approved the contract. Proceeds from the 2015 Bond Sale will fund the project.

MOTION by Goodspeed, second by Wittlieff to award a contract to low bidder Swidorski Brothers Excavating in the amount of \$72,055 and authorize the Mayor and City Clerk to execute the contract and issue the Notice of Award.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

CONSIDERATION OF RIVERWALK REPAIRS.

Last fall a section of Riverwalk approximately 300 feet long and adjacent to the Riverside Motel and Marina was identified as being structurally unstable due to erosion. This section of Riverwalk is currently closed to pedestrian traffic until repairs can be made. Spicer Group has identified several options for repair. Staff is recommending Option 3 which would include adding soil support and lining the shoreline with protective stone. The existing sidewalk would be replaced. Engineers have estimated the project cost at \$80,000. Staff is working with the property owner to expand the project to include further protection to the marina facilities.

MOTION by Wittlieff, second by Goodspeed to authorize staff to continue with design, permitting, and bidding out the Riverwalk repairs as identified in Option #3 of the Spicer memorandum, continue to work with the adjoining property owner, and identify a funding source. Discussion followed.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

CONSIDERATION OF AUTHORIZING STAFF TO WORK WITH LRBOI ON CITY CSO.

The City Manager has been pursuing options to resolve the situation with the one remaining combined sewer overflow (CSO). He has met with representatives of Manistee County, Manistee Township, Filer Township, Stronach Township, Village of Eastlake, and the Little River Band of Ottawa Indians (LRBOI). Each entity has pledged letters of support; in addition the LRBOI has offered the possibility of accepting the overflow for treatment. The City Manager is requesting authorization from Council to work in partnership with the LRBOI to investigate if it is feasible to use the LRBOI sanitary sewer collection system and treatment facility as part of the solution to eliminate the City's remaining CSO.

MOTION by Beaton, second by Smith to authorize staff to work with the appropriate representatives of the LRBOI to investigate if options are available to collectively work toward a solution to eliminate the

City's remaining CSO.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

CONSIDERATION OF A CONTRACT, SIXTH AVENUE PUMP STATION AND RIVERBANK SEWER PROJECT.

The Sixth Avenue Pump Station and Riverbank Sewer project includes replacing a section of the north interceptor sewer line and replacement of the existing Sixth Avenue Pump Station. The section of the interceptor being replaced is currently supported by piles, is surcharged with sewage, and is in poor condition. The new gravity sewer will be protected by a steel sheet pile wall. The pump station has exceeded its design life and is under capacity. The Michigan Department of Environmental Quality (MDEQ) has required its upgrade as part of the Joslin Cove Part 41 permit. A new force-main has been added to the project to deliver sewage from the pump station to the interceptor sewer on River Street. The following bids were received:

Davis Construction	\$2,002,405.00
Team Elmers	\$2,018,957.55
Fleis & Vanderbrink Construction	\$2,074,036.00
Jackson-Merkey Contractors	\$2,152,445.00
Grand River Construction	\$2,192,928.00
Milbocker & Sons, Inc.	\$2,490,730.00

Substantial effort was put forward with the low bidder to reduce the project costs. Addendum #3 reflects \$229,410.00 in reduced contract costs resulting in a low bid amount of \$1,772,995.00 which is being recommended by staff.

The City Attorney has reviewed and approved the contract. Proceeds from the 2015 Bond Sale will fund the project.

MOTION by Goodspeed, second by Wittlieff to award the contract with Addendum #3 to low bidder Davis Construction in the amount of \$1,772,995.00 and authorize the Mayor and City Clerk to execute the contract and issue the Notice of Award. Brief discussion followed regarding what was eliminated to get the lower bid.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

A REPORT FROM THE CITY ASSESSOR.

Ms. Molly Whetstone of Great Lakes Assessing reported on the activities of the Assessor's Office and

responded to questions the Council had regarding their activities.

CITIZEN COMMENT.

Comments received by:

- Bob Hornkohl – 432 Cedar Street / Ad Hoc Deer Committee finished, deer problem not getting any better.

OFFICIALS AND STAFF.

Mikula commented on the status of the trash haul; brush and yard waste pick up starting.

COUNCILMEMBERS.

Wittlieff thanked Chief Bachman’s department for taking care of some of the blight.

Kenny reminded Council that if they have questions regarding City services, the policy is to bring them to the City Manager. Gustad stated that direction to staff shouldn’t come from one or two Councilmembers, but as a whole.

ADJOURN TO BUDGET WORK SESSION.

A Council work session on the proposed Fiscal Year 2016-2017 Budget and Capital Improvement Plan has been scheduled for immediately following the regular meeting.

MOTION to adjourn the regular meeting was made by Goodspeed, second by Gustad. Meeting adjourned at 7:51 p.m.

Michelle Wright MMC / CPFA, MiCPT
City Clerk/Chief Deputy Treasurer

**MANISTEE CITY COUNCIL
WORK SESSION
MINUTES OF APRIL 19, 2016**

The Manistee City Council met in a work session on Tuesday, April 19, 2016 immediately following the regular meeting at 7:57 p.m., Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan 49660.

MEMBERS PRESENT: Colleen Kenny, Lynda Beaton, Roger Zielinski, Robert Goodspeed, James Smith, Eric Gustad, Mark Wittlieff

ALSO PRESENT: City Manager, Department Directors, Media, Public

Public Comments. None

Discussion on Fiscal Year 2016-2017 Budget and Capital Improvement Plan.

Areas of discussion:

- Fifth Avenue Beach - \$20,000 budgeted in current budget (may be used towards the riverwalk repairs approved at the regular meeting earlier tonight, plus savings found elsewhere from other budgets); \$6,000 spent on sidewalks so far; additional improvements proposed are shade structures and concrete pads, some of which can be done in-house; if Council wants to proceed, the full \$80,000 for the riverwalk would come out of General Fund-fund balance, none from the Water & Sewer Fund;
- Lighthouse Park – no funds budgeted at this time, had to set priorities; will be put off until some other funding is found ≈ \$30,000; need signage to let people know why the fence is up.
- Appropriations – Manistee Saints / asked for explanation of what they do for the \$6,000; AES / have three year contract with them; 2-1-1 / no contract with them, what value do we receive for the \$3,000.
 - Would like to have all groups receiving an appropriation bring a business plan to us.
 - Suggested that we set guidelines or goals for appropriation requests.
- Renaissance Park – suggested doing a select cut of trees and apply funds to the parks.
- Motor Pool – make it self-sustainable, departments should put more in to fund purchases; it was noted that would put more hardship on other budgets, it was not intended to be self-sustainable.
- Ramsdell Theatre – haven't seen any information from the new board yet.

CONSENSUS: Proceed with the proposed budget to be voted on at the 5/3/16 meeting; cancel next week's work session.

Meeting adjourned at 8:52 p.m.

Michelle Wright MMC / CPFA, MiCPT
City Clerk/Chief Deputy Treasurer

CASH TRANSACTIONS REPORT

DRAFT

MONTH: MARCH
City of Manistee

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Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 100 - AIP PAYING FUND				
Dept: 000				
001.000 Cash	4,109.27	525,069.11	525,047.69	4,130.69
Total Dept: 000	4,109.27	525,069.11	525,047.69	4,130.69
Fund: 100	4,109.27	525,069.11	525,047.69	4,130.69
Fund: 101 - GENERAL FUND				
Dept: 000				
001.000 Cash	902,253.94	129,487.03	315,875.67	715,865.30
001.002 Cash - Escrow	96,783.07	35.00	110.16	96,707.91
004.000 Cash - Petty	800.00	0.00	0.00	800.00
017.000 MBIA Mi Class Inv	46,224.60	17.81	0.00	46,242.41
Total Dept: 000	1,046,061.61	129,539.84	315,985.83	859,615.62
Fund: 101	1,046,061.61	129,539.84	315,985.83	859,615.62
Fund: 202 - MAJOR STREET FUND				
Dept: 000				
001.000 Cash	272,698.86	47,928.02	17,166.67	303,460.21
Total Dept: 000	272,698.86	47,928.02	17,166.67	303,460.21
Fund: 202	272,698.86	47,928.02	17,166.67	303,460.21
Fund: 203 - LOCAL STREET FUND				
Dept: 000				
001.000 Cash	53,691.73	10,995.55	6,750.00	57,937.28
Total Dept: 000	53,691.73	10,995.55	6,750.00	57,937.28
Fund: 203	53,691.73	10,995.55	6,750.00	57,937.28
Fund: 204 - STREET IMPROVEMENT FUND				
Dept: 000				
001.000 Cash	38,204.32	3.35	0.00	38,207.67
Total Dept: 000	38,204.32	3.35	0.00	38,207.67
Fund: 204	38,204.32	3.35	0.00	38,207.67
Fund: 226 - CITY REFUSE FUND				
Dept: 000				
001.000 Cash	44,714.81	25,141.03	3,000.00	66,855.84
001.030 Cash Mgt Chk	99,044.98	4.19	0.00	99,049.17
Total Dept: 000	143,759.79	25,145.22	3,000.00	165,905.01
Fund: 226	143,759.79	25,145.22	3,000.00	165,905.01
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO				
Dept: 000				
001.000 Cash	20,178.17	339.26	1,317.50	19,199.93
Total Dept: 000	20,178.17	339.26	1,317.50	19,199.93
Fund: 243	20,178.17	339.26	1,317.50	19,199.93
Fund: 245 - OIL & GAS FUND				
Dept: 000				
001.000 Cash	69,998.82	3,431.74	0.00	73,430.56
001.020 Money Market	160,041.76	24,822.68	0.00	184,864.44
Total Dept: 000	230,040.58	28,254.42	0.00	258,295.00
Fund: 245	230,040.58	28,254.42	0.00	258,295.00

CASH TRANSACTIONS REPORT

DRAFT

MONTH: MARCH
City of Manistee

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Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 275 - GRANT MANAGEMENT FUND				
Dept: 000				
001.000 Cash	19,690.88	13,260.00	8,134.00	24,816.88
Total Dept: 000	19,690.88	13,260.00	8,134.00	24,816.88
Fund: 275	19,690.88	13,260.00	8,134.00	24,816.88
Fund: 290 - PEG COMMISSION				
Dept: 000				
001.000 Cash	8,724.19	0.23	3,166.67	5,557.75
Total Dept: 000	8,724.19	0.23	3,166.67	5,557.75
Fund: 290	8,724.19	0.23	3,166.67	5,557.75
Fund: 296 - RAMSDELL THEATRE				
Dept: 000				
001.000 Cash	76,561.57	7,092.59	7,475.48	76,178.68
001.002 Cash - Escrow	4,280.00	350.00	0.00	4,630.00
004.000 Cash - Petty	200.00	0.00	0.00	200.00
Total Dept: 000	81,041.57	7,442.59	7,475.48	81,008.68
Fund: 296	81,041.57	7,442.59	7,475.48	81,008.68
Fund: 297 - FRIENDS OF THE RAMSDELL				
Dept: 000				
001.000 Cash	12,065.47	205.50	70.00	12,200.97
Total Dept: 000	12,065.47	205.50	70.00	12,200.97
Fund: 297	12,065.47	205.50	70.00	12,200.97
Fund: 430 - CAPITAL IMPROVEMENT FUND				
Dept: 000				
001.000 Cash	79,190.99	3.23	0.00	79,194.22
Total Dept: 000	79,190.99	3.23	0.00	79,194.22
Fund: 430	79,190.99	3.23	0.00	79,194.22
Fund: 490 - RENAISSANCE PARK				
Dept: 000				
001.000 Cash	2,972.66	0.12	0.00	2,972.78
Total Dept: 000	2,972.66	0.12	0.00	2,972.78
Fund: 490	2,972.66	0.12	0.00	2,972.78
Fund: 508 - BOAT RAMP FUND				
Dept: 000				
001.000 Cash	20,312.28	1,200.83	1,147.03	20,366.08
004.000 Cash - Petty	0.00	1,000.00	0.00	1,000.00
Total Dept: 000	20,312.28	2,200.83	1,147.03	21,366.08
Fund: 508	20,312.28	2,200.83	1,147.03	21,366.08
Fund: 573 - WATER & SEWER UTILITY				
Dept: 000				
001.000 Cash	540,359.25	334,945.76	105,281.97	770,023.04
001.002 Cash - Escrow	48,700.00	3,000.00	1,100.00	50,600.00
004.000 Cash - Petty	300.00	0.00	0.00	300.00
017.000 MBIA Mi Class Inv	490,071.26	188.68	0.00	490,259.94
017.001 MBIA MI Class - 2015 W&S RvBd	2,158,259.60	830.94	0.00	2,159,090.54

CASH TRANSACTIONS REPORT

DRAFT

MONTH: MARCH
City of Manistee

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Account Number	Beginning Balance	Debit	Credit	Ending Balance
Total Dept: 000	3,237,690.11	338,965.38	106,381.97	3,470,273.52
Fund: 573	3,237,690.11	338,965.38	106,381.97	3,470,273.52
Fund: 594 - MARINA FUND				
Dept: 000				
001.000 Cash	7,634.78	292.23	582.10	7,344.91
001.002 Cash - Escrow	400.00	200.00	100.00	500.00
Total Dept: 000	8,034.78	492.23	682.10	7,844.91
Fund: 594	8,034.78	492.23	682.10	7,844.91
Fund: 661 - MOTOR POOL FUND				
Dept: 000				
001.000 Cash	448,506.72	27,056.90	0.00	475,563.62
Total Dept: 000	448,506.72	27,056.90	0.00	475,563.62
Fund: 661	448,506.72	27,056.90	0.00	475,563.62
Fund: 703 - CURRENT TAX COLLECTION				
Dept: 000				
001.000 Cash	360,757.72	17,386.57	378,055.39	88.90
Total Dept: 000	360,757.72	17,386.57	378,055.39	88.90
Fund: 703	360,757.72	17,386.57	378,055.39	88.90
Fund: 704 - PAYROLL CLEARING FUND				
Dept: 000				
001.000 Cash	56,207.37	470,649.50	473,714.45	53,142.42
001.007 Cash - Federal & State Taxes	6.80	81,243.90	55,149.66	26,101.04
Total Dept: 000	56,214.17	551,893.40	528,864.11	79,243.46
Fund: 704	56,214.17	551,893.40	528,864.11	79,243.46
Fund: 705 - DELINQUENT TAX COLLECTION				
Dept: 000				
001.000 Cash	589.31	102.72	0.00	692.03
Total Dept: 000	589.31	102.72	0.00	692.03
Fund: 705	589.31	102.72	0.00	692.03
Grand Totals:	6,144,535.18	1,726,284.47	1,903,244.44	5,967,575.21



Administrative Services

Clerk | Finance | Treasury | IT | Assessing | Facilities | Ramsdell

Memo to: Thad Taylor, City Manager
From: Ed Bradford, CFO *ENB*
Re: March 31, 2016 Financial Update
Date: April 26, 2016

This memo will serve as an update on where we are financially versus budget as of 03/31/2016 and any developments that may impact ongoing financial performance. It will focus on the primary city activities as captured by the following funds:

General	Local Street	Boat Launch	Capital Improvement
Water & Sewer	Marina	Refuse	
Major Street	Ramsdell Theatre	Oil & Gas	

Other City funds financial statements are also included, but with no narrative.

General Fund - 101

General fund revenues are currently at 83.7% of budget, which is consistent with last year. Property tax revenue has largely been received for the year. Most items are in line with the budget, although PILT payments should finish higher due to the timing of utility agreements with Filer and Manistee Township. Revenue sharing will be slightly less than budgeted, based on State projections.

General fund expenditures are at 79.2% of budget, which is also consistent with last year. There are a few expense items that merit discussion. Refunds are higher due to chargebacks for prior year tax appeals. Legislative will be higher due to the City Manager search. Manager should be slightly below budget because of lower wages, offset some by Manager moving expenses. Clerk should be lower because of reduced election labor due to the consolidation of precincts. Municipal buildings should be higher primarily because of an unanticipated and costly repair to the City Hall chiller, higher maintenance costs and higher phone costs. Attorney costs are running higher than anticipated due to lawsuit and tax appeals. Most tax appeals have been resolved. Police will be higher than budget due to excess overtime related to the break in cases, church robbery and covering shifts due to officer injuries. Repairs and maintenance is also over budget due to two police cruiser repairs that will, however, be offset by insurance revenue. Fire will likely be over budget due to extensive and costly repairs to the ladder truck hydraulic

system. Parks OT is running higher than budgeted, and repairs and maintenance will be significantly higher than budgeted at year-end due to emergency Riverwalk repairs and DDA Riverwalk railing painting (which was paid for by restricted Riverwalk Maintenance cash).

Overall, higher expenditures will eclipse departmental savings and any positive revenue variances. I am expecting a year-end general fund deficit of between \$120,000 and \$140,000 instead of the \$72,000 budgeted. This is primarily driven by the emergency Riverwalk repairs.

Water and Sewer - 573

Water & sewer revenues are at 77.5% of budget. The adopted rate increase is raising revenue as anticipated. New service revenue is up and West Shore Medical Center paid off the remaining amount of their capital cost recovery charge, boosting that line item. Oaks Prison volumes have stabilized but are still below the contractual minimum. Rental income is up due to an additional tower lease.

Operating expenses are overall also generally in line with expectations. Admin is at 80.2% of budget. The structure of employees was changed from the proposed budget when the Deputy Utility Director was hired, so some employee costs will be shifted from WWTP to Admin. Phone costs (monitoring lines) will also exceed budget because of carrier contract changes; however, we are implementing a more cost effective solution. Water operations is at 80.1% of budget and will likely be over budget. Repairs and maintenance exceeds estimates due to significant incurred costs for asphalt patching and water main replacement from last winter due to frozen water lines, which were billed this fiscal year. WWTP is at 65.1% of budget and will be under because of the shift in employee costs, although overtime is likely to exceed budget. Sewer is at 51.8% of budget and should come in under. Bond projects are proceeding in a timely fashion and are so far tracking well against overall estimates.

Major Street Fund - 202

The Major Street fund is at 69.6% of annual revenues. We have received notice that we will be receiving a portion of a one-time State general fund allocation for our streets. The amount of \$84,198 for the State's fiscal year ending September 30, 2016, paid out quarterly, will be split between Major and Local streets. We also received extra money for US-31 asphalt patching. We should be slightly ahead of budget at year-end. Expenditures are at 79.1% of budget. The mild winter so far should help reduce costs. The reconstruction of 12th St. by the school, if it happens this fiscal year, will put us over our original budget. We continue to fine tune our new reporting system for streets that will more accurately capture our street maintenance costs and will impact the amounts reported for expenses and transfers. Although actual costs incurred will not change, how they are reported will and may result in budget amendment(s) at year-end.

Local Street Fund - 203

The Local Street fund is at 72.4% of budgeted revenue. The timing and accounting treatment of payments from the state; and also of internal transfers for debt service and street work, impact this total. With the additional State general fund allocation for our streets, revenue should top our budget estimates. Expenses are at 83.0% of budget. Some local street resurfacing work was done this fall. Additional work will occur in the spring with the Reith-Riley development agreement work. The mild winter should help reduce costs. We continue to fine tune our new

reporting system for streets that will more accurately capture our street maintenance costs and will impact the amounts reported for expenses and transfers. Although actual costs incurred will not change, how they are reported will and may result in budget amendment(s) down the road.

Marina - 594

The Marina is at 78.1% of budgeted revenues. Dockage sales are up about \$2,000 from last year at this time. Fuel sales are down about \$12,000 (mainly due to lower gas prices). We need to increase boater volume at the Marina if we are to move towards sustainability. It is almost certain that more than \$40,000 will have to be transferred from the capital improvement fund this year; probably an additional \$30,000, to support the Marina finances. Expenses are at 74.1% of budget. The good news is that they are about \$10,000 less than last year at this time. This should help with the bottom line at the end of the year. However, the State is also requiring some upgrades to the fuel delivery system that will add about \$7,600 to expenses.

Ramsdell Theatre - 296

Revenues are currently at 76.9% of budget. Operating revenues are down from last year, primarily due to lower rent from the Manistee Civic players and the timing and frequency of Ramsdell-sponsored productions. The Friends of the Ramsdell year-end fundraising letter has raised about \$9,500. Expenses are at 68.2% of budget. Operating expenses are down about \$25,000 from last year at this time. This is largely due to lower performance expenses. Professional services will be up due to the Johnson Consulting study. The AES is in the process of ensuring the study is brought to an acceptable conclusion or a refund is obtained. The transition to the non-profit is well underway, with the group expected to be in front of Council in May.

Boat Launch - 508

Boat Launch revenue is at 68.4% of budget. Launch revenue is very similar to last year, in spite of poor fishing conditions last fall. Most of the launch revenues occur in the fall. The pay tube at Arthur St. has been installed. Expenses are at 61.1% of budget and should come in at or below budgeted amounts. The auto-attendant machine functioned well this season and still has useable life; however, it did have some issues in the very cold weather in March since we opened the launch several weeks ahead of schedule.

Refuse Fund - 226

Revenue is at 83.0% of the budgeted total and has no unexpected items. Expenses are at 58.3% of budget. Expenses should be near budget at year-end. Council will need to evaluate how well the newly-implemented monthly bulky item pickup is working and whether spring trash haul is still needed after this year.

Oil & Gas Fund - 245

Revenues are at -15.0% of budget, a large improvement from last quarter. As mentioned in the investment update, equities have rebounded significantly, although they continue to be volatile. The unrealized loss was \$278,057 at quarter end. The long-term nature of the fund and the way it is managed reduce the impact of these market fluctuations; however, the fund managers are adjusting within the confines of the investment policy. Crude oil prices have come down significantly, reducing royalty income by over 60%. As a result, Aztec has shut down

production which will eliminate royalties until the price rebounds and production is restarted. Expenses are at 97.2% of budget. Investment advisor fees are as expected and the annual transfer to the capital improvement fund has been made.

Capital Improvement Fund - 430

Revenues are at 100.0% for the year. The annual transfer in from the Oil & Gas fund has constitutes the bulk of the revenue and has been made. Expenses are at 86.8% of budget. Expenses so far almost entirely relate to previously committed projects and transfers to Local Streets for paving projects. Project expenditures do not occur uniformly throughout the year, and some projects span fiscal years. Additional Fifth Ave. beach improvements will be made later this spring.

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Revenues							
Dept: 000							
402.000 Real & Personal Property Tax	2,927,678.00	2,927,678.00	3,017,103.86	14,675.73	0.00	-89,425.86	103.1
411.000 Delinq Real Property Tax	220,080.00	220,080.00	4,598.06	0.00	0.00	215,481.94	2.1
420.000 Delinq Personal Property Tax	16,498.00	16,498.00	5,973.81	0.00	0.00	10,524.19	36.2
445.000 Tax Penalties & Interest	32,592.00	32,592.00	18,377.28	1,064.04	0.00	14,214.72	56.4
447.000 Tax Administration Fee	94,928.00	94,928.00	88,045.05	3,702.53	0.00	6,882.95	92.7
450.000 Business Registration	1,500.00	1,500.00	600.00	0.00	0.00	900.00	40.0
485.000 Permits	8,500.00	8,500.00	4,050.00	250.00	0.00	4,450.00	47.6
490.000 Franchise Fees	108,000.00	108,000.00	56,462.53	0.00	0.00	51,537.47	52.3
539.000 State Grant Revenue	8,500.00	8,500.00	1,086.72	0.00	0.00	7,413.28	12.8
539.002 Crim Just Training Grant	2,300.00	2,300.00	1,235.76	0.00	0.00	1,064.24	53.7
573.000 Local Comm Stabilizaton Share	0.00	0.00	392.93	0.00	0.00	-392.93	0.0
574.000 State Share Liquor Tax	8,500.00	8,500.00	8,407.85	0.00	0.00	92.15	98.9
575.000 State Shared Revenue	495,400.00	495,400.00	238,463.00	0.00	0.00	256,937.00	48.1
575.001 State CVTRS	160,500.00	160,500.00	82,668.00	0.00	0.00	77,832.00	51.5
626.000 Charge for Service	28,000.00	28,000.00	13,342.47	52.77	0.00	14,657.53	47.7
628.000 Charge for Service - Boat Ramp	2,381.00	2,381.00	2,381.00	0.00	0.00	0.00	100.0
629.000 Charge for Serv - Inspections	0.00	0.00	30.00	0.00	0.00	-30.00	0.0
630.000 Charge for Services-Local St.	81,000.00	81,000.00	60,750.00	6,750.00	0.00	20,250.00	75.0
631.000 Charge for Services-Major St.	206,000.00	206,000.00	154,500.03	17,166.67	0.00	51,499.97	75.0
632.000 Charge For Service - Marina	10,573.00	10,573.00	7,929.75	0.00	0.00	2,643.25	75.0
634.000 Charge for Services - Refuse	85,814.00	85,814.00	50,860.50	3,000.00	0.00	34,953.50	59.3
635.000 Charge for Service - W&S	320,496.00	320,496.00	240,372.00	26,708.00	0.00	80,124.00	75.0
636.000 Charge for Service-Transport	235,000.00	235,000.00	192,317.48	26,551.14	0.00	42,682.52	81.8
639.000 Utility Ownership Fee	170,931.00	170,931.00	128,198.25	14,244.25	0.00	42,732.75	75.0
640.000 Payment in Lieu of Taxes	162,446.00	162,446.00	147,049.69	0.00	0.00	15,396.31	90.5
642.000 Sales	6,000.00	6,000.00	3,705.19	1,171.15	0.00	2,294.81	61.8
655.000 Fines & Forfeits	33,000.00	33,000.00	20,960.22	1,740.00	0.00	12,039.78	63.5
664.000 Interest Income	1,000.00	1,000.00	359.02	54.42	0.00	640.98	35.9
667.000 Rental Income	4,850.00	4,850.00	4,912.50	0.00	0.00	-62.50	101.3
668.000 Riverfront Lease Income	21,470.00	21,470.00	0.00	0.00	0.00	21,470.00	0.0
671.000 Other Revenue	500.00	500.00	0.00	0.00	0.00	500.00	0.0
674.000 Contributions\Donations	1,000.00	1,000.00	1,850.00	0.00	0.00	-850.00	185.0
676.000 Reimbursement	164,150.00	164,150.00	161,729.93	8,014.72	0.00	2,420.07	98.5
687.000 Refunds	18,000.00	18,000.00	21,188.10	0.00	0.00	-3,188.10	117.7
688.000 Refunds - W.C. Premium	2,000.00	2,000.00	530.00	0.00	0.00	1,470.00	26.5
695.000 Insurance Settlement	0.00	0.00	9,447.82	1,767.77	0.00	-9,447.82	0.0
699.000 Transfers In	429,035.00	429,035.00	331,242.50	0.00	0.00	97,792.50	77.2
Dept: 000	6,068,622.00	6,068,622.00	5,081,121.30	126,913.19	0.00	987,500.70	83.7

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Revenues							
Revenues	6,068,622.00	6,068,622.00	5,081,121.30	126,913.19	0.00	987,500.70	83.7
Expenditures							
Dept: 100 GENERAL							
728.000 SUPPLIES - Operating	1,000.00	1,000.00	429.32	0.00	0.00	570.68	42.9
801.000 Professional Services	41,400.00	41,400.00	26,823.40	584.95	0.00	14,576.60	64.8
822.000 Insurance	81,000.00	81,000.00	85,677.58	0.00	0.00	-4,677.58	105.8
855.000 Utilities - Cell Phones	16,500.00	16,500.00	15,005.76	953.01	0.00	1,494.24	90.9
859.000 Utilities - Data/Internet	2,000.00	2,000.00	1,529.77	191.22	0.00	470.23	76.5
901.000 Postage	26,000.00	26,000.00	22,118.00	3,275.40	0.00	3,882.00	85.1
925.001 Electric - Street Lights	110,000.00	110,000.00	75,863.56	195.84	0.00	34,136.44	69.0
940.000 Rent	1,800.00	1,800.00	1,616.59	0.00	0.00	183.41	89.8
959.000 Bad Debt	500.00	500.00	0.00	0.00	0.00	500.00	0.0
960.000 Bank Charges	8,000.00	8,000.00	8,722.98	0.00	0.00	-722.98	109.0
964.000 Refunds	1,000.00	1,000.00	7,314.47	0.00	0.00	-6,314.47	731.4
989.000 Computer Hardware & Software	10,000.00	10,000.00	8,316.97	497.00	0.00	1,683.03	83.2
992.002 Renaissance Park - Principal	5,616.00	5,616.00	0.00	0.00	0.00	5,616.00	0.0
992.006 2010 DDA Refunding - Principal	120,000.00	120,000.00	120,000.00	0.00	0.00	0.00	100.0
992.007 2010 Cap Imp Principal	230,000.00	230,000.00	230,000.00	0.00	0.00	0.00	100.0
992.008 2013 CI Refunding - Principal	165,000.00	165,000.00	165,000.00	0.00	0.00	0.00	100.0
997.006 2010 DDA Refunding - Interest	19,750.00	19,750.00	19,750.00	0.00	0.00	0.00	100.0
997.007 2010 Cap Imp Interest	199,035.00	199,035.00	199,035.00	0.00	0.00	0.00	100.0
997.008 2013 CI Refunding - Interest	40,550.00	40,550.00	40,550.00	0.00	0.00	0.00	100.0
999.000 Transfers Out	160,000.00	160,000.00	143,116.00	0.00	0.00	16,884.00	89.4
GENERAL	1,239,151.00	1,239,151.00	1,170,869.40	5,697.42	0.00	68,281.60	94.5

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 101 LEGISLATIVE							
702.000 Salaries	27,052.00	27,052.00	20,289.15	2,254.35	0.00	6,762.85	75.0
712.001 Costs - Social Security	1,677.00	1,677.00	1,257.75	139.75	0.00	419.25	75.0
712.002 Costs - Medicare	392.00	392.00	294.38	32.71	0.00	97.62	75.1
712.009 Costs - Workers Compensation	80.00	80.00	51.59	5.18	0.00	28.41	64.5
728.000 SUPPLIES - Operating	6,600.00	6,600.00	25,906.96	0.00	0.00	-19,306.96	392.5
860.000 Travel & Training	6,500.00	6,500.00	2,062.31	375.51	0.00	4,437.69	31.7
LEGISLATIVE	42,301.00	42,301.00	49,862.14	2,807.50	0.00	-7,561.14	117.9

**REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 172 MANAGER							
702.000 Salaries	142,625.00	142,625.00	87,493.38	11,046.64	0.00	55,131.62	61.3
708.000 Holiday/Vacation/Sick Sellback	0.00	0.00	2,559.31	0.00	0.00	-2,559.31	0.0
712.001 Costs - Social Security	9,649.00	9,649.00	6,199.32	710.94	0.00	3,449.68	64.2
712.002 Costs - Medicare	2,257.00	2,257.00	1,457.18	166.26	0.00	799.82	64.6
712.004 Costs - ICMA Contribution	0.00	0.00	3,919.75	0.00	0.00	-3,919.75	0.0
712.005 Costs - MERS Contribution	13,007.00	13,007.00	5,668.70	1,043.94	0.00	7,338.30	43.6
712.006 Costs - In Lieu of BC/BS	0.00	0.00	1,186.50	339.00	0.00	-1,186.50	0.0
712.007 Costs - SUTA	274.00	274.00	521.54	32.06	0.00	-247.54	190.3
712.009 Costs - Workers Compensation	613.00	613.00	431.89	47.49	0.00	181.11	70.5
712.010 Costs - Blue Cross Insurance	21,589.00	21,589.00	7,969.49	796.77	0.00	13,619.51	36.9
712.011 Costs - Life Insurance	635.00	635.00	724.60	99.86	0.00	-89.60	114.1
712.013 Costs - HSA Contribution	6,000.00	6,000.00	3,000.00	0.00	0.00	3,000.00	50.0
712.014 Costs - Dental Insurance	1,619.00	1,619.00	873.46	116.46	0.00	745.54	54.0
712.015 Costs - Vision / Ancillary	708.00	708.00	303.85	32.45	0.00	404.15	42.9
728.000 SUPPLIES - Operating	2,650.00	2,650.00	791.38	0.00	0.00	1,858.62	29.9
735.000 Periodicals & Publications	150.00	150.00	151.80	0.00	0.00	-1.80	101.2
801.000 Professional Services	500.00	500.00	0.00	0.00	0.00	500.00	0.0
831.000 Contractual Repairs & Maint.	1,130.00	1,130.00	808.57	67.47	0.00	321.43	71.6
860.000 Travel & Training	3,350.00	3,350.00	1,030.07	237.15	0.00	2,319.93	30.7
865.000 Vehicle Allowance	0.00	0.00	1,200.00	400.00	0.00	-1,200.00	0.0
870.000 Memberships & Dues	1,294.00	1,294.00	1,136.00	0.00	0.00	158.00	87.8
957.000 Motor Pool	9,270.00	9,270.00	6,952.50	772.50	0.00	2,317.50	75.0
985.000 Lease Purchase	2,220.00	2,220.00	1,857.81	0.00	0.00	362.19	83.7
MANAGER	219,540.00	219,540.00	136,237.10	15,908.99	0.00	83,302.90	62.1

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 215 CLERK							
702.000 Salaries	117,047.00	117,047.00	82,723.44	9,002.74	0.00	34,323.56	70.7
704.000 Overtime	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
706.000 Part-Time	11,200.00	11,200.00	3,675.25	1,437.75	0.00	7,524.75	32.8
712.001 Costs - Social Security	8,712.00	8,712.00	5,500.96	539.66	0.00	3,211.04	63.1
712.002 Costs - Medicare	2,037.00	2,037.00	1,292.18	126.21	0.00	744.82	63.4
712.005 Costs - MERS Contribution	10,766.00	10,766.00	7,799.88	821.04	0.00	2,966.12	72.4
712.007 Costs - SUTA	274.00	274.00	475.18	54.87	0.00	-201.18	173.4
712.009 Costs - Workers Compensation	556.00	556.00	404.89	38.73	0.00	151.11	72.8
712.010 Costs - Blue Cross Insurance	9,548.00	9,548.00	7,969.49	796.77	0.00	1,578.51	83.5
712.011 Costs - Life Insurance	522.00	522.00	431.58	43.79	0.00	90.42	82.7
712.013 Costs - HSA Contribution	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.0
712.014 Costs - Dental Insurance	720.00	720.00	582.30	58.23	0.00	137.70	80.9
712.015 Costs - Vision / Ancillary	354.00	354.00	295.00	29.50	0.00	59.00	83.3
728.000 SUPPLIES - Operating	3,000.00	3,000.00	1,833.14	111.90	0.00	1,166.86	61.1
735.000 Periodicals & Publications	155.00	155.00	151.80	0.00	0.00	3.20	97.9
740.000 Election Expense	7,805.00	7,805.00	3,739.01	12.00	0.00	4,065.99	47.9
801.000 Professional Services	2,500.00	2,500.00	558.00	0.00	0.00	1,942.00	22.3
831.000 Contractual Repairs & Maint.	7,700.00	7,700.00	6,174.06	126.38	0.00	1,525.94	80.2
860.000 Travel & Training	6,000.00	6,000.00	2,735.24	1,054.00	0.00	3,264.76	45.6
870.000 Memberships & Dues	570.00	570.00	430.00	50.00	0.00	140.00	75.4
900.000 Printing & Publishing	5,110.00	5,110.00	2,232.20	0.00	0.00	2,877.80	43.7
985.000 Lease Purchase	3,000.00	3,000.00	2,236.68	745.56	0.00	763.32	74.6
CLERK	201,576.00	201,576.00	134,240.28	15,049.13	0.00	67,335.72	66.6

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 253 FINANCE / TREASURER							
702.000 Salaries	149,360.00	149,360.00	101,926.88	12,222.94	0.00	47,433.12	68.2
704.000 Overtime	1,000.00	1,000.00	24.89	0.00	0.00	975.11	2.5
712.001 Costs - Social Security	9,715.00	9,715.00	6,870.97	763.66	0.00	2,844.03	70.7
712.002 Costs - Medicare	2,272.00	2,272.00	1,614.51	178.58	0.00	657.49	71.1
712.005 Costs - MERS Contribution	13,133.00	13,133.00	9,563.28	1,114.74	0.00	3,569.72	72.8
712.006 Costs - In Lieu of BC/BS	0.00	0.00	2,000.00	400.00	0.00	-2,000.00	0.0
712.007 Costs - SUTA	376.00	376.00	771.80	128.48	0.00	-395.80	205.3
712.009 Costs - Workers Compensation	619.00	619.00	490.35	52.58	0.00	128.65	79.2
712.010 Costs - Blue Cross Insurance	21,035.00	21,035.00	10,044.53	1,004.22	0.00	10,990.47	47.8
712.011 Costs - Life Insurance	654.00	654.00	529.24	57.02	0.00	124.76	80.9
712.013 Costs - HSA Contribution	5,250.00	5,250.00	3,000.00	0.00	0.00	2,250.00	57.1
712.014 Costs - Dental Insurance	1,574.00	1,574.00	727.80	72.78	0.00	846.20	46.2
712.015 Costs - Vision / Ancillary	620.00	620.00	295.00	29.50	0.00	325.00	47.6
728.000 SUPPLIES - Operating	3,900.00	3,900.00	4,134.21	56.98	0.00	-234.21	106.0
735.000 Periodicals & Publications	790.00	790.00	723.60	0.00	0.00	66.40	91.6
801.000 Professional Services	24,600.00	24,600.00	25,081.20	0.00	0.00	-481.20	102.0
831.000 Contractual Repairs & Maint.	8,720.00	8,720.00	7,703.50	0.00	0.00	1,016.50	88.3
860.000 Travel & Training	4,500.00	4,500.00	1,949.98	332.41	0.00	2,550.02	43.3
870.000 Memberships & Dues	605.00	605.00	460.00	0.00	0.00	145.00	76.0
900.000 Printing & Publishing	650.00	650.00	715.86	0.00	0.00	-65.86	110.1
970.000 Capital Outlay - under \$5,000	800.00	800.00	1,870.00	0.00	0.00	-1,070.00	233.8
985.000 Lease Purchase	1,740.00	1,740.00	1,294.92	143.88	0.00	445.08	74.4
FINANCE / TREASURER	251,913.00	251,913.00	181,792.52	16,557.77	0.00	70,120.48	72.2

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 257 ASSESSOR							
702.000 Salaries	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.0
706.000 Part-Time	0.00	0.00	1,574.64	242.25	0.00	-1,574.64	0.0
712.001 Costs - Social Security	2,706.00	2,706.00	114.62	15.02	0.00	2,591.38	4.2
712.002 Costs - Medicare	633.00	633.00	26.79	3.51	0.00	606.21	4.2
712.005 Costs - MERS Contribution	3,648.00	3,648.00	0.00	0.00	0.00	3,648.00	0.0
712.007 Costs - SUTA	137.00	137.00	33.35	6.39	0.00	103.65	24.3
712.009 Costs - Workers Compensation	408.00	408.00	10.83	1.04	0.00	397.17	2.7
712.010 Costs - Blue Cross Insurance	12,041.00	12,041.00	0.00	0.00	0.00	12,041.00	0.0
712.011 Costs - Life Insurance	227.00	227.00	0.00	0.00	0.00	227.00	0.0
712.013 Costs - HSA Contribution	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
712.014 Costs - Dental Insurance	900.00	900.00	145.56	0.00	0.00	754.44	16.2
712.015 Costs - Vision / Ancillary	354.00	354.00	177.00	0.00	0.00	177.00	50.0
728.000 SUPPLIES - Operating	2,000.00	2,000.00	145.99	0.00	0.00	1,854.01	7.3
735.000 Periodicals & Publications	1,000.00	1,000.00	-60.39	0.00	0.00	1,060.39	-6.0
801.000 Professional Services	7,000.00	7,000.00	58,799.97	5,833.33	0.00	-51,799.97	840.0
831.000 Contractual Repairs & Maint.	2,475.00	2,475.00	3,002.34	470.00	0.00	-527.34	121.3
860.000 Travel & Training	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0
870.000 Memberships & Dues	610.00	610.00	0.00	0.00	0.00	610.00	0.0
874.000 Retire. Costs - Blue Cross	4,500.00	4,500.00	3,409.01	250.00	0.00	1,090.99	75.8
ASSESSOR	83,239.00	83,239.00	67,379.71	6,821.54	0.00	15,859.29	80.9

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 265 MUNICIPAL BUILDINGS							
728.000 SUPPLIES - Operating	7,500.00	7,500.00	4,453.91	363.82	0.00	3,046.09	59.4
801.000 Professional Services	2,500.00	2,500.00	325.00	0.00	0.00	2,175.00	13.0
831.000 Contractual Repairs & Maint.	12,000.00	12,000.00	13,053.73	56.22	0.00	-1,053.73	108.8
850.000 Phone	12,000.00	12,000.00	17,432.88	665.05	0.00	-5,432.88	145.3
920.000 Gas	6,000.00	6,000.00	3,287.37	0.00	0.00	2,712.63	54.8
920.336 Gas - Fire Dept	4,000.00	4,000.00	2,504.32	0.00	0.00	1,495.68	62.6
920.441 Gas - DPW	22,000.00	22,000.00	10,831.79	0.00	0.00	11,168.21	49.2
920.446 Gas - Bridge	1,300.00	1,300.00	897.34	100.00	0.00	402.66	69.0
922.000 Water	3,000.00	3,000.00	1,315.98	147.33	0.00	1,684.02	43.9
922.336 Water - Fire	1,200.00	1,200.00	1,069.47	116.61	0.00	130.53	89.1
922.441 Water - DPW	3,000.00	3,000.00	1,191.48	61.35	0.00	1,808.52	39.7
922.446 Water - Bridge	1,100.00	1,100.00	821.92	81.33	0.00	278.08	74.7
925.000 Electric	21,500.00	21,500.00	16,573.63	1,351.61	0.00	4,926.37	77.1
925.336 Electric - Fire	5,000.00	5,000.00	4,242.78	158.52	0.00	757.22	84.9
925.441 Electric - DPW	13,500.00	13,500.00	10,943.57	1,037.95	0.00	2,556.43	81.1
925.446 Electric - Bridge	4,800.00	4,800.00	2,998.79	295.79	0.00	1,801.21	62.5
930.000 Repairs & Maintenance	8,500.00	8,500.00	11,683.44	2,357.10	0.00	-3,183.44	137.5
970.000 Capital Outlay - under \$5,000	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
MUNICIPAL BUILDINGS	131,900.00	131,900.00	103,627.40	6,792.68	0.00	28,272.60	78.6

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 266 ATTORNEY							
802.000 Attorney	50,000.00	50,000.00	39,126.59	4,050.00	0.00	10,873.41	78.3
803.000 Attorney - Litigation	30,000.00	30,000.00	56,938.13	3,563.80	0.00	-26,938.13	189.8
805.000 Attorney - Tax Appeals	0.00	0.00	866.74	866.74	0.00	-866.74	0.0
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ATTORNEY	80,000.00	80,000.00	96,931.46	8,480.54	0.00	-16,931.46	121.2

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CJRR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 285 CITY ENGINEER							
801.000 Professional Services	12,000.00	12,000.00	8,000.00	0.00	0.00	4,000.00	66.7
CITY ENGINEER	12,000.00	12,000.00	8,000.00	0.00	0.00	4,000.00	66.7

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 290 BOARDS & COMMISSIONS							
712.001 Costs - Social Security	100.00	100.00	19.84	0.00	0.00	80.16	19.8
712.002 Costs - Medicare	25.00	25.00	4.66	0.00	0.00	20.34	18.6
712.009 Costs - Workers Compensation	5.00	5.00	1.40	0.00	0.00	3.60	28.0
881.000 Board of Review	2,600.00	2,600.00	721.70	226.36	0.00	1,878.30	27.8
883.000 Harbor Commission	250.00	250.00	0.00	0.00	0.00	250.00	0.0
884.000 Historic District Commission	750.00	750.00	221.26	0.00	0.00	528.74	29.5
885.000 Non-Motorized Transportation	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
886.000 Parks Commission	850.00	850.00	179.00	0.00	0.00	671.00	21.1
887.000 Planning Commission	6,000.00	6,000.00	1,550.55	389.49	0.00	4,449.45	25.8
888.000 Tree Commission	350.00	350.00	161.64	0.00	0.00	188.36	46.2
889.000 Zoning Board of Appeals	1,300.00	1,300.00	327.69	150.00	0.00	972.31	25.2
BOARDS & COMMISSIONS	13,230.00	13,230.00	3,187.74	765.85	0.00	10,042.26	24.1

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 301 POLICE							
702.000 Salaries	626,625.00	626,625.00	435,866.01	47,948.69	0.00	190,758.99	69.6
704.000 Overtime	16,500.00	16,500.00	22,215.13	1,449.28	0.00	-5,715.13	134.6
706.000 Part-Time	14,196.00	14,196.00	12,183.38	1,325.00	0.00	2,012.62	85.8
708.000 Holiday/Vacation/Sick Sellback	15,000.00	15,000.00	17,127.51	871.80	0.00	-2,127.51	114.2
712.001 Costs - Social Security	1,444.00	1,444.00	784.21	82.16	0.00	659.79	54.3
712.002 Costs - Medicare	11,132.00	11,132.00	7,682.02	733.21	0.00	3,449.98	69.0
712.005 Costs - MERS Contribution	71,270.00	71,270.00	54,068.67	6,055.25	0.00	17,201.33	75.9
712.006 Costs - In Lieu of BC/BS	15,034.00	15,034.00	12,011.48	1,195.90	0.00	3,022.52	79.9
712.007 Costs - SUTA	2,131.00	2,131.00	3,195.28	373.22	0.00	-1,064.28	149.9
712.009 Costs - Workers Compensation	16,404.00	16,404.00	13,448.27	1,232.67	0.00	2,955.73	82.0
712.010 Costs - Blue Cross Insurance	106,278.00	106,278.00	80,211.47	8,186.49	0.00	26,066.53	75.5
712.011 Costs - Life Insurance	2,845.00	2,845.00	2,436.88	247.44	0.00	408.12	85.7
712.013 Costs - HSA Contribution	27,000.00	27,000.00	25,160.33	0.00	0.00	1,839.67	93.2
712.014 Costs - Dental Insurance	7,946.00	7,946.00	5,870.92	594.37	0.00	2,075.08	73.9
712.015 Costs - Vision / Ancillary	3,363.00	3,363.00	2,802.51	280.25	0.00	560.49	83.3
715.000 Uniform & Cleaning Allowance	14,650.00	14,650.00	5,135.06	88.25	0.00	9,514.94	35.1
728.000 SUPPLIES - Operating	12,500.00	12,500.00	7,799.78	1,340.35	0.00	4,700.22	62.4
735.000 Periodicals & Publications	200.00	200.00	246.00	0.00	0.00	-46.00	123.0
770.000 Vehicle Gas	17,000.00	17,000.00	10,770.03	835.81	0.00	6,229.97	63.4
801.000 Professional Services	5,600.00	5,600.00	909.00	429.00	0.00	4,691.00	16.2
831.000 Contractual Repairs & Maint.	8,155.00	8,155.00	7,117.44	484.09	0.00	1,037.56	87.3
860.000 Travel & Training	7,100.00	7,100.00	6,282.90	598.95	0.00	817.10	88.5
865.000 Vehicle Allowance	4,800.00	4,800.00	3,600.00	400.00	0.00	1,200.00	75.0
870.000 Memberships & Dues	500.00	500.00	220.00	0.00	0.00	280.00	44.0
874.000 Retire. Costs - Blue Cross	0.00	0.00	2,750.00	250.00	0.00	-2,750.00	0.0
900.000 Printing & Publishing	1,100.00	1,100.00	263.32	0.00	0.00	836.68	23.9
930.000 Repairs & Maintenance	11,000.00	11,000.00	12,246.68	421.19	0.00	-1,246.68	111.3
957.000 Motor Pool	31,930.00	31,930.00	23,947.47	2,660.83	0.00	7,982.53	75.0
970.000 Capital Outlay - under \$5,000	0.00	0.00	1,698.00	0.00	0.00	-1,698.00	0.0
985.000 Lease Purchase	1,800.00	1,800.00	1,061.82	117.98	0.00	738.18	59.0
POLICE	1,053,503.00	1,053,503.00	779,111.57	78,202.18	0.00	274,391.43	74.0

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 336 FIRE							
702.000 Salaries	445,256.00	445,256.00	315,150.30	34,254.38	0.00	130,105.70	70.8
704.000 Overtime	30,000.00	30,000.00	23,209.12	2,934.54	0.00	6,790.88	77.4
706.000 Part-Time	5,000.00	5,000.00	3,982.50	0.00	0.00	1,017.50	79.7
708.000 Holiday/Vacation/Sick Sellback	27,000.00	27,000.00	21,829.97	0.00	0.00	5,170.03	80.9
712.001 Costs - Social Security	310.00	310.00	258.09	0.00	0.00	51.91	83.3
712.002 Costs - Medicare	8,076.00	8,076.00	5,324.59	454.51	0.00	2,751.41	65.9
712.005 Costs - MERS Contribution	100,443.00	100,443.00	74,748.76	7,697.07	0.00	25,694.24	74.4
712.006 Costs - In Lieu of BC/BS	5,011.00	5,011.00	0.00	0.00	0.00	5,011.00	0.0
712.007 Costs - SUTA	1,608.00	1,608.00	2,085.83	75.38	0.00	-477.83	129.7
712.009 Costs - Workers Compensation	17,825.00	17,825.00	15,292.47	1,348.44	0.00	2,532.53	85.8
712.010 Costs - Blue Cross Insurance	82,195.00	82,195.00	78,600.35	7,859.07	0.00	3,594.65	95.6
712.011 Costs - Life Insurance	1,938.00	1,938.00	1,714.24	171.83	0.00	223.76	88.5
712.013 Costs - HSA Contribution	21,000.00	21,000.00	23,839.67	0.00	0.00	-2,839.67	113.5
712.014 Costs - Dental Insurance	6,147.00	6,147.00	5,701.10	570.11	0.00	445.90	92.7
712.015 Costs - Vision / Ancillary	2,655.00	2,655.00	2,477.99	250.75	0.00	177.01	93.3
715.000 Uniform & Cleaning Allowance	6,000.00	6,000.00	2,362.31	0.00	0.00	3,637.69	39.4
716.000 Food Allowance	6,240.00	6,240.00	6,066.66	0.00	0.00	173.34	97.2
728.000 SUPPLIES - Operating	7,700.00	7,700.00	4,624.16	202.67	0.00	3,075.84	60.1
732.000 SUPPLIES - Medical	16,000.00	16,000.00	16,719.73	995.41	0.00	-719.73	104.5
735.000 Periodicals & Publications	350.00	350.00	0.00	0.00	0.00	350.00	0.0
770.000 Vehicle Gas	8,600.00	8,600.00	4,895.92	396.63	0.00	3,704.08	56.9
790.000 Fire Prevention	2,200.00	2,200.00	1,860.00	0.00	0.00	340.00	84.5
801.000 Professional Services	18,800.00	18,800.00	16,928.91	986.57	0.00	1,871.09	90.0
831.000 Contractual Repairs & Maint.	4,300.00	4,300.00	4,464.26	18.94	0.00	-164.26	103.8
860.000 Travel & Training	8,300.00	8,300.00	4,731.18	0.00	0.00	3,568.82	57.0
870.000 Memberships & Dues	400.00	400.00	250.00	0.00	0.00	150.00	62.5
873.000 Education	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.0
874.000 Retire. Costs - Blue Cross	15,000.00	15,000.00	12,500.00	1,250.00	0.00	2,500.00	83.3
900.000 Printing & Publishing	500.00	500.00	102.49	0.00	0.00	397.51	20.5
930.000 Repairs & Maintenance	12,100.00	12,100.00	16,154.00	85.48	0.00	-4,054.00	133.5
942.000 Hydrant Rental	21,600.00	21,600.00	16,200.00	0.00	0.00	5,400.00	75.0
956.000 Mutual Aid	200.00	200.00	0.00	0.00	0.00	200.00	0.0
957.000 Motor Pool	63,860.00	63,860.00	47,895.03	5,321.67	0.00	15,964.97	75.0
970.000 Capital Outlay - under \$5,000	7,200.00	7,200.00	7,733.75	1,110.99	0.00	-533.75	107.4
985.000 Lease Purchase	600.00	600.00	353.88	39.32	0.00	246.12	59.0
FIRE	967,414.00	967,414.00	738,057.26	66,023.76	0.00	229,356.74	76.3

**REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 441 PUBLIC WORKS							
702.000 Salaries	563,034.00	563,034.00	370,459.69	37,871.99	0.00	192,574.31	65.8
704.000 Overtime	27,000.00	27,000.00	33,256.54	2,280.83	0.00	-6,256.54	123.2
706.000 Part-Time	29,120.00	29,120.00	18,870.00	0.00	0.00	10,250.00	64.8
708.000 Holiday/Vacation/Sick Sellback	9,000.00	9,000.00	18,097.51	9,503.15	0.00	-9,097.51	201.1
712.001 Costs - Social Security	40,169.00	40,169.00	27,625.52	2,995.51	0.00	12,543.48	68.8
712.002 Costs - Medicare	9,394.00	9,394.00	6,464.75	700.57	0.00	2,929.25	68.8
712.004 Costs - ICMA Contribution	2,922.00	2,922.00	2,012.24	212.55	0.00	909.76	68.9
712.005 Costs - MERS Contribution	10,994.00	10,994.00	5,350.02	563.16	0.00	5,643.98	48.7
712.006 Costs - In Lieu of BC/BS	5,011.00	5,011.00	4,093.00	409.30	0.00	918.00	81.7
712.007 Costs - SUTA	2,198.00	2,198.00	2,997.81	407.58	0.00	-799.81	136.4
712.009 Costs - Workers Compensation	37,578.00	37,578.00	31,747.06	3,277.99	0.00	5,830.94	84.5
712.010 Costs - Blue Cross Insurance	103,520.00	103,520.00	77,888.71	7,127.55	0.00	25,631.29	75.2
712.011 Costs - Life Insurance	2,270.00	2,270.00	1,665.76	164.12	0.00	604.24	73.4
712.013 Costs - HSA Contribution	28,500.00	28,500.00	23,250.00	0.00	0.00	5,250.00	81.6
712.014 Costs - Dental Insurance	7,766.00	7,766.00	5,672.09	519.17	0.00	2,093.91	73.0
712.015 Costs - Vision / Ancillary	4,071.00	4,071.00	3,156.50	295.00	0.00	914.50	77.5
715.000 Uniform & Cleaning Allowance	7,303.00	7,303.00	4,692.77	504.82	0.00	2,610.23	64.3
728.000 SUPPLIES - Operating	13,500.00	13,500.00	12,521.54	1,033.91	0.00	978.46	92.8
735.000 Periodicals & Publications	250.00	250.00	151.80	0.00	0.00	98.20	60.7
770.000 Vehicle Gas	72,750.00	72,750.00	27,795.94	3,186.53	0.00	44,954.06	38.2
801.000 Professional Services	3,560.00	3,560.00	16,784.05	12,512.51	0.00	-13,224.05	471.5
831.000 Contractual Repairs & Maint.	10,450.00	10,450.00	8,445.45	0.00	0.00	2,004.55	80.8
860.000 Travel & Training	5,450.00	5,450.00	1,943.14	0.00	0.00	3,506.86	35.7
870.000 Memberships & Dues	400.00	400.00	209.00	0.00	0.00	191.00	52.3
874.000 Retire. Costs - Blue Cross	0.00	0.00	2,500.00	250.00	0.00	-2,500.00	0.0
900.000 Printing & Publishing	500.00	500.00	1,172.90	413.30	0.00	-672.90	234.6
930.000 Repairs & Maintenance	78,000.00	78,000.00	67,228.19	8,159.77	0.00	10,771.81	86.2
955.000 Christmas Decorations	9,300.00	9,300.00	5,606.10	0.00	0.00	3,693.90	60.3
957.000 Motor Pool	74,160.00	74,160.00	55,620.00	6,180.00	0.00	18,540.00	75.0
985.000 Lease Purchase	1,560.00	1,560.00	1,136.88	0.00	0.00	423.12	72.9
PUBLIC WORKS	1,159,730.00	1,159,730.00	838,414.96	98,569.31	0.00	321,315.04	72.3

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 748 COMMUNITY DEVELOPMENT OFFICE							
702.000 Salaries	91,688.00	91,688.00	70,548.94	7,681.16	0.00	21,139.06	76.9
704.000 Overtime	250.00	250.00	64.62	0.00	0.00	185.38	25.8
712.001 Costs - Social Security	6,263.00	6,263.00	4,547.06	447.14	0.00	1,715.94	72.6
712.002 Costs - Medicare	1,465.00	1,465.00	1,068.38	104.58	0.00	396.62	72.9
712.005 Costs - MERS Contribution	6,677.00	6,677.00	6,825.18	718.78	0.00	-148.18	102.2
712.007 Costs - SUTA	274.00	274.00	475.19	57.36	0.00	-201.19	173.4
712.009 Costs - Workers Compensation	238.00	238.00	1,839.77	176.06	0.00	-1,601.77	773.0
712.010 Costs - Blue Cross Insurance	21,589.00	21,589.00	18,014.02	1,800.99	0.00	3,574.98	83.4
712.011 Costs - Life Insurance	227.00	227.00	189.00	18.90	0.00	38.00	83.3
712.013 Costs - HSA Contribution	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00	100.0
712.014 Costs - Dental Insurance	1,619.00	1,619.00	1,310.10	131.01	0.00	308.90	80.9
712.015 Costs - Vision / Ancillary	708.00	708.00	590.00	59.00	0.00	118.00	83.3
728.000 SUPPLIES - Operating	3,650.00	3,650.00	1,260.47	475.18	0.00	2,389.53	34.5
735.000 Periodicals & Publications	250.00	250.00	183.80	0.00	0.00	66.20	73.5
831.000 Contractual Repairs & Maint.	2,400.00	2,400.00	1,631.80	70.77	0.00	768.20	68.0
860.000 Travel & Training	2,300.00	2,300.00	1,235.51	50.00	0.00	1,064.49	53.7
865.000 Vehicle Allowance	2,400.00	2,400.00	1,800.00	200.00	0.00	600.00	75.0
870.000 Memberships & Dues	400.00	400.00	0.00	0.00	0.00	400.00	0.0
900.000 Printing & Publishing	200.00	200.00	0.00	0.00	0.00	200.00	0.0
COMMUNITY DEVELOPMENT OFFICE	148,598.00	148,598.00	117,583.84	11,990.93	0.00	31,014.16	79.1

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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 751 PARKS & RECREATION							
702.000 Salaries	86,611.00	86,611.00	60,437.60	6,501.85	0.00	26,173.40	69.8
704.000 Overtime	7,960.00	7,960.00	12,352.85	393.66	0.00	-4,392.85	155.2
706.000 Part-Time	47,190.00	47,190.00	31,789.45	0.00	0.00	15,400.55	67.4
708.000 Holiday/Vacation/Sick Sellback	500.00	500.00	3,839.46	0.00	0.00	-3,339.46	767.9
712.001 Costs - Social Security	8,820.00	8,820.00	6,889.57	404.45	0.00	1,930.43	78.1
712.002 Costs - Medicare	2,063.00	2,063.00	1,611.37	94.60	0.00	451.63	78.1
712.007 Costs - SUTA	1,907.00	1,907.00	1,056.62	43.40	0.00	850.38	55.4
712.009 Costs - Workers Compensation	3,998.00	3,998.00	3,654.71	197.66	0.00	343.29	91.4
712.010 Costs - Blue Cross Insurance	19,096.00	19,096.00	15,154.17	1,800.99	0.00	3,941.83	79.4
712.011 Costs - Life Insurance	302.00	302.00	261.45	25.20	0.00	40.55	86.6
712.013 Costs - HSA Contribution	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00	100.0
712.014 Costs - Dental Insurance	1,439.00	1,439.00	1,123.34	131.01	0.00	315.66	78.1
712.015 Costs - Vision / Ancillary	708.00	708.00	575.25	59.00	0.00	132.75	81.3
715.000 Uniform & Cleaning Allowance	1,031.00	1,031.00	557.02	0.00	0.00	473.98	54.0
728.000 SUPPLIES - Operating	10,800.00	10,800.00	8,697.36	931.02	0.00	2,102.64	80.5
770.000 Vehicle Gas	6,000.00	6,000.00	6,808.74	238.04	0.00	-808.74	113.5
801.000 Professional Services	500.00	500.00	0.00	0.00	0.00	500.00	0.0
831.000 Contractual Repairs & Maint.	22,500.00	22,500.00	23,254.12	412.23	0.00	-754.12	103.4
860.000 Travel & Training	500.00	500.00	650.00	0.00	0.00	-150.00	130.0
870.000 Memberships & Dues	250.00	250.00	0.00	0.00	0.00	250.00	0.0
874.000 Retire. Costs - Blue Cross	0.00	0.00	863.01	250.00	0.00	-863.01	0.0
900.000 Printing & Publishing	500.00	500.00	113.55	113.55	0.00	386.45	22.7
920.000 Gas	1,000.00	1,000.00	671.98	0.00	0.00	328.02	67.2
922.000 Water	13,000.00	13,000.00	11,645.04	475.28	0.00	1,354.96	89.6
925.000 Electric	20,000.00	20,000.00	16,858.42	734.74	0.00	3,141.58	84.3
930.000 Repairs & Maintenance	48,000.00	48,000.00	37,188.05	726.93	0.00	10,811.95	77.5
957.000 Motor Pool	37,080.00	37,080.00	27,810.00	3,090.00	0.00	9,270.00	75.0
PARKS & RECREATION	347,755.00	347,755.00	279,863.13	16,623.61	0.00	67,891.87	80.5

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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 801 APPROPRIATIONS							
890.000 Alternatives for Area Youth	13,000.00	13,000.00	13,000.00	0.00	0.00	0.00	100.0
891.001 2-1-1	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.0
892.000 Alliance for Economic Success	46,518.00	46,518.00	34,888.50	0.00	0.00	11,629.50	75.0
893.000 Junior Baseball	3,500.00	3,500.00	3,500.00	0.00	0.00	0.00	100.0
893.500 MAPS Paine Pool	40,000.00	40,000.00	30,000.00	0.00	0.00	10,000.00	75.0
894.000 Manistee Recreation Assoc.	28,500.00	28,500.00	21,375.00	0.00	0.00	7,125.00	75.0
894.500 Manistee Saints	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00	100.0
895.000 Man. Co. Historical Museum	10,500.00	10,500.00	10,500.00	0.00	0.00	0.00	100.0
896.000 PEG Studio	25,500.00	25,500.00	25,500.00	0.00	0.00	0.00	100.0
899.000 Veteran's Memorial Day	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
APPROPRIATIONS	177,518.00	177,518.00	147,763.50	0.00	0.00	29,754.50	83.2

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Expenditures	6,129,368.00	6,129,368.00	4,852,922.01	350,291.21	0.00	1,276,445.99	79.2
Net Effect for GENERAL FUND	-60,746.00	-60,746.00	228,199.29	-223,378.02	0.00	-288,945.29	-375.7
Change in Fund Balance:			228,199.29				
Grand Total Net Effect:	-60,746.00	-60,746.00	228,199.29	-223,378.02	0.00	-288,945.29	

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 202 - MAJOR STREET FUND							
Revenues							
Dept: 000							
539.000 State Grant Revenue	5,839.00	5,839.00	26,875.17	0.00	0.00	-21,036.17	460.3
576.000 Act 51 Revenue	385,000.00	385,000.00	237,744.28	31,654.83	0.00	147,255.72	61.8
626.000 Charge for Service	185,000.00	185,000.00	100,000.40	0.00	0.00	84,999.60	54.1
641.000 Snow Removal	0.00	0.00	16,235.85	16,235.85	0.00	-16,235.85	0.0
664.000 Interest Income	100.00	100.00	264.72	37.34	0.00	-164.72	264.7
676.000 Reimbursement	0.00	0.00	26,825.44	0.00	0.00	-26,825.44	0.0
699.000 Transfers In	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
Dept: 000	585,939.00	585,939.00	407,945.86	47,928.02	0.00	177,993.14	69.6
Revenues	585,939.00	585,939.00	407,945.86	47,928.02	0.00	177,993.14	69.6
Expenditures							
Dept: 000							
728.000 SUPPLIES - Operating	500.00	500.00	0.00	0.00	0.00	500.00	0.0
935.000 Traffic Services	12,000.00	12,000.00	5,403.16	4,529.29	0.00	6,596.84	45.0
936.000 Preservation Streets	150,000.00	150,000.00	144,622.91	9,112.33	0.00	5,377.09	96.4
937.000 Routine Maintenance Bridges	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
938.000 Winter Maintenance Streets	177,000.00	177,000.00	100,917.09	8,083.33	0.00	76,082.91	57.0
999.000 Transfers Out	191,369.00	191,369.00	172,836.70	0.00	0.00	18,532.30	90.3
Dept: 000	535,869.00	535,869.00	423,779.86	21,724.95	0.00	112,089.14	79.1
Expenditures	535,869.00	535,869.00	423,779.86	21,724.95	0.00	112,089.14	79.1
Net Effect for MAJOR STREET FUND	50,070.00	50,070.00	-15,834.00	26,203.07	0.00	65,904.00	-31.6
Change in Fund Balance:			-15,834.00				

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 203 - LOCAL STREET FUND							
Revenues							
Dept: 000							
539.000 State Grant Revenue	5,839.00	5,839.00	26,875.17	0.00	0.00	-21,036.17	460.3
576.000 Act 51 Revenue	138,000.00	138,000.00	82,529.33	10,988.42	0.00	55,470.67	59.8
664.000 Interest Income	80.00	80.00	117.81	7.13	0.00	-37.81	147.3
676.000 Reimbursement	140,000.00	140,000.00	0.00	0.00	0.00	140,000.00	0.0
699.000 Transfers In	368,369.00	451,369.00	422,836.70	0.00	0.00	28,532.30	93.7
Dept: 000	652,288.00	735,288.00	532,359.01	10,995.55	0.00	202,928.99	72.4
Revenues	652,288.00	735,288.00	532,359.01	10,995.55	0.00	202,928.99	72.4
Expenditures							
Dept: 000							
728.000 SUPPLIES - Operating	500.00	500.00	304.80	0.00	0.00	195.20	61.0
935.000 Traffic Services	5,000.00	5,000.00	536.28	536.28	0.00	4,463.72	10.7
936.000 Preservation Streets	482,800.00	482,800.00	436,910.16	3,916.67	0.00	45,889.84	90.5
938.000 Winter Maintenance Streets	77,500.00	77,500.00	36,508.74	2,833.33	0.00	40,991.26	47.1
999.000 Transfers Out	81,369.00	81,369.00	62,836.70	0.00	0.00	18,532.30	77.2
Dept: 000	647,169.00	647,169.00	537,096.68	7,286.28	0.00	110,072.32	83.0
Expenditures	647,169.00	647,169.00	537,096.68	7,286.28	0.00	110,072.32	83.0
Net Effect for LOCAL STREET FUND	5,119.00	88,119.00	-4,737.67	3,709.27	0.00	92,856.67	-5.4
Change in Fund Balance:			-4,737.67				

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 204 - STREET IMPROVEMENT FUND							
Revenues							
Dept: 000							
495.000 ROW Fee	23,500.00	23,500.00	0.00	0.00	0.00	23,500.00	0.0
664.000 Interest Income	360.00	360.00	213.51	3.35	0.00	146.49	59.3
672.000 Special Assessment Revenue	1,500.00	1,500.00	1,471.45	0.00	0.00	28.55	98.1
676.000 Reimbursement	7,143.00	7,143.00	0.00	0.00	0.00	7,143.00	0.0
699.000 Transfers In	83,000.00	83,000.00	0.00	0.00	0.00	83,000.00	0.0
Dept: 000	115,503.00	115,503.00	1,684.96	3.35	0.00	113,818.04	1.5
Revenues	115,503.00	115,503.00	1,684.96	3.35	0.00	113,818.04	1.5
Expenditures							
Dept: 000							
801.000 Professional Services	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
984.000 Capital Outlay - Trees	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
999.000 Transfers Out	103,000.00	103,000.00	0.00	0.00	0.00	103,000.00	0.0
Dept: 000	115,500.00	115,500.00	0.00	0.00	0.00	115,500.00	0.0
Expenditures	115,500.00	115,500.00	0.00	0.00	0.00	115,500.00	0.0
Net Effect for STREET IMPROVEMENT FUND	3.00	3.00	1,684.96	3.35	0.00	-1,681.96	165.3
Change in Fund Balance:			1,684.96				

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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 226 - CITY REFUSE FUND							
Revenues							
Dept: 000							
402.000 Real & Personal Property Tax	197,300.00	197,300.00	195,188.81	882.79	0.00	2,111.19	98.9
411.000 Delinq Real Property Tax	10,380.00	10,380.00	136.71	0.00	0.00	10,243.29	1.3
420.000 Delinq Personal Property Tax	200.00	200.00	320.69	0.00	0.00	-120.69	160.3
626.000 Charge for Service	233,200.00	233,200.00	175,777.60	19,547.55	0.00	57,422.40	75.4
643.000 Yard Bags	12,250.00	12,250.00	5,108.00	668.00	0.00	7,142.00	41.7
644.000 Trash Bags	1,000.00	1,000.00	839.50	19.25	0.00	160.50	84.0
664.000 Interest Income	150.00	150.00	52.25	6.94	0.00	97.75	34.8
671.000 Other Revenue	0.00	0.00	1.00	0.00	0.00	-1.00	0.0
Dept: 000	454,480.00	454,480.00	377,424.56	21,124.53	0.00	77,055.44	83.0
Revenues	454,480.00	454,480.00	377,424.56	21,124.53	0.00	77,055.44	83.0
Expenditures							
Dept: 000							
728.000 SUPPLIES - Operating	2,500.00	2,500.00	2,419.92	2,181.60	0.00	80.08	96.8
755.000 Yard Bags	15,000.00	15,000.00	4,612.80	0.00	0.00	10,387.20	30.8
820.000 Administration	31,814.00	31,814.00	23,860.50	0.00	0.00	7,953.50	75.0
826.000 Refuse Contract Fees	331,593.00	331,593.00	201,151.35	0.00	0.00	130,441.65	60.7
827.000 Municipal Refuse Fees	24,000.00	24,000.00	15,395.93	2,322.16	0.00	8,604.07	64.1
828.000 Trash Haul Contract Fees	26,000.00	26,000.00	0.00	0.00	0.00	26,000.00	0.0
829.000 Trash Haul City	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0.0
829.001 Yard Waste Contract Fees	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
829.002 Yard Waste City	36,000.00	36,000.00	27,000.00	3,000.00	0.00	9,000.00	75.0
970.000 Capital Outlay - under \$5,000	0.00	0.00	12,683.61	0.00	0.00	-12,683.61	0.0
Dept: 000	492,907.00	492,907.00	287,124.11	7,503.76	0.00	205,782.89	58.3
Expenditures	492,907.00	492,907.00	287,124.11	7,503.76	0.00	205,782.89	58.3
Net Effect for CITY REFUSE FUND	-38,427.00	-38,427.00	90,300.45	13,620.77	0.00	-128,727.45	-235.0
Change in Fund Balance:			90,300.45				

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO							
Revenues							
Dept: 000							
402.000 Real & Personal Property Tax	0.00	0.00	339.26	339.26	0.00	-339.26	0.0
Dept: 000	0.00	0.00	339.26	339.26	0.00	-339.26	0.0
Revenues	0.00	0.00	339.26	339.26	0.00	-339.26	0.0
Expenditures							
Dept: 000							
728.000 SUPPLIES - Operating	0.00	0.00	34.70	34.70	0.00	-34.70	0.0
801.000 Professional Services	0.00	0.00	11,189.00	807.50	0.00	-11,189.00	0.0
Dept: 000	0.00	0.00	11,223.70	842.20	0.00	-11,223.70	0.0
Expenditures	0.00	0.00	11,223.70	842.20	0.00	-11,223.70	0.0
Net Effect for BROWNFIELD REDEVELOPMENT AUTHO	0.00	0.00	-10,884.44	-502.94	0.00	10,884.44	0.0
Change in Fund Balance:			-10,884.44				

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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 245 - OIL & GAS FUND							
Revenues							
Dept: 000							
664.000 Interest Income	250,000.00	250,000.00	161,167.16	51,170.97	0.00	88,832.84	64.5
665.001 Unrealized Gain\Losson Investm	275,000.00	275,000.00	-278,057.71	138,335.25	0.00	553,057.71	-101.1
666.000 Oil Royalties	80,000.00	80,000.00	26,386.47	3,428.74	0.00	53,613.53	33.0
Dept: 000	605,000.00	605,000.00	-90,504.08	192,934.96	0.00	695,504.08	-15.0
Revenues	605,000.00	605,000.00	-90,504.08	192,934.96	0.00	695,504.08	-15.0
Expenditures							
Dept: 000							
728.000 SUPPLIES - Operating	200.00	200.00	0.00	0.00	0.00	200.00	0.0
801.000 Professional Services	52,000.00	52,000.00	38,115.52	12,544.44	0.00	13,884.48	73.3
999.000 Transfers Out	457,680.00	457,680.00	457,680.00	0.00	0.00	0.00	100.0
Dept: 000	509,880.00	509,880.00	495,795.52	12,544.44	0.00	14,084.48	97.2
Expenditures	509,880.00	509,880.00	495,795.52	12,544.44	0.00	14,084.48	97.2
Net Effect for OIL & GAS FUND	95,120.00	95,120.00	-586,299.60	180,390.52	0.00	681,419.60	-616.4
Change in Fund Balance:			-586,299.60				
Grand Total Net Effect:	111,885.00	194,885.00	-525,770.30	223,424.04	0.00	720,655.30	

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 275 - GRANT MANAGEMENT FUND							
Revenues							
Dept: 000							
501.000 Federal Grant	48,000.00	48,000.00	47,620.00	13,260.00	0.00	380.00	99.2
570.000 Local Grants	0.00	0.00	20,000.00	0.00	0.00	-20,000.00	0.0
570.066 2015 Cycle 1 -Fire Heart Monit	0.00	0.00	15,000.00	0.00	0.00	-15,000.00	0.0
570.067 2015 Cycle 1 - Police Vests	0.00	0.00	3,000.00	0.00	0.00	-3,000.00	0.0
570.068 2015 Cycle 2 AEDs	0.00	0.00	8,214.00	0.00	0.00	-8,214.00	0.0
674.000 Contributions\Donations	0.00	0.00	3,000.00	0.00	0.00	-3,000.00	0.0
Dept: 000	48,000.00	48,000.00	96,834.00	13,260.00	0.00	-48,834.00	201.7
Revenues	48,000.00	48,000.00	96,834.00	13,260.00	0.00	-48,834.00	201.7
Expenditures							
Dept: 901 LOCAL REVENUE SHARING GRANTS							
965.052 2012 Cycle 1 Playground Equip	0.00	0.00	25,000.00	0.00	0.00	-25,000.00	0.0
965.065 2014 Cycle 2 - Police Video	0.00	0.00	66.65	0.00	0.00	-66.65	0.0
965.066 2015 Cycle 1 - Fire Heart Moni	0.00	0.00	15,000.00	0.00	0.00	-15,000.00	0.0
965.067 2015 Cycle 1 - Police Vests	0.00	0.00	2,541.90	0.00	0.00	-2,541.90	0.0
965.068 2015 Cycle 2 AEDs	0.00	0.00	8,134.00	0.00	0.00	-8,134.00	0.0
LOCAL REVENUE SHARING GRANTS	0.00	0.00	50,742.55	0.00	0.00	-50,742.55	0.0
Dept: 902 OTHER GRANTS							
970.002 Rotary Park	93,000.00	93,000.00	70,417.71	250.00	0.00	22,582.29	75.7
970.004 FEMA Grant - Fire Exhaust Rmvl	0.00	0.00	34,360.00	0.00	0.00	-34,360.00	0.0
OTHER GRANTS	93,000.00	93,000.00	104,777.71	250.00	0.00	-11,777.71	112.7
Expenditures	93,000.00	93,000.00	155,520.26	250.00	0.00	-62,520.26	167.2
Net Effect for GRANT MANAGEMENT FUND	-45,000.00	-45,000.00	-58,686.26	13,010.00	0.00	13,686.26	130.4
Change in Fund Balance:			-58,686.26				

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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 290 - PEG COMMISSION							
Revenues							
Dept: 000							
570.000 Local Grants	34,300.00	34,300.00	27,400.00	0.00	0.00	6,900.00	79.9
578.000 Cable Grant	6,600.00	6,600.00	2,829.70	0.00	0.00	3,770.30	42.9
664.000 Interest Income	0.00	0.00	2.13	0.23	0.00	-2.13	0.0
Dept: 000	40,900.00	40,900.00	30,231.83	0.23	0.00	10,668.17	73.9
Revenues	40,900.00	40,900.00	30,231.83	0.23	0.00	10,668.17	73.9
Expenditures							
Dept: 000							
728.000 SUPPLIES - Operating	1,339.00	1,339.00	1,689.88	117.75	0.00	-350.88	126.2
801.000 Professional Services	38,000.00	38,000.00	28,500.03	3,166.67	0.00	9,499.97	75.0
870.000 Memberships & Dues	275.00	275.00	0.00	0.00	0.00	275.00	0.0
930.000 Repairs & Maintenance	200.00	200.00	170.14	0.00	0.00	29.86	85.1
970.000 Capital Outlay - under \$5,000	1,086.00	1,086.00	0.00	0.00	0.00	1,086.00	0.0
Dept: 000	40,900.00	40,900.00	30,360.05	3,284.42	0.00	10,539.95	74.2
Expenditures	40,900.00	40,900.00	30,360.05	3,284.42	0.00	10,539.95	74.2
Net Effect for PEG COMMISSION	0.00	0.00	-128.22	-3,284.19	0.00	128.22	0.0
Change in Fund Balance:			-128.22				

**REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 296 - RAMSDELL THEATRE							
Revenues							
Dept: 000							
652.000 Sales - Movies/Opera	6,653.00	6,653.00	0.00	0.00	0.00	6,653.00	0.0
653.000 Sales - Performances	31,875.00	31,875.00	22,758.50	5,136.35	0.00	9,116.50	71.4
664.000 Interest Income	50.00	50.00	15.50	3.17	0.00	34.50	31.0
667.000 Rental Income	22,440.00	22,440.00	13,979.74	1,225.55	0.00	8,460.26	62.3
667.001 Rental Income - Ballroom	27,000.00	27,000.00	14,487.50	0.00	0.00	12,512.50	53.7
667.002 Rental Income - Theatre	4,700.00	4,700.00	3,800.00	500.00	0.00	900.00	80.9
667.003 Rental Income - Hardy Hall	1,600.00	1,600.00	1,050.00	87.50	0.00	550.00	65.6
671.000 Other Revenue	0.00	0.00	2,000.00	0.00	0.00	-2,000.00	0.0
674.000 Contributions/Donations	10,000.00	10,000.00	40.00	0.00	0.00	9,960.00	0.4
699.000 Transfers In	268,830.00	268,830.00	228,859.94	0.00	0.00	39,970.06	85.1
Dept: 000	373,148.00	373,148.00	286,991.18	6,952.57	0.00	86,156.82	76.9
Revenues	373,148.00	373,148.00	286,991.18	6,952.57	0.00	86,156.82	76.9
Expenditures							
Dept: 000							
702.000 Salaries	47,777.00	47,777.00	33,858.79	3,675.14	0.00	13,918.21	70.9
706.000 Part-Time	13,580.00	13,580.00	10,910.00	1,095.00	0.00	2,670.00	80.3
712.001 Costs - Social Security	3,804.00	3,804.00	2,906.87	285.27	0.00	897.13	76.4
712.002 Costs - Medicare	890.00	890.00	682.13	66.72	0.00	207.87	76.6
712.005 Costs - MERS Contribution	4,357.00	4,357.00	3,184.21	335.18	0.00	1,172.79	73.1
712.007 Costs - SUTA	137.00	137.00	396.39	72.46	0.00	-259.39	289.3
712.009 Costs - Workers Compensation	2,158.00	2,158.00	454.26	60.87	0.00	1,703.74	21.1
712.010 Costs - Blue Cross Insurance	9,548.00	9,548.00	7,969.49	796.77	0.00	1,578.51	83.5
712.011 Costs - Life Insurance	113.00	113.00	223.04	22.68	0.00	-110.04	197.4
712.013 Costs - HSA Contribution	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.0
712.014 Costs - Dental Insurance	720.00	720.00	582.30	58.23	0.00	137.70	80.9
712.015 Costs - Vision / Ancillary	354.00	354.00	295.00	29.50	0.00	59.00	83.3
728.000 SUPPLIES - Operating	10,000.00	10,000.00	2,920.10	410.27	0.00	7,079.90	29.2
752.000 Ramsdell - Movie / Opera Expen	4,090.00	4,090.00	3,927.69	882.88	0.00	162.31	96.0
753.000 Ramsdell - Performance Expense	28,381.00	28,381.00	19,106.05	694.87	0.00	9,274.95	67.3
801.000 Professional Services	8,500.00	8,500.00	10,333.00	0.00	0.00	-1,833.00	121.6
822.000 Insurance	2,000.00	2,000.00	4,159.67	0.00	0.00	-2,159.67	208.0
831.000 Contractual Repairs & Maint.	18,000.00	18,000.00	6,480.44	191.50	0.00	11,519.56	36.0
850.000 Phone	600.00	600.00	1,577.49	0.00	0.00	-977.49	262.9
860.000 Travel & Training	1,000.00	1,000.00	1,328.08	0.00	0.00	-328.08	132.8
870.000 Memberships & Dues	485.00	485.00	425.00	0.00	0.00	60.00	87.6
892.500 Marketing	5,000.00	5,000.00	3,176.77	360.00	0.00	1,823.23	63.5
900.000 Printing & Publishing	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
901.000 Postage	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
920.000 Gas	14,000.00	14,000.00	8,656.32	0.00	0.00	5,343.68	61.8
922.000 Water	480.00	480.00	380.16	36.69	0.00	99.84	79.2
925.000 Electric	15,000.00	15,000.00	9,820.03	470.80	0.00	5,179.97	65.5
930.000 Repairs & Maintenance	10,000.00	10,000.00	7,400.26	0.00	0.00	2,599.74	74.0
940.000 Rent	0.00	0.00	1,000.00	0.00	0.00	-1,000.00	0.0
970.000 Capital Outlay - under \$5,000	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
Dept: 000	212,974.00	212,974.00	145,153.54	9,544.83	0.00	67,820.46	68.2
Dept: 574 DEBT SERVICE							
998.000 Ramsdell Theatre Roof - Int	3,147.00	3,147.00	2,619.73	0.00	0.00	527.27	83.2
998.002 Ramsdell Theatre HVAC - Intere	36,412.00	36,412.00	36,411.82	0.00	0.00	0.18	100.0
DEBT SERVICE	39,559.00	39,559.00	39,031.55	0.00	0.00	527.45	98.7
Expenditures	252,533.00	252,533.00	184,185.09	9,544.83	0.00	68,347.91	72.9
Net Effect for RAMSDELL THEATRE	120,615.00	120,615.00	102,806.09	-2,592.26	0.00	17,808.91	85.2
Change in Fund Balance:			102,806.09				

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 297 - FRIENDS OF THE RAMSDELL							
Revenues							
Dept: 000							
664.000 Interest Income	0.00	0.00	1.72	0.50	0.00	-1.72	0.0
674.000 Contributions\Donations	0.00	0.00	9,462.53	205.00	0.00	-9,462.53	0.0
Dept: 000	0.00	0.00	9,464.25	205.50	0.00	-9,464.25	0.0
Revenues	0.00	0.00	9,464.25	205.50	0.00	-9,464.25	0.0
Expenditures							
Dept: 000							
728.000 SUPPLIES - Operating	0.00	0.00	267.81	0.00	0.00	-267.81	0.0
801.000 Professional Services	0.00	0.00	70.00	0.00	0.00	-70.00	0.0
Dept: 000	0.00	0.00	337.81	0.00	0.00	-337.81	0.0
Expenditures	0.00	0.00	337.81	0.00	0.00	-337.81	0.0
Net Effect for FRIENDS OF THE RAMSDELL	0.00	0.00	9,126.44	205.50	0.00	-9,126.44	0.0
Change in Fund Balance:			9,126.44				

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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 430 - CAPITAL IMPROVEMENT FUND							
Revenues							
Dept: 000							
664.000 Interest Income	200.00	200.00	17.27	3.23	0.00	182.73	8.6
699.000 Transfers In	457,680.00	457,680.00	457,680.00	0.00	0.00	0.00	100.0
Dept: 000	457,880.00	457,880.00	457,697.27	3.23	0.00	182.73	100.0
Revenues	457,880.00	457,880.00	457,697.27	3.23	0.00	182.73	100.0
Expenditures							
Dept: 000							
970.000 Capital Outlay - under \$5,000	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.0
979.003 Ramsdell - Roof Note	69,880.00	69,880.00	52,409.94	0.00	0.00	17,470.06	75.0
979.004 Ramsdell - HVAC Note	108,950.00	108,950.00	108,950.00	0.00	0.00	0.00	100.0
979.019 Marina Bldg Note Support	40,000.00	40,000.00	40,000.00	0.00	0.00	0.00	100.0
979.020 First St Bond	72,640.00	72,640.00	56,079.36	0.00	0.00	16,560.64	77.2
979.022 5th Ave Beach Improve FY14/15	0.00	0.00	5,794.78	0.00	0.00	-5,794.78	0.0
979.023 Rotary Park Grnt Match FY14/15	0.00	0.00	20,000.00	0.00	0.00	-20,000.00	0.0
979.025 Fire Rear Garage Door FY13/14	0.00	0.00	2,059.76	0.00	0.00	-2,059.76	0.0
979.026 Wayfinding Signs FY 15/16	7,500.00	7,500.00	7,500.00	0.00	0.00	0.00	100.0
979.027 Simunitions FY 15/16	7,500.00	7,500.00	5,943.79	0.00	0.00	1,556.21	79.3
979.028 Heart Monitor FY 15/16	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
999.000 Transfers Out	180,000.00	180,000.00	180,000.00	0.00	0.00	0.00	100.0
Dept: 000	551,470.00	551,470.00	478,737.63	0.00	0.00	72,732.37	86.8
Expenditures	551,470.00	551,470.00	478,737.63	0.00	0.00	72,732.37	86.8
Net Effect for CAPITAL IMPROVEMENT FUND	-93,590.00	-93,590.00	-21,040.36	3.23	0.00	-72,549.64	22.5
Change in Fund Balance:			-21,040.36				

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 490 - RENAISSANCE PARK							
Revenues							
Dept: 000							
664.000 Interest Income	0.00	0.00	0.57	0.12	0.00	-0.57	0.0
699.000 Transfers In	5,616.00	5,616.00	5,616.00	0.00	0.00	0.00	100.0
Dept: 000	5,616.00	5,616.00	5,616.57	0.12	0.00	-0.57	100.0
Revenues	5,616.00	5,616.00	5,616.57	0.12	0.00	-0.57	100.0
Expenditures							
Dept: 000							
992.002 Renaissance Park - Principal	5,616.00	5,616.00	3,743.92	0.00	0.00	1,872.08	66.7
Dept: 000	5,616.00	5,616.00	3,743.92	0.00	0.00	1,872.08	66.7
Expenditures	5,616.00	5,616.00	3,743.92	0.00	0.00	1,872.08	66.7
Net Effect for RENAISSANCE PARK	0.00	0.00	1,872.65	0.12	0.00	-1,872.65	0.0
Change in Fund Balance:			1,872.65				

**REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 508 - BOAT RAMP FUND							
Revenues							
Dept: 000							
642.000 Sales	34,000.00	34,000.00	23,249.00	1,190.00	0.00	10,751.00	68.4
664.000 Interest Income	10.00	10.00	3.98	0.83	0.00	6.02	39.8
Dept: 000	34,010.00	34,010.00	23,252.98	1,190.83	0.00	10,757.02	68.4
Revenues	34,010.00	34,010.00	23,252.98	1,190.83	0.00	10,757.02	68.4
Expenditures							
Dept: 000							
728.000 SUPPLIES - Operating	2,500.00	2,500.00	458.42	147.08	0.00	2,041.58	18.3
801.000 Professional Services	500.00	500.00	0.00	0.00	0.00	500.00	0.0
820.000 Administration	2,381.00	2,381.00	2,381.00	0.00	0.00	0.00	100.0
850.000 Phone	330.00	330.00	849.75	0.00	0.00	-519.75	257.5
892.500 Marketing	500.00	500.00	0.00	0.00	0.00	500.00	0.0
922.000 Water	1,600.00	1,600.00	1,617.84	132.03	0.00	-17.84	101.1
925.000 Electric	3,500.00	3,500.00	2,628.77	135.37	0.00	871.23	75.1
930.000 Repairs & Maintenance	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
960.000 Bank Charges	600.00	600.00	445.85	5.00	0.00	154.15	74.3
970.000 Capital Outlay - under \$5,000	800.00	800.00	0.00	0.00	0.00	800.00	0.0
Dept: 000	13,711.00	13,711.00	8,381.63	419.48	0.00	5,329.37	61.1
Dept: 574 DEBT SERVICE							
998.003 Interest - Internal Loan	1,897.00	1,897.00	1,897.48	0.00	0.00	-0.48	100.0
DEBT SERVICE	1,897.00	1,897.00	1,897.48	0.00	0.00	-0.48	100.0
Expenditures	15,608.00	15,608.00	10,279.11	419.48	0.00	5,328.89	65.9
Net Effect for BOAT RAMP FUND	18,402.00	18,402.00	12,973.87	771.35	0.00	5,428.13	70.5
Change in Fund Balance:			12,973.87				
Grand Total Net Effect:	427.00	427.00	46,924.21	8,113.75	0.00	-46,497.21	

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City of Manistee

For the Period: 7/1/2015 to 3/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 573 - WATER & SEWER UTILITY							
Revenues							
Dept: 000							
539.000 State Grant Revenue	0.00	0.00	153,960.23	17,540.92	0.00	-153,960.23	0.0
608.000 Penalties	36,225.00	36,225.00	32,717.56	3,976.41	0.00	3,507.44	90.3
610.000 Water Ready to Serve	199,099.00	199,099.00	129,905.41	16,187.01	0.00	69,193.59	65.2
611.000 Sewer Ready to Serve	604,240.00	604,240.00	374,851.61	46,786.85	0.00	229,388.39	62.0
612.000 New Service	2,500.00	2,500.00	12,700.00	0.00	0.00	-10,200.00	508.0
626.000 Charge for Service	1,000.00	1,000.00	389.92	0.00	0.00	610.08	39.0
648.000 Water Sales	867,178.00	867,178.00	582,774.14	58,044.28	0.00	284,403.86	67.2
649.000 Sewer Sales	2,056,413.00	2,056,413.00	1,423,107.04	155,505.08	0.00	633,305.96	69.2
650.000 Meter Sales	3,500.00	3,500.00	3,301.00	61.00	0.00	199.00	94.3
664.000 Interest Income	1,500.00	1,500.00	5,447.92	1,019.62	0.00	-3,947.92	363.2
667.000 Rental Income	69,922.00	69,922.00	86,300.69	3,041.76	0.00	-16,378.69	123.4
669.000 Hydrant & Tunnel Rental	21,600.00	21,600.00	16,200.00	0.00	0.00	5,400.00	75.0
671.000 Other Revenue	3,500.00	3,500.00	7,690.67	405.00	0.00	-4,190.67	219.7
676.000 Reimbursement	0.00	0.00	25,754.61	5,076.38	0.00	-25,754.61	0.0
680.000 Capital Cost Recovery	31,924.00	31,924.00	55,986.69	1,987.95	0.00	-24,062.69	175.4
695.000 Insurance Settlement	0.00	0.00	7,536.57	0.00	0.00	-7,536.57	0.0
699.000 Transfers In	457,680.00	457,680.00	457,680.00	0.00	0.00	0.00	100.0
Dept: 000	4,356,281.00	4,356,281.00	3,376,304.06	309,632.26	0.00	979,976.94	77.5

REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 573 - WATER & SEWER UTILITY							
Revenues							
Revenues	4,356,281.00	4,356,281.00	3,376,304.06	309,632.26	0.00	979,976.94	77.5
Expenditures							
Dept: 100 GENERAL							
961.000 Utility Ownership Fee	170,931.00	170,931.00	128,198.25	14,244.25	0.00	42,732.75	75.0
999.000 Transfers Out	457,680.00	732,706.00	670,006.44	0.00	0.00	62,699.56	91.4
GENERAL	628,611.00	903,637.00	798,204.69	14,244.25	0.00	105,432.31	88.3

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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 573 - WATER & SEWER UTILITY							
Expenditures							
Dept: 541 ADMINISTRATION							
702.000 Salaries	68,625.00	68,625.00	63,422.45	8,449.50	0.00	5,202.55	92.4
704.000 Overtime	1,200.00	1,200.00	362.16	0.00	0.00	837.84	30.2
712.001 Costs - Social Security	4,576.00	4,576.00	3,987.81	489.66	0.00	588.19	87.1
712.002 Costs - Medicare	1,070.00	1,070.00	937.99	114.52	0.00	132.01	87.7
712.005 Costs - MERS Contribution	3,984.00	3,984.00	5,922.68	770.60	0.00	-1,938.68	148.7
712.007 Costs - SUTA	274.00	274.00	604.80	66.43	0.00	-330.80	220.7
712.009 Costs - Workers Compensation	1,055.00	1,055.00	938.40	135.70	0.00	116.60	88.9
712.010 Costs - Blue Cross Insurance	15,569.00	15,569.00	15,577.11	1,800.99	0.00	-8.11	100.1
712.011 Costs - Life Insurance	265.00	265.00	192.91	22.05	0.00	72.09	72.8
712.013 Costs - HSA Contribution	4,500.00	4,500.00	5,250.00	0.00	0.00	-750.00	116.7
712.014 Costs - Dental Insurance	1,170.00	1,170.00	1,164.57	131.01	0.00	5.43	99.5
712.015 Costs - Vision / Ancillary	531.00	531.00	472.00	59.00	0.00	59.00	88.9
728.000 SUPPLIES - Operating	10,900.00	10,900.00	6,171.25	461.70	0.00	4,728.75	56.6
735.000 Periodicals & Publications	150.00	150.00	0.00	0.00	0.00	150.00	0.0
801.000 Professional Services	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
802.000 Attorney	0.00	0.00	4,023.00	0.00	0.00	-4,023.00	0.0
820.000 Administration	320,496.00	320,496.00	240,372.00	26,708.00	0.00	80,124.00	75.0
831.000 Contractual Repairs & Maint.	4,300.00	4,300.00	636.23	122.43	0.00	3,663.77	14.8
850.000 Phone	8,000.00	8,000.00	18,383.72	0.00	0.00	-10,383.72	229.8
860.000 Travel & Training	3,000.00	3,000.00	47.50	47.50	0.00	2,952.50	1.6
870.000 Memberships & Dues	300.00	300.00	0.00	0.00	0.00	300.00	0.0
900.000 Printing & Publishing	6,000.00	6,000.00	1,456.72	0.00	0.00	4,543.28	24.3
960.000 Bank Charges	8,000.00	8,000.00	6,965.01	598.36	0.00	1,034.99	87.1
970.000 Capital Outlay - under \$5,000	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
ADMINISTRATION	469,965.00	469,965.00	376,888.31	39,977.45	0.00	93,076.69	80.2

**REVENUE/EXPENDITURE REPORT
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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 573 - WATER & SEWER UTILITY							
Expenditures							
Dept: 542 WATER OPERATION							
702.000 Salaries	131,560.00	131,560.00	86,000.65	9,804.80	0.00	45,559.35	65.4
704.000 Overtime	22,242.00	22,242.00	18,656.21	2,169.39	0.00	3,585.79	83.9
708.000 Holiday/Vacation/Sick Sellback	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
712.001 Costs - Social Security	8,602.00	8,602.00	6,322.03	691.18	0.00	2,279.97	73.5
712.002 Costs - Medicare	2,012.00	2,012.00	1,481.07	161.65	0.00	530.93	73.6
712.005 Costs - MERS Contribution	0.00	0.00	3,170.17	342.48	0.00	-3,170.17	0.0
712.007 Costs - SUTA	410.00	410.00	842.38	107.94	0.00	-432.38	205.5
712.009 Costs - Workers Compensation	4,859.00	4,859.00	4,059.87	429.37	0.00	799.13	83.6
712.010 Costs - Blue Cross Insurance	25,515.00	25,515.00	29,845.56	3,012.66	0.00	-4,330.56	117.0
712.011 Costs - Life Insurance	454.00	454.00	365.40	37.80	0.00	88.60	80.5
712.013 Costs - HSA Contribution	7,500.00	7,500.00	8,500.00	0.00	0.00	-1,000.00	113.3
712.014 Costs - Dental Insurance	1,739.00	1,739.00	2,168.85	218.34	0.00	-429.85	124.7
712.015 Costs - Vision / Ancillary	1,062.00	1,062.00	855.50	88.50	0.00	206.50	80.6
715.000 Uniform & Cleaning Allowance	1,455.00	1,455.00	2,092.98	300.45	0.00	-637.98	143.8
728.000 SUPPLIES - Operating	3,750.00	3,750.00	4,611.29	452.91	0.00	-861.29	123.0
745.000 Chemicals	35,500.00	35,500.00	12,844.30	0.00	0.00	22,655.70	36.2
750.000 Meters	45,000.00	45,000.00	12,719.74	1,222.89	0.00	32,280.26	28.3
770.000 Vehicle Gas	7,500.00	7,500.00	4,279.82	327.17	0.00	3,220.18	57.1
801.000 Professional Services	28,000.00	28,000.00	8,175.69	0.00	0.00	19,824.31	29.2
822.000 Insurance	3,500.00	3,500.00	5,230.92	0.00	0.00	-1,730.92	149.5
824.000 Lab Testing	9,000.00	9,000.00	6,803.32	747.09	0.00	2,196.68	75.6
831.000 Contractual Repairs & Maint.	57,000.00	57,000.00	22,001.69	3,990.87	0.00	34,998.31	38.6
860.000 Travel & Training	2,500.00	2,500.00	1,542.40	362.95	0.00	957.60	61.7
870.000 Memberships & Dues	525.00	525.00	479.25	0.00	0.00	45.75	91.3
925.000 Electric	70,000.00	70,000.00	53,319.90	408.28	0.00	16,680.10	76.2
930.000 Repairs & Maintenance	58,900.00	58,900.00	126,056.83	2,809.50	0.00	-67,156.83	214.0
957.000 Motor Pool	36,050.00	36,050.00	27,037.53	3,004.17	0.00	9,012.47	75.0
970.000 Capital Outlay - under \$5,000	20,800.00	20,800.00	20,926.55	0.00	0.00	-126.55	100.6
WATER OPERATION	587,435.00	587,435.00	470,389.90	30,690.39	0.00	117,045.10	80.1

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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 573 - WATER & SEWER UTILITY							
Expenditures							
Dept: 543 SEWER - WWTP							
702.000 Salaries	175,365.00	175,365.00	93,038.82	9,148.24	0.00	82,326.18	53.1
704.000 Overtime	12,602.00	12,602.00	13,953.24	208.91	0.00	-1,351.24	110.7
708.000 Holiday/Vacation/Sick Sellback	2,000.00	2,000.00	1,843.47	0.00	0.00	156.53	92.2
712.001 Costs - Social Security	11,493.00	11,493.00	6,726.58	556.40	0.00	4,766.42	58.5
712.002 Costs - Medicare	2,688.00	2,688.00	1,574.10	130.13	0.00	1,113.90	58.6
712.005 Costs - MERS Contribution	0.00	0.00	595.90	137.84	0.00	-595.90	0.0
712.007 Costs - SUTA	547.00	547.00	746.30	158.80	0.00	-199.30	136.4
712.009 Costs - Workers Compensation	4,250.00	4,250.00	2,719.55	234.40	0.00	1,530.45	64.0
712.010 Costs - Blue Cross Insurance	31,934.00	31,934.00	17,234.80	1,498.86	0.00	14,699.20	54.0
712.011 Costs - Life Insurance	605.00	605.00	403.20	37.80	0.00	201.80	66.6
712.013 Costs - HSA Contribution	9,000.00	9,000.00	6,000.00	0.00	0.00	3,000.00	66.7
712.014 Costs - Dental Insurance	2,399.00	2,399.00	1,249.38	109.17	0.00	1,149.62	52.1
712.015 Costs - Vision / Ancillary	1,416.00	1,416.00	885.00	88.50	0.00	531.00	62.5
715.000 Uniform & Cleaning Allowance	3,728.00	3,728.00	2,192.10	172.62	0.00	1,535.90	58.8
728.000 SUPPLIES - Operating	25,040.00	25,040.00	25,493.30	4,988.90	0.00	-453.30	101.8
745.000 Chemicals	30,000.00	30,000.00	17,979.91	0.00	0.00	12,020.09	59.9
770.000 Vehicle Gas	4,250.00	4,250.00	1,965.23	213.21	0.00	2,284.77	46.2
801.000 Professional Services	24,500.00	24,500.00	25,814.52	375.00	0.00	-1,314.52	105.4
822.000 Insurance	20,000.00	20,000.00	23,088.42	0.00	0.00	-3,088.42	115.4
824.000 Lab Testing	10,900.00	10,900.00	3,905.85	450.00	0.00	6,994.15	35.8
831.000 Contractual Repairs & Maint.	73,000.00	73,000.00	30,649.43	8,299.83	0.00	42,350.57	42.0
860.000 Travel & Training	4,000.00	4,000.00	1,265.20	354.20	0.00	2,734.80	31.6
870.000 Memberships & Dues	600.00	600.00	398.00	0.00	0.00	202.00	66.3
874.000 Retire. Costs - Blue Cross	0.00	0.00	125.00	125.00	0.00	-125.00	0.0
920.000 Gas	21,000.00	21,000.00	12,518.96	0.00	0.00	8,481.04	59.6
925.000 Electric	117,000.00	117,000.00	101,566.39	1,113.42	0.00	15,433.61	86.8
930.000 Repairs & Maintenance	86,500.00	86,500.00	41,959.80	395.73	0.00	44,540.20	48.5
957.000 Motor Pool	36,050.00	36,050.00	27,037.53	3,004.17	0.00	9,012.47	75.0
SEWER - WWTP	710,867.00	710,867.00	462,929.98	31,801.13	0.00	247,937.02	65.1

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City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 573 - WATER & SEWER UTILITY							
Expenditures							
Dept: 544 SEWER COLLECTION (STREETS)							
702.000 Salaries	41,746.00	41,746.00	36,085.74	4,854.41	0.00	5,660.26	86.4
704.000 Overtime	1,750.00	1,750.00	3,676.77	567.72	0.00	-1,926.77	210.1
708.000 Holiday/Vacation/Sick Sellback	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
712.001 Costs - Social Security	2,890.00	2,890.00	2,380.74	318.77	0.00	509.26	82.4
712.002 Costs - Medicare	676.00	676.00	556.80	74.55	0.00	119.20	82.4
712.007 Costs - SUTA	137.00	137.00	429.65	84.17	0.00	-292.65	313.6
712.009 Costs - Workers Compensation	1,544.00	1,544.00	1,489.12	122.56	0.00	54.88	96.4
712.010 Costs - Blue Cross Insurance	12,041.00	12,041.00	10,697.60	1,004.22	0.00	1,343.40	88.8
712.011 Costs - Life Insurance	151.00	151.00	151.20	12.60	0.00	-0.20	100.1
712.013 Costs - HSA Contribution	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.0
712.014 Costs - Dental Insurance	900.00	900.00	776.32	72.78	0.00	123.68	86.3
712.015 Costs - Vision / Ancillary	354.00	354.00	354.00	29.50	0.00	0.00	100.0
715.000 Uniform & Cleaning Allowance	2,366.00	2,366.00	804.25	131.53	0.00	1,561.75	34.0
728.000 SUPPLIES - Operating	5,000.00	5,000.00	1,319.62	144.38	0.00	3,680.38	26.4
745.000 Chemicals	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
801.000 Professional Services	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.0
831.000 Contractual Repairs & Maint.	15,300.00	15,300.00	0.00	0.00	0.00	15,300.00	0.0
860.000 Travel & Training	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
930.000 Repairs & Maintenance	18,000.00	18,000.00	8,297.78	2,447.17	0.00	9,702.22	46.1
957.000 Motor Pool	36,050.00	36,050.00	27,037.44	3,004.16	0.00	9,012.56	75.0
970.000 Capital Outlay - under \$5,000	4,800.00	4,800.00	400.00	0.00	0.00	4,400.00	8.3
SEWER COLLECTION (STREETS)	188,205.00	188,205.00	97,457.03	12,868.52	0.00	90,747.97	51.8

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Fund: 573 - WATER & SEWER UTILITY							
Expenditures							
Dept: 574 DEBT SERVICE							
960.000 Bank Charges	1,500.00	1,500.00	1,552.50	0.00	0.00	-52.50	103.5
995.003 1997 B SRF Bond Interest	1,463.00	1,463.00	1,462.50	0.00	0.00	0.50	100.0
995.005 1998 B SRF Bond Interest	12,488.00	12,488.00	12,487.50	0.00	0.00	0.50	100.0
995.007 1999 B SRF Bond Interest	18,688.00	18,688.00	18,687.50	0.00	0.00	0.50	100.0
995.008 2005 W/S Refunding Interest	133,283.00	133,283.00	71,791.25	0.00	0.00	61,491.75	53.9
995.009 2006 SRF Bond Interest	28,393.00	28,393.00	28,393.14	0.00	0.00	-0.14	100.0
995.010 2010 SRF Bond Interest	13,402.00	13,402.00	13,401.88	0.00	0.00	0.12	100.0
995.011 2010 DWRf Bond Interest	9,375.00	9,375.00	9,375.00	0.00	0.00	0.00	100.0
995.012 2010 Capital Imp Bond Interest	127,588.00	0.00	0.00	0.00	0.00	0.00	0.0
995.013 2011 SRF Bond Interest	27,769.00	27,769.00	27,769.36	0.00	0.00	-0.36	100.0
995.014 2011 DWRf Bond Interest	9,314.00	9,314.00	9,313.88	0.00	0.00	0.12	100.0
995.015 2015 W/S Revenue Bond - Int	86,250.00	86,250.00	43,375.00	0.00	0.00	42,875.00	50.3
DEBT SERVICE	469,513.00	341,925.00	237,609.51	0.00	0.00	104,315.49	69.5

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Fund: 573 - WATER & SEWER UTILITY							
Expenditures							
Dept: 902 OTHER GRANTS							
988.000 SAW Grant Expense	0.00	0.00	55,148.86	18,217.62	0.00	-55,148.86	0.0
OTHER GRANTS	0.00	0.00	55,148.86	18,217.62	0.00	-55,148.86	0.0

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Fund: 573 - WATER & SEWER UTILITY							
Expenditures							
Dept: 903 CAPITAL OUTLAY - over \$5,000							
987.001 2015 Maywood Tank Painting	0.00	0.00	164,039.80	0.00	0.00	-164,039.80	0.0
987.002 2015 RenPk PS Generator	0.00	0.00	6,600.00	0.00	0.00	-6,600.00	0.0
987.003 2015 Industrial Park PS Upgrad	0.00	0.00	152,342.43	1,595.07	0.00	-152,342.43	0.0
987.004 2015 Sweetnam PS Upgrades	0.00	0.00	89,188.93	1,245.20	0.00	-89,188.93	0.0
987.005 2015 Return Activated Sludge P	0.00	0.00	5,295.31	0.00	0.00	-5,295.31	0.0
987.006 2015 Riverbank Sewer Line	0.00	0.00	82,951.64	20,857.88	0.00	-82,951.64	0.0
987.007 2015 Sixth Ave Pump Station	0.00	0.00	55,056.71	986.40	0.00	-55,056.71	0.0
987.008 2015 Flow Monitoring	0.00	0.00	15,173.28	0.00	0.00	-15,173.28	0.0
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CAPITAL OUTLAY - over \$5,000	0.00	0.00	570,648.10	24,684.55	0.00	-570,648.10	0.0

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For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 573 - WATER & SEWER UTILITY							
Expenditures							
Expenditures	3,054,596.00	3,202,034.00	3,069,276.38	172,483.91	0.00	132,757.62	95.9
Net Effect for WATER & SEWER UTILITY	1,301,685.00	1,154,247.00	307,027.68	137,148.35	0.00	847,219.32	26.6
Change in Fund Balance:			307,027.68				
Grand Total Net Effect:	1,301,685.00	1,154,247.00	307,027.68	137,148.35	0.00	847,219.32	

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For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 594 - MARINA FUND							
Revenues							
Dept: 000							
642.000 Sales	3,500.00	3,500.00	1,757.50	0.00	0.00	1,742.50	50.2
645.000 Charge for Sales - Fuel	90,900.00	90,900.00	77,317.38	0.00	0.00	13,582.62	85.1
646.000 Charge for Sales - Dockage	75,000.00	75,000.00	44,623.00	329.00	0.00	30,377.00	59.5
664.000 Interest Income	50.00	50.00	3.60	0.33	0.00	46.40	7.2
667.000 Rental Income	2,000.00	2,000.00	1,410.00	160.00	0.00	590.00	70.5
699.000 Transfers In	40,000.00	40,000.00	40,000.00	0.00	0.00	0.00	100.0
Dept: 000	211,450.00	211,450.00	165,111.48	489.33	0.00	46,338.52	78.1
Revenues	211,450.00	211,450.00	165,111.48	489.33	0.00	46,338.52	78.1
Expenditures							
Dept: 000							
704.000 Overtime	500.00	500.00	0.00	0.00	0.00	500.00	0.0
706.000 Part-Time	25,000.00	25,000.00	16,399.93	0.00	0.00	8,600.07	65.6
712.001 Costs - Social Security	1,581.00	1,581.00	1,095.37	0.00	0.00	485.63	69.3
712.002 Costs - Medicare	370.00	370.00	256.18	0.00	0.00	113.82	69.2
712.007 Costs - SUTA	367.00	367.00	-713.49	0.00	0.00	1,080.49	-194.4
712.009 Costs - Workers Compensation	895.00	895.00	733.94	0.00	0.00	161.06	82.0
728.000 SUPPLIES - Operating	7,500.00	7,500.00	2,967.03	0.00	0.00	4,532.97	39.6
730.000 SUPPLIES - Fuel	81,990.00	81,990.00	67,901.45	0.00	0.00	14,088.55	82.8
801.000 Professional Services	500.00	500.00	0.00	0.00	0.00	500.00	0.0
820.000 Administration	10,573.00	10,573.00	7,929.75	0.00	0.00	2,643.25	75.0
822.000 Insurance	1,750.00	1,750.00	1,664.42	0.00	0.00	85.58	95.1
831.000 Contractual Repairs & Maint.	3,500.00	3,500.00	2,458.13	304.40	0.00	1,041.87	70.2
892.500 Marketing	4,000.00	4,000.00	425.00	0.00	0.00	3,575.00	10.6
920.000 Gas	1,400.00	1,400.00	1,788.17	0.00	0.00	-388.17	127.7
922.000 Water	8,000.00	8,000.00	5,118.15	-214.83	0.00	2,881.85	64.0
925.000 Electric	15,000.00	15,000.00	7,115.59	311.67	0.00	7,884.41	47.4
930.000 Repairs & Maintenance	3,000.00	3,000.00	2,127.98	5.96	0.00	872.02	70.9
958.000 Sales Tax	4,000.00	4,000.00	3,411.07	3.63	0.00	588.93	85.3
960.000 Bank Charges	8,500.00	8,500.00	3,971.97	53.58	0.00	4,528.03	46.7
970.000 Capital Outlay - under \$5,000	0.00	0.00	7,601.91	0.00	0.00	-7,601.91	0.0
Dept: 000	178,426.00	178,426.00	132,252.55	464.41	0.00	46,173.45	74.1
Dept: 574 DEBT SERVICE							
998.001 Marina Bldg - Interest	9,581.00	9,581.00	9,566.26	0.00	0.00	14.74	99.8
998.003 Interest - Internal Loan	5,540.00	5,540.00	5,540.24	0.00	0.00	-0.24	100.0
DEBT SERVICE	15,121.00	15,121.00	15,106.50	0.00	0.00	14.50	99.9
Expenditures	193,547.00	193,547.00	147,359.05	464.41	0.00	46,187.95	76.1
Net Effect for MARINA FUND	17,903.00	17,903.00	17,752.43	24.92	0.00	150.57	99.2
Change in Fund Balance:			17,752.43				

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 661 - MOTOR POOL FUND							
Revenues							
Dept: 000							
664.000 Interest Income	0.00	0.00	83.79	19.40	0.00	-83.79	0.0
670.002 Equipment Rental - City Mgr.	0.00	0.00	6,952.50	772.50	0.00	-6,952.50	0.0
670.003 Equipment Rental - Fire	0.00	0.00	47,895.03	5,321.67	0.00	-47,895.03	0.0
670.004 Equipment Rental - Parks	0.00	0.00	27,810.00	3,090.00	0.00	-27,810.00	0.0
670.005 Equipment Rental - Police	0.00	0.00	23,947.47	2,660.83	0.00	-23,947.47	0.0
670.006 Equipment Rental - Public Work	0.00	0.00	55,620.00	6,180.00	0.00	-55,620.00	0.0
670.007 Equipment Rental - StreetSewer	0.00	0.00	27,037.44	3,004.16	0.00	-27,037.44	0.0
670.008 Equipment Rental - Water	0.00	0.00	27,037.53	3,004.17	0.00	-27,037.53	0.0
670.009 Equipment Rental - WWTP	0.00	0.00	27,037.53	3,004.17	0.00	-27,037.53	0.0
Dept: 000	0.00	0.00	243,421.29	27,056.90	0.00	-243,421.29	0.0
Revenues	0.00	0.00	243,421.29	27,056.90	0.00	-243,421.29	0.0
Expenditures							
Dept: 000							
822.000 Insurance	0.00	0.00	33,177.00	0.00	0.00	-33,177.00	0.0
971.003 DPW - Sidewalk Tractor/Blower	0.00	0.00	79,930.05	0.00	0.00	-79,930.05	0.0
971.004 DPW - Pickup	0.00	0.00	25,968.38	0.00	0.00	-25,968.38	0.0
972.001 PARKS - Mowers	0.00	0.00	8,750.28	0.00	0.00	-8,750.28	0.0
972.004 PARKS - Gator	0.00	0.00	19,850.00	0.00	0.00	-19,850.00	0.0
974.002 FIRE - Rescue Ambulance	0.00	0.00	29,000.00	0.00	0.00	-29,000.00	0.0
975.001 WATER - Pickup	0.00	0.00	26,085.38	0.00	0.00	-26,085.38	0.0
977.001 WS - Vactor	0.00	0.00	26,704.73	0.00	0.00	-26,704.73	0.0
Dept: 000	0.00	0.00	249,465.82	0.00	0.00	-249,465.82	0.0
Expenditures	0.00	0.00	249,465.82	0.00	0.00	-249,465.82	0.0
Net Effect for MOTOR POOL FUND	0.00	0.00	-6,044.53	27,056.90	0.00	6,044.53	0.0
Change in Fund Balance:			-6,044.53				
Grand Total Net Effect:	17,903.00	17,903.00	11,707.90	27,081.82	0.00	6,195.10	

City of Manistee

Investment Report

3/31/2016

INVESTMENTS BY TYPE

Cash on Hand	\$	2,300	0.0%
Checking	\$	3,084,818	20.3%
Money Market	\$	184,864	1.2%
CD	\$	-	0.0%
Investment Pool	\$	2,695,100	17.7%
Internal Loan	\$	323,367	2.1%
Bonds	\$	2,636,880	17.3%
Equities	\$	6,273,498	41.3%

Total \$ **15,200,827** **100.0%**

INVESTMENTS BY CUSTODIAN

PNC	\$	1,803,748	11.9%
Huntington	\$	1,182,021	7.8%
Northwestern	\$	99,049	0.7%
West Shore Bank	\$	-	0.0%
Flagstar	\$	-	0.0%
Michigan CLASS	\$	2,695,100	17.7%
Honor State Bank	\$	-	0.0%
UBS	\$	-	0.0%
City	\$	325,667	2.1%
Charles Schwab	\$	9,095,242	59.8%

Total \$ **15,200,827** **100.0%**

INVESTMENTS BY MATURITY (est)

Available	\$	5,967,082	39.3%
Equities	\$	6,273,498	41.3%
CD's 0-2 years	\$	-	0.0%
CD's 2+ years	\$	-	0.0%
<1 year bonds	\$	234,353	1.5%
1-3 years bonds	\$	623,788	4.1%
4-5 years bonds	\$	684,566	4.5%
6-7 years bonds	\$	509,264	3.4%
8-10 years bonds	\$	359,267	2.4%
>10 years bonds	\$	225,642	1.5%
Internal Loan	\$	323,367	2.1%

Total \$ **15,200,827** **100.0%**

INVESTMENT EARNINGS

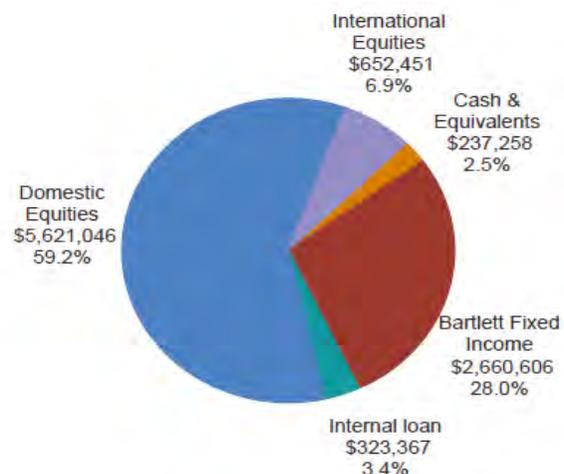
Fiscal Year End	Oil & Gas	W & S	General	Other	Total
2007	\$ 307,033	\$ 74,443	\$ 73,333	\$ 127,125	\$ 581,934
2008	\$ 332,277	\$ 65,710	\$ 75,954	\$ 89,293	\$ 563,234
2009	\$ 703,232	\$ 18,052	\$ 27,894	\$ 22,516	\$ 771,694
2010	\$ 567,986	\$ 4,284	\$ 10,006	\$ 8,151	\$ 590,427
2011	\$ 1,180,708	\$ 2,838	\$ 2,999	\$ 9,845	\$ 1,196,391
2012	\$ 290,341	\$ 6,807	\$ 1,953	\$ 9,046	\$ 308,146
2013	\$ 953,206	\$ 8,466	\$ 2,584	\$ 1,997	\$ 966,253
2014	\$ 1,433,907	\$ 473	\$ 764	\$ 1,173	\$ 1,436,316
2015	\$ 80,724	\$ 1,264	\$ 736	\$ 1,211	\$ 83,934
2016 Qtr 3	\$ (116,891)	\$ 5,448	\$ 359	\$ 861	\$ (110,222)

COMMENTS:

The first quarter of 2016 has been rather volatile in the equity markets. For the first quarter the DOW was up 1.49% and the S&P 500 was up 0.77%. After a precipitous drop in the beginning of 2016, the market has regained almost all of its losses.

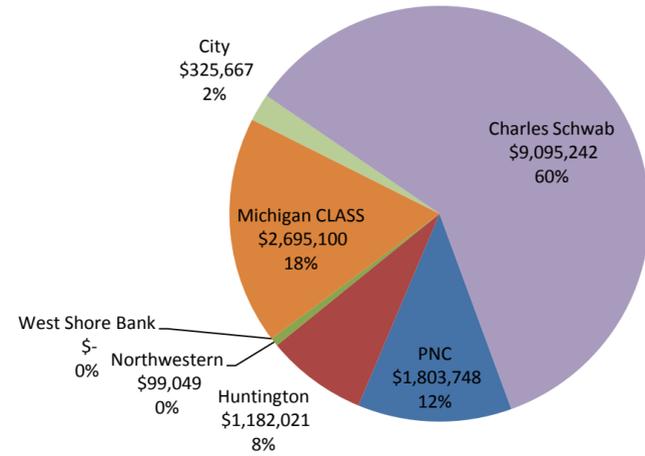


The year to date return for the oil & gas fund is 2.1%, which reflects the overall volatility in the markets. The asset allocation as of 3/31/2016 is below:

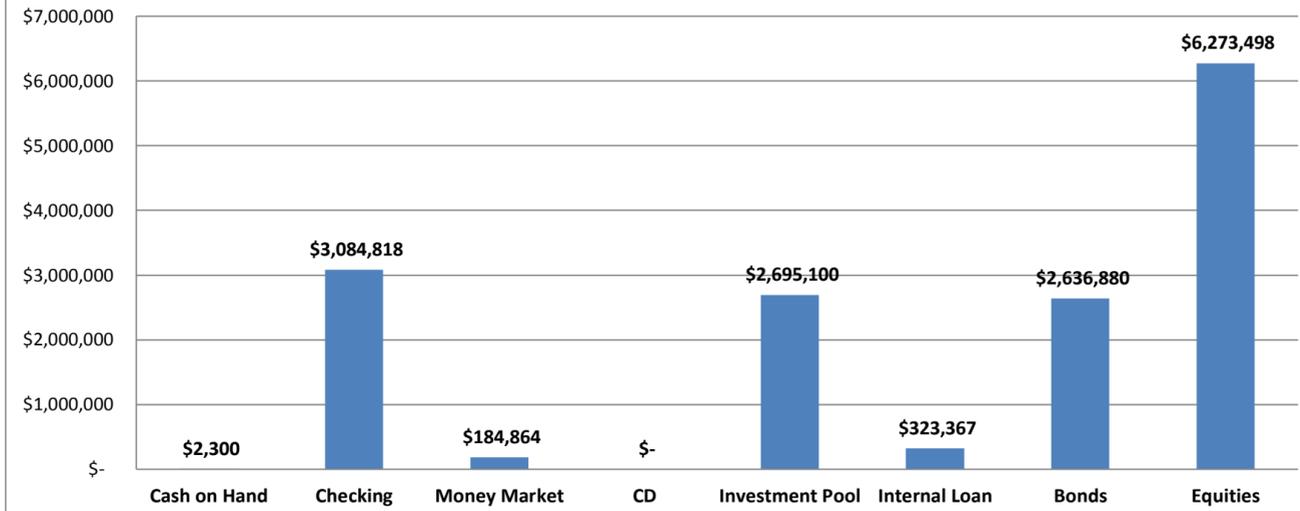


Interest rates on deposits continue to be low, although we will be moving some funds and adding to our position in the Michigan CLASS investment pool as their rates have firmed up and are comparatively attractive.

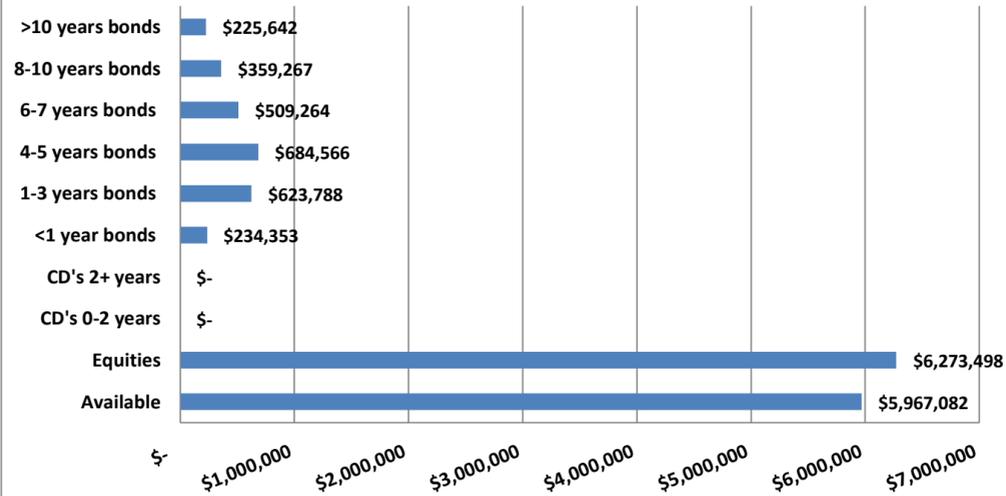
Investments by Custodian



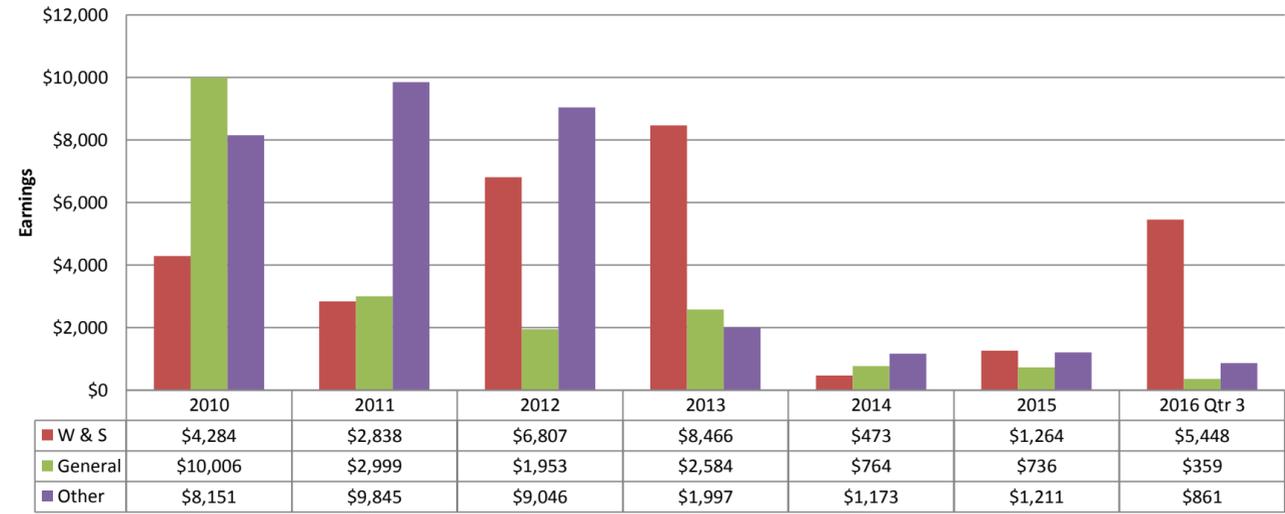
Investments by Type



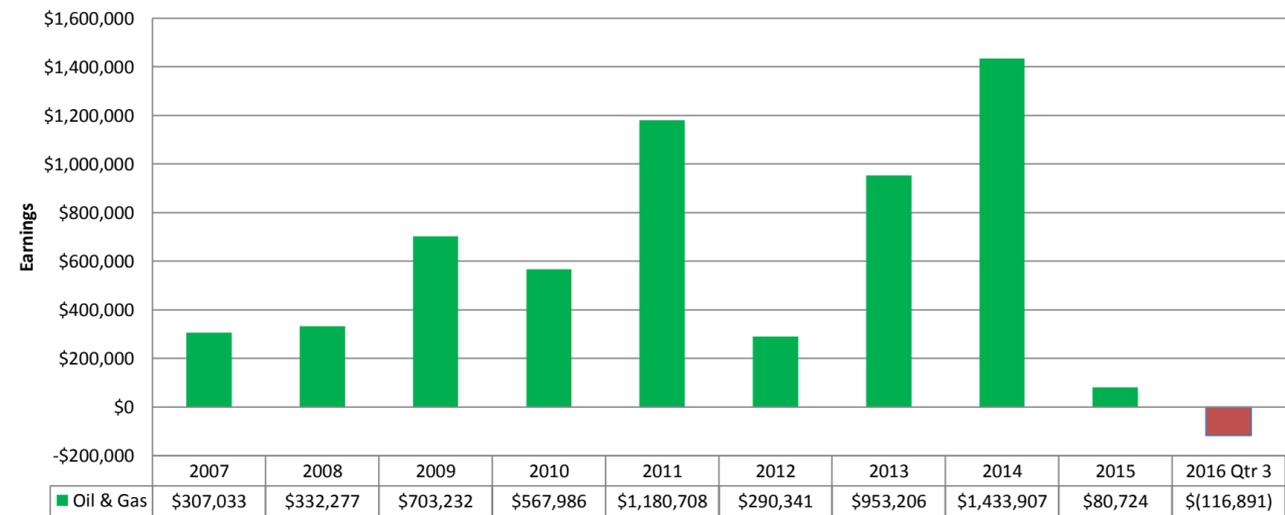
Investments by Maturity



Investment Earnings



Oil & Gas Investment Earnings



**Manistee City
DDA 2015-2016 Proposed Budget**

	2013-2014 Actual	2014-2015 Total Budget \$	2014-2015 Actual	2015-2016 Total Budget \$	2015-2016 Actual YTD	2016-2017 Budget
TIF Revenue	\$ 275,912.68	\$ 270,000.00	\$ 251,271.83	\$277,380.00	\$251,133.21	\$ 271,622.00
Delinquent Personal Property Taxes	\$ 1,229.70		\$ 112.99		\$561.95	
Delinquent Taxes	\$ 28,037.57		\$ 25,752.13		\$23,023.12	
Total TIF Revenue	\$ 305,179.95	\$ 270,000.00	\$ 277,136.95	\$277,380.00	\$274,718.28	\$ 271,622.00

Small Taxpayer Exemption on Personal Property

Misc. Rev

Interest Income	\$ 933.06	\$ 100.00	\$ 147.63	\$	\$108.35	\$ 115.00
Event Merchandise	\$ -	\$ -	\$ -			\$ -
Misc. Income	\$ 457.10	\$ -	\$ -	3000	\$368.49	\$ -
Loan Application Fees	\$ -	\$ 1,000.00	\$ -	300	\$800.00	\$ -
Hanging Baskets Sponsors	\$ 135.00	\$ 9,300.00	\$ -	1500		\$ -
Tree Sponsors	\$ -	\$ 4,000.00	\$ -			\$ -
Holiday Decoration Sponsors	\$ -	\$ -	\$ -			\$ -
Grants	\$ 3,500.00	\$ -	\$ -			\$ -
Fund Balance	\$ -	\$ -	\$ -	2000		\$ -
Total Misc. Revenue	\$ 5,025.16	\$ 14,400.00	\$ 147.63	\$6,800.00	\$1,276.84	\$ 115.00

Total Revenue	\$ 310,205.11	\$ 284,400.00	\$ 277,284.58	\$284,180.00	\$294,575.05	\$ 290,297.00
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Required Expenditures

Payroll	\$ (53,151.42)	\$ (62,380.00)	\$ (61,952.80)	(\$62,380.00)	(\$61,253.90)	\$ (80,655.00)
Relocation	\$ (1,459.80)	\$ -	\$ -			\$ -
Admin	\$ (8,000.00)	\$ (8,000.00)				\$ -
Bond Payment	\$ (140,862.50)	\$ (137,988.00)	\$ (137,987.50)	(\$139,750.00)	(\$140,500.00)	\$ (139,750.00)
Insurance	\$ (2,169.00)	\$ (1,800.00)	\$ (499.00)	(\$1,800.00)	(\$1,552.00)	\$ (1,800.00)
Bank Service Charge	\$ (34.70)	\$ (100.00)	\$ (161.64)	(\$150.00)	(\$11.04)	\$ -
Total Required	\$ (205,677.42)	\$ (210,268.00)	\$ (200,600.94)	(\$204,080.00)	(\$203,316.94)	\$ (222,205.00)

Office Related

Phone	\$ (480.00)	\$ (480.00)	\$ (480.00)	(\$480.00)	(\$1,018.73)	\$ (1,200.00)
Meeting Refreshment	\$ (1,481.18)	\$ (750.00)	\$ (548.52)	(\$600.00)	(\$322.08)	\$ -
Credit Card	\$ (485.85)	\$ (400.00)	\$ (296.70)	(\$200.00)	(\$131.33)	\$ (200.00)
Training	\$ (925.69)	\$ (900.00)	\$ (1,431.98)	(\$500.00)	(\$490.01)	\$ (500.00)
Printing & Reproduc	\$ (98.00)	\$ (100.00)		\$0.00	(\$739.26)	\$ (250.00)
Misc	\$ (373.45)	\$ (300.00)	\$ (44.89)	(\$300.00)	(\$2,089.25)	\$ (300.00)

**Manistee City
DDA 2015-2016 Proposed Budget**

	2013-2014 Actual	2014-2015 Total Budget \$	2014-2015 Actual	2015-2016 Total Budget \$	2015-2016 Actual YTD	2016-2017 Budget
Membership due	\$ (424.00)	\$ (650.00)	\$ (724.00)	(\$750.00)	(\$700.00)	\$ (750.00)
Advertising	\$ (1,028.30)	\$ (300.00)	\$ -	(\$300.00)	(\$219.60)	\$ (300.00)
Rent			\$ (10,002.00)	(\$10,668.00)	(\$4,889.00)	\$ (6,000.00)
Postage	\$ (588.97)	\$ (500.00)	\$ (345.62)	(\$350.00)	(\$961.96)	\$ (350.00)
Office Supplies / Equip	\$ (2,004.10)	\$ (1,400.00)	\$ (1,645.33)	(\$1,200.00)	(\$6,931.57)	\$ (1,500.00)
Travel	\$ (2,404.09)	\$ (900.00)	\$ (1,011.26)	(\$900.00)	(\$360.95)	\$ (1,000.00)
Business Expo	\$ -	\$ -	\$ (300.00)	(\$300.00)	(\$440.19)	\$ -
Total Office Expenditures	\$ (10,293.63)	\$ (6,680.00)	\$ (16,830.30)	(\$16,548.00)	(\$19,293.93)	\$ (12,350.00)
<u>Prof. Services</u>						
TIF Plan Redevelop	\$ -	\$ (13,250.00)	\$ (9,427.50)	\$0.00	\$0.00	\$ -
Annual Audit	\$ (4,200.00)	\$ (1,500.00)	\$ (1,560.00)	(\$1,500.00)	(\$1,500.00)	\$ (1,500.00)
Local Banks (\$25,000 Loan)	\$ -	\$ -	\$ -	(\$250.00)		\$ -
IRP Loan Program	\$ -	\$ -	\$ -			\$ -
Revolving loan Fund	\$ -	\$ -	\$ -	(\$250.00)		\$ (250.00)
Legal Fees	\$ (5,348.56)	\$ -	\$ (1,997.00)	\$0.00	(\$2,462.25)	\$ (750.00)
Total Professional Services	\$ (9,548.56)	\$ (14,750.00)	\$ (12,984.50)	(\$2,000.00)	(\$3,962.25)	\$ (2,500.00)
<u>Maintenance</u>						
City Allocation				(\$7,200.00)		\$ (10,000.00)
Cross Walks	\$ -	\$ -	\$ -			\$ -
Downtown Maint	\$ (6,800.00)	\$ (6,800.00)	\$ (6,800.00)			\$ -
Total Maintenance	\$ (6,800.00)	\$ (6,800.00)	\$ (6,800.00)	(\$7,200.00)	\$0.00	\$ (10,000.00)
<u>Beautification</u>						
Trees	\$ -	\$ (4,160.00)	\$ -			\$ -
Hanging Baskets + Watering	\$ (3,450.00)	\$ (4,500.00)	\$ (3,000.00)	(\$5,000.00)	(\$3,750.00)	\$ (8,000.00)
Landscaping	\$ (23,010.00)	\$ (15,000.00)	\$ (15,006.66)	(\$22,500.00)	(\$15,616.68)	\$ (18,000.00)
Holiday Decorations	\$ (9,188.54)	\$ (10,000.00)	\$ (14,232.50)	(\$8,000.00)	(\$11,325.00)	\$ (10,000.00)
Façade Grant	\$ (34,992.09)	\$ (10,000.00)	\$ (5,000.00)	(\$10,000.00)	(\$10,000.00)	\$ (8,000.00)
Flowers	\$ (3,438.25)	\$ (3,440.00)	\$ (6,873.20)	(\$3,900.00)		\$ -
Total Beautification	\$ (74,078.88)	\$ (47,100.00)	\$ (44,112.36)	(\$49,400.00)	(\$40,691.68)	\$ (44,000.00)
<u>Projects</u>						
Loop Signage	\$ (11,030.66)	\$ (330.00)	\$ (1,105.20)	(\$700.00)	(\$91.98)	\$ -
Window Wraps	\$ -	\$ (1,000.00)	\$ -			\$ (3,000.00)
Historic Tour Plaques						\$ -

Manistee City
DDA 2015-2016 Proposed Budget

	2013-2014 Actual	2014-2015 Total Budget \$	2014-2015 Actual	2015-2016 Total Budget \$	2015-2016 Actual YTD	2016-2017 Budget
Redevelopment Liquor Licenses						\$ (375.00)
Marketing & Incentivizing Residential Space						\$ (500.00)
Educational Series	\$ -	\$ -	\$ -	(\$500.00)		\$ (500.00)
Recruitment Team	\$ (1,600.00)	\$ (250.00)	\$ (263.94)	(\$1,000.00)	(\$1,022.69)	\$ (1,000.00)
Business Assistance - other	\$ (1,784.40)		\$ (18.63)		(\$2,111.00)	
Property Acquisitions	\$ -	\$ -	\$ -			\$ -
Contribution Farmer's Market	\$ (1,250.00)	\$ -	\$ -			\$ -
Downtown Dollars	\$ (245.00)	\$ (350.00)	\$ (285.00)	(\$900.00)	(\$390.41)	\$ (900.00)
Total Projects	\$ (15,910.06)	\$ (1,930.00)	\$ (1,672.77)	(\$3,100.00)	(\$3,616.08)	\$ (6,275.00)
Volunteers						
Volunteer Appreciation	\$ (613.18)	\$ (1,800.00)	\$ (1,799.93)	(\$1,500.00)		\$ (1,000.00)
Volunteer Recruitment	\$ -	\$ -	\$ -		(\$79.98)	\$ -
Total Volunteer Expenditures	\$ (613.18)	\$ (1,800.00)	\$ (1,799.93)	(\$1,500.00)	(\$79.98)	\$ (1,000.00)
Advertising						
Revenue Co-Op	\$ 1,550.00	\$ 30,000.00				\$ -
Promo Expense Pass Through	\$ (28,378.00)	\$ (30,000.00)	\$ -		(\$755.50)	\$ -
Co-Op Advertising	\$ (3,300.00)	\$ (5,000.00)	\$ -	\$0.00	(\$225.00)	\$ -
Database	\$ (1,619.70)	\$ -	\$ -			\$ -
Promotions PSA's	\$ (1,518.40)	\$ -	\$ -			\$ -
PR	\$ -	\$ -	\$ -			\$ -
Advertising	\$ (3,200.00)	\$ (3,000.00)	\$ (3,366.30)	(\$4,000.00)	(\$4,391.60)	\$ (4,000.00)
Newsletter + Mailing	\$ (281.75)	\$ (448.00)	\$ -	(\$448.00)	(\$329.00)	\$ (1,300.00)
Retainer for Rightside Design (promotions)						\$ (5,000.00)
Website Redevelopment	\$ -	\$ (6,000.00)	\$ (5,941.25)	(\$2,500.00)	(\$2,320.00)	\$ (500.00)
MSDDA Website (hosting)	\$ (179.88)	\$ (175.00)	\$ (77.83)	(\$100.00)	(\$77.83)	\$ (100.00)
Downtown brochure	\$ -	\$ -	\$ (1,285.92)	(\$1,000.00)	(\$874.50)	\$ -
Total Advertising	\$ (36,927.73)	\$ (14,623.00)	\$ (10,671.30)	(\$8,048.00)	(\$8,973.43)	\$ (10,900.00)
Total Expenditures	\$ (359,849.46)	\$ (303,951.00)	\$ (295,472.10)	(\$291,876.00)	(\$279,934.29)	\$ (309,230.00)
Income/Loss before Events	\$ (49,644.35)	\$ (19,551.00)	\$ (18,187.52)	(\$7,696.00)	\$14,640.76	\$ (18,933.00)
Events						
Wine & Chocolate Walk Rev	\$ 6,277.89	\$ 8,550.00	\$ 6,173.67	\$8,500.00	\$2,040.00	\$ 8,500.00
Wine & Chocolate Walk Exp	\$ (4,591.33)	\$ (2,400.00)	\$ (5,737.09)	(\$6,000.00)	(\$600.00)	\$ (5,700.00)

**Manistee City
DDA 2015-2016 Proposed Budget**

	2013-2014 Actual	2014-2015 Total Budget \$	2014-2015 Actual	2015-2016 Total Budget \$	2015-2016 Actual YTD	2016-2017 Budget
	\$ 1,686.56	\$ 6,150.00	\$ 436.58	\$2,500.00	\$1,440.00	\$ 2,800.00
Frostbite Sponsorships	\$ -	\$ 500.00	\$ 1,144.94	\$1,500.00	\$2,029.00	\$ 3,500.00
Frostbite Saturday Exp	\$ (497.59)	\$ (900.00)	\$ (1,894.76)	(\$950.00)	(\$1,564.63)	\$ (2,500.00)
	\$ (497.59)	\$ (400.00)	\$ (749.82)	\$550.00	\$464.37	\$ 1,000.00
Side Walk Sales Rev	\$ -	\$ 500.00	\$ -	\$0.00	\$0.00	\$ -
Sidewalk Sales Exp	\$ (1,503.54)	\$ (500.00)	\$ (352.94)	(\$500.00)	(\$721.00)	\$ (500.00)
	\$ (1,503.54)	\$ -	\$ (352.94)	(\$500.00)	(\$721.00)	\$ (500.00)
Hops & Props Rev	\$ 24,062.43	\$ 33,750.00	\$ 23,102.59	\$28,000.00	\$36,570.72	\$ 33,000.00
Hops & Props Exp	\$ (21,443.56)	\$ (23,590.00)	\$ (35,419.14)	(\$24,815.00)	(\$23,309.06)	\$ (25,000.00)
	\$ 2,618.87	\$ 10,160.00	\$ (12,316.55)	\$3,185.00	\$13,261.66	\$ 8,000.00
Boos, Brews & Brats Rev	\$ 4,661.00	\$ 7,650.00	\$ 6,906.00	\$7,750.00	\$7,147.00	\$ 9,500.00
Boos, Brews & Brats Exp	\$ (5,108.05)	\$ (3,000.00)	\$ (6,163.31)	(\$6,550.00)	(\$6,860.83)	\$ (6,500.00)
	\$ (447.05)	\$ 4,650.00	\$ 742.69	\$1,200.00	\$286.17	\$ 3,000.00
Sleighbell Weekend Rev	\$ 7,837.50	\$ 13,500.00	\$ 19,885.00	\$20,000.00	\$27,235.00	\$ 21,500.00
Sleighbell Weekend Exp	\$ (10,427.85)	\$ (13,500.00)	\$ (18,395.17)	(\$20,000.00)	(\$26,615.18)	\$ (20,000.00)
	\$ (2,590.35)	\$ -	\$ 1,489.83	\$0.00	\$619.82	\$ 1,500.00
Red White & Blue Rev	\$ -	\$ -	\$ -	\$7,300.00	\$0.00	\$ 10,000.00
Red White & Blue Exp	\$ -	\$ -	\$ -	(\$4,900.00)	\$0.00	\$ (5,000.00)
	\$ -	\$ -	\$ -	\$2,400.00	\$0.00	\$ 5,000.00
Men's' & Ladies Night	\$ (462.50)	\$ (450.00)	\$ (509.00)	(\$1,700.00)	(\$1,456.25)	\$ (1,700.00)
Homegrown Saturdays	\$ (2,945.00)	\$ -	\$ (1,592.00)	\$0.00	\$	\$ -
Other Event	\$ (3,407.50)	\$ (450.00)	\$ (2,101.00)	(\$1,700.00)	(\$1,456.25)	\$ (1,700.00)
Event Income/(Loss)	\$ (4,140.60)	\$ 20,110.00	\$ (12,851.21)	\$7,635.00	\$13,894.77	\$ 19,100.00
Total Income/(Loss)	\$ (53,784.95)	\$ 559.00	\$ (31,038.73)	(\$61.00)	\$28,535.53	\$ 167.00

as of March 31, 2016



Budget Appropriation

**CITY OF MANISTEE
FY 2017 GENERAL APPROPRIATIONS ACT
BUDGET ADOPTION LIST**

It was moved by _____, supported by _____, that the City of Manistee Budgets for the FY 2017 be adopted as presented by the City Manager on April 5, 2016 and modified by Council work sessions including tax levy, operating expenses, capital outlay, appropriations, schedule of fees and other matters included in the following expenditures:

GENERAL FUND

101 - GENERAL FUND

Total Revenue	\$	6,181,930
Total Expense	\$	6,221,929
100 - General Government	\$	358,816
101 - Legislative	\$	41,155
172 - Manager	\$	212,084
215 - Clerk	\$	200,090
253 - Finance	\$	271,246
257 - Assessor	\$	82,175
265 - Municipal Buildings	\$	200,555
266 - Attorney	\$	88,000
285 - Engineer	\$	12,000
290 - Boards and Commissions	\$	11,850
301 - Police	\$	1,099,418
336 - Fire	\$	1,003,962
441 - Public Works	\$	1,156,837
574 - Debt	\$	775,066
748 - Community Development	\$	94,759
751 - Parks and Recreation	\$	366,398
801 - Appropriations	\$	247,518

ENTERPRISE FUNDS

573 - WATER & SEWER FUND

Total Revenue	\$	5,179,176
Total Expenses	\$	3,237,803
Total Capital & Debt	\$	3,037,748
General	\$	577,893
Administration	\$	557,139
Water	\$	623,240
WWTP	\$	641,123
Sewer	\$	238,408
SAW Grant	\$	600,000
Debt Service	\$	1,703,248
Capital Outlay	\$	1,334,500

594 - MUNICIPAL MARINA FUND

Total Revenue	\$	221,600
Total Expenses	\$	155,224
Total Capital & Debt	\$	62,973
Debt Service	\$	62,973
Capital Outlay	\$	-

508 - BOAT LAUNCH FUND

Total Revenue	\$	37,010
Total Expenses	\$	15,161
Total Capital & Debt	\$	14,536
Debt Service	\$	14,536
Capital Outlay	\$	-



SPECIAL REVENUE FUNDS

202 - MAJOR STREET FUND

Revenue	\$	685,493
Expense	\$	945,618

203 - LOCAL STREET FUND

Revenue	\$	436,790
Expense	\$	261,368

204 - CITY STREET FUND

Revenue	\$	31,503
Expense	\$	32,000

226 - REFUSE FUND

Revenue	\$	468,372
Expense	\$	467,955

275 - GRANT MANAGEMENT

Revenue	\$	50,000
Expense	\$	59,177

CAPITAL PROJECT FUNDS

430 - CAPITAL IMPROVEMENT FUND

Revenue	\$	394,426
Expense	\$	236,256
Debt Service	\$	145,030

490 - RENAISSANCE PARK FUND

Revenue	\$	5,616
Expense	\$	5,616

INTERNAL SERVICE FUNDS

661 - MOTOR POOL FUND

Revenue	\$	362,396
Expense	\$	383,676

PERMANENT FUNDS

245 - OIL & GAS FUND

Revenue	\$	400,000
Expense	\$	444,726



The Manistee City Council hereby establishes a property tax levy of 17.7612 mills for General Fund operations and 1.15 mills for Refuse Fund operations for FY 2017. In City water and sewer consumption charges are established at \$2.83 and \$7.76 per 1,000 gallons respectively for bills issued after July 1, 2016. Refuse residential monthly user charges are established at \$4.20, \$8.40 and \$12.60, depending on level of service selected, for bills issued after July 1, 2016. All other fees and charges are established in the included schedule of fees and/or City ordinance.

Adopted by the Manistee City Council on May 3, 2016.

Colleen Kenny, Mayor

ATTEST:

Michelle Wright, City Clerk



CITY OF MANISTEE
STRATEGIC PLAN
2016 THROUGH 2018-2019



We hope that all community interests will review this updated Strategic Plan, offer your suggestions and ideas on how our community can be improved, and unify with us in fulfilling the vision of making Manistee the City that is a safe and positive community to live, work, and play.

Sincerely,

The City of Manistee City Council

Colleen Kenny, Mayor _____

Eric Gustad, Mayor Pro-Tem _____

Lynda Beaton, Councilmember _____

Chip Goodspeed, Councilmember _____

James Smith, Councilmember _____

Mark Wittlieff, Councilmember _____

Roger Zielinski, Councilmember _____

Our Vision

Our vision reflects how we want the City to be recognized by its residents, businesses and visitors:

"Manistee is a safe and positive community to live, work, and play."

Our Mission

Our Strategic Mission defines what we must do to achieve our vision.

"To continue to encourage a rich heritage of successes in industry and business while continuing to enhance our vibrant residential character."

Our Purpose

The purpose of City Council reflects how we will lead to attain the vision and strategic mission:

"To protect the health, safety, and welfare of citizens in order that all may prosper, enjoy, and partake in a vibrant waterfront community that many will be proud to call home."

Our Values

A set of values guide decisions involving governance of the City:

- Fairness
- Integrity, honesty and the highest ethical standards
- Commitment to the community
- Tolerance
- Accessibility and Approachability
- Respect

- Listening
- Responsiveness
- Leadership
- Trust
- Responsibility
- Universal Access for People of all Abilities

Who We Serve and Impact

City Council and City government serve and impact a diverse group of individuals, groups, governments and organizations, including:

- City residents
- Youth
- Civic organizations
- City government
- Police, Fire and Rescue
- Businesses and Industry
- The Alliance for Economic Success
- Manufacturer's Council
- The Little River Band of Ottawa Indians
- The Manistee Downtown Development Authority
- Township, State and Federal Governments
- Neighboring Communities
- West Shore Medical Center
- County Residents
- Tourists
- Individuals
- Businesses
- Seasonal Residents
- Schools
- West Shore Community
- Nonprofit organizations
- Individuals, businesses and groups considering the City of Manistee as a place to live, work, or simply enjoy

Accomplishments

While a complete listing of the numerous strategic goals achieved and/or incorporated as ongoing functions of City Government may be found in the yearly “City of Manistee Highlights” booklet that is available, examples of work done to

City of

implement the Strategic Plan include the following:

- SG#2 In the 2015-16 budget a two-year Transportation Improvement Plan (TIP) was created and implementation began.
- SG#4 Rescinded the Ramsdell Theatre Governing ordinance in order to allow the Ramsdell to investigate alternative business models and marketing strategies to better meet the needs of the community and to users/patrons of the Ramsdell Theatre.
- SG#5 Participated in regular meetings between the LRBOI, County and Manistee Township for better communication between the entities.
- SG#1,2 Staff finalized the Redevelopment Ready Communities (RRC) application and have begun working through the program in order to achieve certification.
- SG#2 County Planning Department is completing the City Master Plan.
- SG#4 Continued quarterly financial and investments updates to City Council.
- SG#5 Undertook a number of technology upgrades including updating the City's web site.

Issues and Opportunities

In updating their Strategic Plan, Council devoted time to identifying issues and opportunities that should be addressed in the Strategic Plan, including:

Issues

- Maintaining and improving the sewer system
- Not only the repair and constant maintenance of streets but also the gap differential between State and local funding to “keep pace” with repair and funding of improvements.
- The City owned assets of the Ramsdell Theater and City Marina to become more operationally self-funded.
- Lack of a maintenance plan for assets such as the Ramsdell Theatre and the City Marina.
- Evaluation of assets, like the Ramsdell Theatre and the City Marina, to determine if they truly provide value to the citizens of the City of Manistee
- How to attract people to the City of Manistee to utilize assets
- Understanding the trends in marina use so that decisions may be made to ensure an increasing utilization of the facility

- Continued use and maintenance of property that the City does not own
- Maxed out millage rate leaving the community no room for additional funding for necessary needs
- Evaluation of and/or evolution of the City's Manistee Downtown Development Authority full-time Director position.
- Lack of succession planning for key departments personnel leaving the City administrative functions vulnerable to the loss of well trained employees.
- Need to assess health care costs and retirement plans to determine if they are viable, sustainable, and meeting the needs of the employees.
- Deer management process needs evaluation
- Filing the industrial park
- Understanding the issues and problems facing Century Terrace specifically as it relates to the affect the issues and problems have on the senior citizens who live there
- Possibly need a new fire truck

Opportunities:

- Taking advantage of the Redevelopment Ready Communities designation
- Adaptive re-use of the Armory building
- Benzie County and Manistee County collaboration
- Implementation of the Manistee County manufacturing strategy
- Follow up/Implementation of the Ramsdell Study
- Re-marketing of the industrial park properties
- Utilizing the Riverwalk as an economic development catalyst
- Changes in the way public safety services are delivered
- To restructure the layout of the budget in a manner that is easier to understand
- Taking the time to learn about leading practices of other communities
- Possibly sharing services and strategically partnering in order to get things done

Three Year Strategic Goals

City Council has six areas of focus for their strategic goals:

1. Economic Development and Jobs
2. City Infrastructure
3. Beaches, Parks and Recreational Areas
4. Financial Stability and Continuous Improvement
5. Intergovernmental Relationships
6. Housing, Homelessness & Senior Citizens

Council uses the following criteria to identify where strategic goals should be modified:

- Are the strategic goals accomplished or still relevant and reflective of strategic priorities?
- Are the strategic goals reflective of true strategic goals or more tactical, day-to-day functions?
- Do the strategic goals reflect evolving needs and priorities of the community?

Following are Council's Strategic goals for this Strategic Plan update.

1. Economic Development and Jobs

GOAL 1.1: MANISTEE COUNTY ECONOMIC DEVELOPMENT STRATEGY

To provide leadership for completing a comprehensive Manistee County Economic Development Strategy, coordinated by the Alliance for Economic Success (AES), that identifies and recognizes the roles and relationships of all entities involved with retaining, expanding and attracting businesses and jobs, including marketing, promotion, and maintaining updated resources for businesses and developers.

STRATEGIES

- 1.1.1 COUNTY STRATEGIC PLAN: Work with the Manistee County Board of Commissioners to integrate the goal of developing a comprehensive Manistee County Economic Development Strategy into their strategic plan.

GOAL 1.2 INDUSTRIAL PARK

To achieve 100 percent occupancy in the industrial park and other industrial properties.

STRATEGIES

- 1.2.1 SET: Support the Stronger Economies Together (SET) process, utilizing the recommendations that are derived from this data driven planning process.
- 1.2.2 MANUFACTURING STRATEGY: Support the Manufacturing Strategy with time, effort and financial support in implementing the recommendations that are developed.
- 1.2.3 ENTER/EXIT SURVEY FOR PERMIT APPLICANTS: Develop an enter/exit survey for all applicants applying for permits from the City to determine areas of excellence and weaknesses to the development review/approval process.
- 1.2.4 “PACKAGING” THE INDUSTRIAL PARK: Work to properly “package” the industrial park in order to attract a targeted audience.
- 1.2.5 SURVEY EXISTING INDUSTRIAL PARK OCCUPANTS: In an effort to retain and help grow existing industrial park businesses, facilitate a discussion with the existing tenants to ask what the City could do, within their limits, to help them be successful.

GOAL 1.3 TRANSPORTATION OF GOODS

To collaborate with the AES and others to ensure that the Manistee harbor, port, channel, rail, and related infrastructure are maintained and developed to enable full and safe commercial navigation and land transportation of goods in order to support the retention, expansion and attraction of industry, business and jobs to the city, county and region.

STRATEGIES

- 1.3.1. PORT STRATEGY: Work cooperatively with the AES, and other municipalities around Manistee Lake, to develop a Port Strategy which would map out deep water port assets, including industrial zoned property and assess options for managing these assets and ensuring their accessibility, including researching the creation of the Port Authority.
- 1.3.3 RAIL RELOCATION: Revisit the idea of relocating the rail system.
- 1.3.4 RAIL INFRASTRUCTURE NEEDS: Assess the infrastructure need and demands of rail infrastructure in order to understand how to maintain a functioning rail system.

GOAL1.4 LINKING TRAINING AND JOBS

To engage the AES and the Chamber of Commerce to continue to work with local businesses and industry to identify training and education needs and then to work with the K-12 schools and other educational institutions to address those needs.

GOAL1.5 DOWNTOWN REVITALIZATION

To focus on the revitalization of downtown, partnering with the Main Street/ Downtown Development Authority, the Chamber, and the Alliance for Economic Success to achieve an energized, thriving downtown and community.

STRATEGIES

- 1.5.1 SUPPORT OF PLANS/IDEAS: Support plans and new ideas to deliver small businesses services and bring people to Manistee's downtown.
- 1.5.2 SUPPORT OF COLLABORATION: Support the coordination of all parties involved in economic development to achieve successes; especially the regulatory entities (Historic District Board, Planning Commission).
- 1.5.3 SUPPORT THE TIF RENEWAL: Support the Tax Increment Financing, or TIF, renewal by working with the DDA to achieve an integrated approach to collectively achieve revitalization.
- 1.5.4 DDA MODEL: Investigate whether the City's Downtown Development Authority has the correct organizational model for success (participation in the Michigan Main Street Program).

GOAL 1.6 REDEVELOPMENT READY

Support the implementation and participation in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities

program.

STRATEGIES

- 1.6.1 COMPLETION: Completion of the Redevelopment Ready Communities process to occur in fall 2016.

City Infrastructure and Facilities

GOAL 2.1 CITY OWNED ASSETS

To evaluate, develop, and oversee an asset management plan for restoration, preservation and maintenance of City owned assets.

STRATEGIES

- 2.1.1 BUILDING ASSET MANAGEMENT PLAN: Complete a Building Asset Management Plan schedule.

GOAL 2.2 RAMSDELL THEATRE

Ensure the long term operation and sustainability of the Ramsdell Theatre.

STRATEGIES

- 2.2.1 MANAGEMENT: Develop a sustainable model for management of the Ramsdell Theatre.
- 2.2.2 SELF SUFFICIENCY: Evaluate how the City can assist the Theatre in becoming a financially self sufficient entity.

GOAL 2.3 INFRASTRUCTURE DEVELOPMENT/PROPERTY ACQUISITION

To explore and develop public/private partnerships to provide and develop infrastructure and acquire property at target areas within the City limits to facilitate and promote redevelopment and economic activity.

GOAL 2.4 TECHNOLOGY

To continue to identify, invest and use appropriate technology city-wide to improve the efficiency, effectiveness and competitiveness of City operations and services.

STRATEGIES

- 2.4.1 GIS: Continue implementation and enhancement of the City GIS system while maintaining a partnership with Manistee County GIS.
- 2.4.2 WEBSITE: Continue to enhance the website through continuous evaluation while also using the website and other social media to increase communications with residents and visitors.
- 2.4.3 ELECTRONIC PAYMENTS: Investigate the incorporation of electronic payments for services where appropriate.

GOAL 2.5 ENERGY EFFICIENCIES

To encourage and support the use of energy efficient technologies and construction methods in order to promote conservation and sustainability by example and consider "green" in any decision process.

STRATEGIES

- 2.5.1 OPPORTUNITY EVALUATION: Continue to evaluate and implement energy efficiencies in order to achieve cost savings at City facilities.
- 2.5.2 ENERGY EFFICIENCY PLAN EVALUTION: Re-evaluate the City Energy Efficiency Plan to understand what has been accomplished, how effective it has been, and opportunities to do better.

GOAL 2.6 STREETS

To have quality streets that are well maintained by a sustainable funding source.

STRATEGIES

- 2.6.1 FUNDING: Develop a long term funding mechanism for the maintenance of streets that not only keeps pace with street upgrades but also identifies incremental steps towards achieving long term goals.
- 2.6.2 EVALUATION: Update the Pavement Surface Evaluation and Rating (PASER) study.
- 2.6.3 MAINTENANCE/REPAIR/UPGRADE: Develop a street maintenance, repair, and upgrade schedule that not only keeps pace with street upgrades but also identifies incremental steps towards achieving long term goals.

GOAL 2.7 SAFETY AT PUBLIC FACILITIES

Ensure that our public buildings are secure and safe.

STRATEGIES

- 2.7.1 PROTOCOLS: Evaluate the current safety protocols.
- 2.7.2 POLICIES/PROCEDURES: Assess City safety policies and procedures.
- 2.7.3 LEADING PRACTICES: Assess techniques and leading practice in safety measures for public facilities.

City Beaches, Parks and Recreation Areas

GOAL 3.1 CLEANLINESS

To have the cleanest Lake Michigan public beaches and parks in Michigan with universal access to all people of all abilities. STRATEGIES

- 3.1.1 FIFTH AVENUE BEACH MAINTENANCE: Focus maintenance efforts for the improvements made to Fifth Avenue Beach before expanding improvements and adding additional responsibilities suggested under the Beach Conceptual Plan.
- 3.1.2 PARKS MAINTENANCE MANAGEMENT PLAN: Develop a Parks Maintenance Management Plan which prioritizes parks and boat launches based on usage and seasonality, including a cost analysis for maintenance options in-house vs. out sourced.
- 3.1.3 ENFORCEMENT/SAFETY: Maintain signage and foot patrols to ensure compliance and enforcement with laws and ordinances governing City beaches and provide necessary safety devices on both Lake Michigan beaches which may include the use of cameras.
- 3.1.4 PICNIC/CABANA FACILITIES: To identify and seek funding for picnic/cabana facilities at the Fifth Avenue Beach, similar to those at the First Street Beach.
- 3.1.5 TENNIS COURTS: Explore opportunities to upgrade the tennis courts at Sands Park.
- 3.1.6 FOOD SERVICE CONTRACTOR: Find a reliable vendor for food services as both 1st Street and 5th Avenue beaches.
- 3.1.7 MAINTENANCE CONTRACTOR: If financially practical find a reliable contractor for maintenance of City owned facilities.

Goal 3.2 BOATING FACILITIES

To have the best boating facilities on Lake Michigan's shoreline.

STRATEGIES

- 3.2.1 BOAT LAUNCHES: Develop a maintenance plan for ensuring that the boat launches are maintained.
- 3.2.2 EXPLORE THE SHORES: Work cooperatively with the Explore the Shores county-wide initiative.
- 3.2.3 PAY TO BOAT: Evaluate our pay to programs in order to understand how to make them more effective.

Goal 3.3 PARK FACILITIES

To have the best facilities at our parks.

STRATEGIES

- 3.3.1 BUDGETED PRIORITIZATION: Develop and implement a Parks Asset Management Plan, as well as utilizing the City Capital Improvement Plan, to prioritize needs and recommendations for the annual budget for upgrades for parks.

GOAL 3.4 RECREATION AMENITIES

To explore public/private partnerships to establish amenities and attractions that enhance recreational opportunities on beaches, parks, and recreation areas.

STRATEGIES

- 3.4.1 PARTNERSHIPS: Identify and prioritize opportunities for public and private partnerships in the conceptual plan for the City's Lake Michigan beaches, including the Adopt-A-Park concept being developed by the City's Parks Commission.

GOAL 3.5 CITY RECREATION PLAN

Support the implementation of the City Recreation Plan.

Financial Stability and Continuous Improvement

GOAL 4.1 FINANCIAL STABILITY

Continue to seek ways to achieve long term financial stability.

STRATEGIES

- 4.1.1 FORECASTING: Request that each City department forecast financial needs to develop a conceptual 3 year outgoing budget to aide in the forecasting our future financial outlook.

GOAL 4.2 SERVICE EFFICACY

To have an ongoing process to assess and ensure the efficiency and effectiveness of City services, programs and operations, including review of best practices from other communities and the assessment and expansion, if needed, of the City's " Economic Vitality Improvement Program (EVIP) "dashboard" as a tool for measuring meaningful progress.

Intergovernmental Relationships

GOAL 5.1 COLLABORATION

To collaborate with other units of government in order to seek commonalities and ways to solve problems by working together.

STRATEGIES

- 5.1.1 INTERGOVERNMENTAL RELATIONSHIPS: Explore and carry out collaborative meetings with our neighboring counties and cities in order to build relationships.
- 5.1.2 SERVICE SHARING: Continue to explore intergovernmental service sharing opportunities.
- 5.1.3 COUNTY WIDE DISCUSSIONS: Ask AES to facilitate a community wide discussion about common community goals and to seek ways to achieve successes.
- 5.1.4 REACHING OUT: City Council members will engage in a grass roots effort to reach out to form relationships with members of other communities.

Housing, Homelessness and Senior Citizens

GOAL 6.1 HOUSING

To have a wide variety of housing choices for all members of our community located in quality neighborhoods.

STRATEGIES

- 6.1.1 MANISTEE HOUSING COMMISSION: To work cooperatively with the Manistee Housing Commission supporting their efforts to address low to moderate housing needs, homelessness as well as other projects to assist them in providing needed services for City and area residents.
- 6.1.2 HOUSING STRATEGY: Support the development of a data driven housing strategy for both Manistee County and the City of Manistee.
- 6.1.3 Continue to support County wide efforts to address homelessness.

GOAL 6.2 BLIGHT

Reduce blight so that our community is the type of place people want to live, work, or play.

STRATEGIES

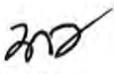
- 6.2.1 ORDINANCE ENFORCEMENT: Work cooperatively with the City police, Blight Officer, City Attorney and other code enforcement departments to proactively address blighted properties with the intent on bringing each property into compliance with ordinance and neighborhood standards.

***For More Information about the City of Manistee, go to
www.manisteemi.gov***

The update of the Strategic Plan was facilitated with the assistance of the Alliance for Economic Success, a 501 (c) (3) organization that has the primary role for economic development of Manistee County.



MEMO TO: Mayor Colleen Kenny
Members of City Council

FROM: Thad N. Taylor, City Manager 

DATE: April 25, 2016

SUBJECT: Manistee Township Water Agreement



City Manager's Office
231-398-2801

Attached for Council's review and consideration, is a revised Water Service Agreement with Manistee Township. The attached agreement differs slightly from the version approved by Council in September, 2015. The changes are:

1. Section 1 (D) – added a definition for Single-Family Residence.
2. Section 2 (E) – seven (7) lines of text were removed and additions made in Section 16 to address the removed text.
3. Section 4 (D) – reference to City ordinance was removed.
4. Section 6 (B) – wording to address additional users in the service area.
5. Section 6 (A) and (C) – additional language inserted to address text removed from Section 2 (E).

The revisions included in the revised version were drafted, and approved, by the City's Attorney in this matter. I received email confirmation from the Township's Attorney that Manistee Township is agreeable to the changes in the revised agreement and it will be acted on no later than the Township's regularly scheduled meeting in May.

The changes made do not materially affect the intent of the agreement previously signed by Council. Accordingly it is my recommendation that Council approved the revised Water Service Agreement.

TNT:cl

WATER SERVICE AGREEMENT

This Water Service Agreement is made as of _____, 2016, between the City of Manistee, a Michigan municipal corporation, the address of which is 70 Maple Street, Manistee, MI 49660 (the "City"), and the Township of Manistee, a Michigan general law township, the address of which is 410 Holden Street, Manistee, MI 49660 (the "Township").

RECITALS

- A. The City owns and operates a public water supply system (the "Water System").
- B. The Township requested City water service to potential users in an area of the Township depicted on the attached Exhibit A.

TERMS AND CONDITIONS

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

- 1. Definitions. The following definitions should apply unless the context indicates another or different meaning:

- A. "Rate Methodology" means the method of establishing rates and charges for Water System Users in the Township as described in the Rate Study.
- B. "Service Area" means the Service Area identified on the attached Exhibit A as amended from time to time.
- C. "Service Area User" means a user of water service supplied by the Water System within the 2015 Service Area pursuant to this Agreement.
- D. "Single-family residence" means a building constructed and occupied as a single residential dwelling unit.
- E. "User" means a premises, individual, entity or other using water from or connected to the Water System.
- F. "Water System" or "System" means the City's water supply system, including wells, intakes, treatment works, pumps, towers, booster stations, valves, mains, pipes, control and monitoring equipment, and other facilities and appurtenances.

- 2. Provision of Water Service.

- A. Except for parcels and premises already served by another public water supply system and for additional premises owned by The Little River Band of Ottawa Indians that may also be connected to another public water system, the City shall be the exclusive provider of public water supply services in the Township. With the exception of those parcels and premises addressed in the preceding sentence, the Township shall not provide or allow any other person or entity to provide public water service, directly or indirectly, to any premises, person or entity in the Township, and shall not provide any franchise or consent for such service, without the City's prior written consent.
- B. The City shall supply Water System water directly to Service Area Users on a retail basis in accordance with this Agreement, subject to exceptions in Section 2.D. Those parcels and premises served under prior agreements ~~with~~between the City and the owners of those parcels and premises shall be served as provided in those agreements until all parties to those prior agreements agree in writing to their modification.
- C. Except as otherwise provided in this subsection or as otherwise provided in a prior agreement as described in paragraph 2.B above, the Township shall, within 120 days of the date of this Agreement, adopt and enforce an ordinance compelling premises on any parcel located within the Service Area which parcel is within 200 feet of any Water System line within the Service Area to connect to and use the Water System for all water needs, provided that single-family residences shall be required to connect to and use the Water System only in accordance with the following: Owners of single-family residences with properly operating and legally installed wells may be permitted to continue use of those wells until the first occurrence of any of the following: (i) the wells need repair,

replacement or improvement requiring the issuance of a permit by the County Health Department in order to adequately serve the premises, or (ii) the residence is converted to use other than as a single family residence.

D. The terms of this agreement shall not apply to customers with existing water service ~~contracts~~agreements with the City. Those users of services of the Water System shall remain subject to those prior contracts until all parties to those prior contracts agree in writing to their modification in accordance with paragraph 16.

E. Except as otherwise provided in subsection 16.D, the parties intend that all Water System water provided to any users in the Township will ultimately be provided pursuant to a single agreement when other agreements can be amended or replaced.

3. Supply of Water. The City shall deliver potable water to the Service Area Users in the Service Area of the similar quality and similar pressure as that provided a water user in the City subject to such limitations and exceptions as are otherwise provided in this Agreement. Regardless of the previous sentence, except as otherwise required by law, the City shall not be responsible for a temporary water loss, temporary water service disruption, temporary water pressure reductions, or temporary excessive pressure and shall under no circumstance be responsible for any such occurrence arising from an emergency or other reasonably unanticipated or uncontrollable event. Notwithstanding the previous sentence, the City shall maintain and repair lines within the Township with the same degree of diligence it provides customers within City limits.

4. Conditions of Service.

A. The owners of parcels in the Service Area that desire or are required under this Agreement to connect to and use the Water System shall pay the full cost of extending mains and service leads to a curb stop to be installed at their property lines and the full cost of extending service from the curb stop at their property line to the structures being served. This includes, but is not limited to, any costs needed to bore and jack or directionally drill a service lead to a main on the other side of a right-of-way.

B. The System will retain ownership of all water mains and service leads to and including the curb stop and Users will own the service leads from the curb stop to the structure.

C. All connections to the System shall be made by licensed contractors in accordance with City specifications and shall be inspected by a City inspector or an inspector designated by the City. The City may adopt ordinance provisions requiring connections to be made by City personnel or persons hired by the City. Regardless of what is required, the User connecting to the System shall bear all of the costs of the connection, at the same rates charged to property owners within the City.

D. All new connections and all upgraded connections (*i.e.*, those increasing usage capacity) within the Service Area shall require payment of a system development charge as provided in the Rate Study.

E. The City, at a standard fee equal to that charged Users in the City, will provide and maintain all meters for measuring water supplied to Service Area Users in accordance with the City's then current ordinances and rules, regulations, and policies. All meters shall be required to have a radio read unit.

F. If a Service Area User's meter fails to accurately measure the water provided to that ~~that~~-User's premises, the City shall be notified and the meter shall be promptly repaired or replaced in accordance with City ordinances and policies. Service Area Users shall be subject to the same adjustment policy regarding leaks as City users.

G. The City may, from time to time as needed or convenient, estimate the water supplied to the Service Area User based on a similar period of use or based on use by similar Users.

5. Reading of Meters. For the purpose of determining water usage of Service Area Users the City shall regularly read the meters of the Service Area Users within the Service Area and maintain a record of such readings for review, upon request, by the Service Area User and the Township.

6. Billing and Collection.

A. Service Area Users shall pay all applicable rates, fees and charges as provided in the City's water ordinance and/or schedule of fees, unless subject to an existing contract with the City. This includes, without limitation, readiness-to-serve charges, volume charges, turn-on and turn-off charges, system development charges, interest and other amounts charged because of late payments, and any other fees applicable to User of the System as provided in the City water ordinance, Council resolution, and/or schedule of fees. Where the Rate Study does not identify the applicable rate, fee or charge, the City's water ordinance, Council resolution and/or schedule of fees shall control and the resulting rate, fee or charge shall be the same for Service Area Users and Users in the City.

B. The City shall establish water rates and charges for Service Area Users, for any Users in any expansion of the Service Area, and for an Users whose contracts are modified or terminated as provided in paragraph 16 of this Agreement, using the Rate Methodology in the Rate Study applicable to Users outside the City, unless subject to an existing contract with the City. Rates will be adjusted on an annual basis using the Rate Methodology in the Rate Study. In unusual circumstances such as, for example and not for limitation, the closing of a major user, an unexpected increase in operating costs, or the need to undertake unexpected major repairs due to an extreme weather event or other unforeseen occurrence, rate adjustments may be made part-way through a year. The Rate Study attached as Exhibit B shows the current applicable rate to be 118% of the rate to be paid by Users in the City. The parties understand and agree that the Rate Study and the applicable rate are subject to modification by periodic update through another Rate Study commissioned by the City that utilizes the same rate methodology as is used in the Rate Study. Provided, however, that unless there is significant new Water System infrastructure required to be constructed within the Service Area to serve Service Area Users or there is another compelling reason why rates should be significantly different (such as a subsidy by the City's general fund on behalf of Users in the City), rates for Service Area Users will increase at no greater percentage than rates for Users in the City.

C. Service Area Users shall be billed at the same frequency with the same times allowed for payment as are provided Users in the City. The same late payment requirements, interest, penalties and other consequences shall apply to Service Area Users and to Users in the City.

D. The Township shall adopt such ordinances, resolutions, rules and regulations as and requested by the City to make water fees and charges a lien on the premises served and to authorize and enable the City to directly collect those fees and charges from Service Area Users. The Township shall also place delinquent water fees and charges on the Township property tax bills for the premises served when requested by the City and collect them in the same manner as *ad valorem* property taxes and promptly remit them to the City. The City may discontinue service to any Service Area User due to non-payment of bills in the same manner as it would do so for a User in the City. The applicability of the lien shall be the same for Service Area Users as for Users in the City.

7. Restriction of Water Service and Emergency Discontinuance.

A. If the City is unable during a temporary period of scarcity or emergency to provide water service to Service Area Users in the quantity and/or at the capacity required, the quantity and/or capacity that the City can provide shall be allocated insofar as physically possible during such period to all water Users within the City and all Service Area Users in equitable proportions so that all customers of the Water System are subject to similar restrictions on water service.

B. The City reserves the right to temporarily discontinue water service (a) without notice in times of emergency or (b) upon not less than 24-hours' notice to the affected Service Area Users and the Township upon the City finding it necessary for purposes of testing, maintaining, repairing, replacing or improving Water System facilities.

C. Upon notification by the City, the Township shall cooperate with the City to ensure Service Area Users comply with any water sprinkling/irrigation restriction that the City shall determine is necessary and that shall apply equally to all similarly situated Users of the Water System and any other restrictions or advisories that may be applicable during or following such periods.

D. The Township waives any and all claims for damages resulting from such restrictions and discontinuance as set forth in this Agreement and agrees to defend, indemnify and hold harmless the City, its Council, officers, employees and agents from and against any and all claims, damages, demands, expenses, liabilities, and losses of any character or nature whatsoever arising out of or resulting from such restrictions or discontinuance within the Service Areas, but only if such restrictions or discontinuance with the Service Areas are not caused in whole or in part by the negligence of the City, its Council, officers, employees or agents.

8. Consent and Franchise.

A. As provided in Article VII, Section 29 of the Michigan Constitution of 1963, the Township consents to the City's use, without cost to the City, of the rights-of-way in the Township and this Agreement constitutes a franchise, pursuant to Article VII, Sections 19, 29 and 30 of the Michigan Constitution of 1963, for the City to provide water service to any premises in the Service Area according to the terms of this Agreement.

B. Upon the request of the City, the Township shall provide the City, without cost to the City, such easements in Township property or rights-of-way in the Township as are reasonably needed to provide water service to the Service Area as provided in this Agreement and to use, operate, maintain, repair, replace, and improve Water System facilities in the Township. The Township further agrees, upon request of the City, to assist the City in obtaining any easement or consent over private property within the Township that the City determines is reasonably needed to provide water service to the Service Area as provided in this Agreement and to use, operate, maintain, repair, replace, and improve Water Systems facilities in the Township.

C. Following any work on any parts of the Water System located in the Township, the City shall ensure any affected premises is promptly restored to a general condition that is as good or better condition as before such work. In performing any work on the portions of the Water System in the Township, the City shall make reasonable efforts to minimize the duration and extent of any interruptions to use of affected rights-of-way or other premises.

9. Title to Water System. All right, title and interest in all parts of the Water System are and shall remain only the City's. This Agreement does not convey to the Township or entitle the Township to any right, title or interest in the Water System, any portion of the Water System or any capacity in the Water System.

10. Additional Service Areas. By amendment to this Agreement, the City and the Township may add additional areas of the Township to the Service Area or provide that other areas of the Township will be subject to the terms of this Agreement. In doing so, the parties must jointly agree to amend Exhibit A to carefully depict the areas of the Township covered by the terms of the Agreement as amended. If the parties do not agree, then no service area(s) shall be added.

11. Term. This Agreement shall be effective for an initial term of 10 years commencing from the date set forth in the first paragraph of this Agreement, expiring on December 31, 2026. This Agreement shall renew for successive five years terms beginning on January 1, 2027, unless either party, at least two years prior to the expiration of the Agreement or any additional five year renewal term, notifies the other party of its intent to not renew the Agreement.

12. Liability and Risk.

A. No provision of this Agreement is intended to waive any immunity the City, the Township, and their respective officers and employees may have under applicable law for damages to the property off or injuries suffered by third parties.

B. If any third person asserts a claim or initiates any judicial or administrative action against the Township or any Township officer or employee for any personal injury or property damage alleged arise from (i) from the services provided by the City pursuant to this Agreement, (ii) the City's use, operation, maintenance, repair, replacement or improvement of any portion of the Water System, or (iii) any City acts or omissions related to this Agreement, and the Township notifies of the City with a copy of any assertion of a claim or the document initiating the judicial or administrative action within 7 business days of the Township's notification of its assertion or initiation and before any response has been made or is due, the City shall defend the Township without cost to the Township and shall pay

any resulting award, judgment, fine or other amount determined to be due by any court, administrative officer or agency, arbitrator or other person or body of competent jurisdiction. In doing so, the City shall have the option to settle any such claim, demand, or liability on such terms as the City shall determine.

C. However, if such injury or property damage is caused in whole or in part by the acts or omissions of the Township or the Township's officers, employees or agents, then the City's obligation under paragraph B shall be reduced in proportion of the responsibility the Township, its officers, employees or agents have for such injury or property damage.

13. Township Ordinance and Enforcement.

A. Except for those ordinance provisions, rules, and regulations applicable only to the City, the Township shall, within 120 days of the date of this Agreement adopt a water ordinance applicable to the Service Areas that is substantively identical to the City's water ordinance. Regardless of this subparagraph 13.A, no ordinance provision, rule or regulation adopted by the Township as a result of this Agreement shall have any provisions contrary to the terms of this Agreement, unless such contrary terms are required by a federal or state law, rule, regulation or permit requirement.

B. Within 120 days after the City adopts any amendments to its water ordinance, the Township shall adopt amendments to the Township water ordinance applicable to the Service Area that are substantively identical to the City's amendments to the City's water ordinance. Regardless of this subparagraph 13.B, no ordinance provision, rule or regulation adopted by the Township as a result of this Agreement shall have any provisions contrary to the terms of this Agreement, unless such contrary terms are required by a federal or state law, rule, regulation or permit requirement.

C. In addition, the Township shall adopt provisions in its water ordinance applicable to the Service Area that fully authorize City officers and employees to enforce the Township ordinance as enforcement agents for the Township. This Agreement constitutes the contractual authority for the City and its officers and employees to do so. The City shall enforce the Township ordinance in the same manner as it enforces the City ordinance. As the City enforces the Township's ordinance, upon the Township's request, the City shall reasonably collaborate with Township officials allowing Township officials to participate in any meetings or conversations with affected Service Area Users and sharing with Township officials copies of any pertinent documents or other information.

14. Breach of Agreement and Remedies. The non-breaching party to this Agreement shall have such legal and equitable remedies against the breaching party as shall be awarded by a court of competent jurisdiction including the remedy of specific performance. To the extent not prohibited by law, jurisdiction and venue for any action under this Agreement is solely in the state courts in Manistee County, Michigan, and the party to any such action that most substantially prevails in its claims, counterclaims and defenses is entitled to recover its actual costs, including, without limitation, filing fees, expert costs, attorneys' fees and all other costs incurred to investigate, bring, maintain, or defend any action from its first accrual or first notice thereof through all appellate and collection proceedings.

15. Notices. All notices and other communications under this Agreement shall be sufficiently given and shall be deemed given when hand delivered to the addresses first given above or on the date when delivery to the addresses first given above is actually made by FedEx, UPS or by the United State Postal Service, certified mail, return receipt requested. The parties may, by notice given pursuant to this section, designate any further or different address, certificates or other communications may be sent. Unless it is confirmed by the receiving party, communications made by electronic transmission shall not be sufficient under this section.

16. Additional Issues. The parties are progressing in realigning their relationship with respect to City water and sanitary sewer services provided to property in the Township, including property that is served by City water alone, City sanitary sewer service alone, or both such services pursuant to other, pre-existing agreements with the owners or occupants of the served property. Many of those agreements require the property owner or occupant to make payments in lieu of taxes ("PILT") to the City, but the water and/or sanitary sewer rates paid by those property owners may be less than what is provided in the Rate Study and less than will be paid pursuant to this Agreement. While the parties have addressed their relationship with respect to City water services, the parties have yet to address their on-going relationship

with respect to City sanitary sewer services. Accordingly, the following shall apply to pre-existing contracts with non-governmental persons or entities for City water and/or sanitary sewer services:

A. If the other party to a pre-existing contract that provides only for City water service wishes, at that other party's option, to make this change and signs an amendment to that pre-existing contract to incorporate the change to be subject to the rates and other provisions provided in this Agreement, the provisions of this paragraph A shall apply. Beginning on January 1, 2016, the rates paid for City water service shall be the same rates as provided for Service Area Users under this Agreement. Beginning on January 1, 2016, the PILT to be paid pursuant to that pre-existing contract shall be two-thirds of the PILT that would otherwise be paid under that contract. Beginning on January 1, 2017, the PILT to be paid pursuant to that pre-existing contract shall be one-third of the PILT that would otherwise be paid under that contract. Beginning January 1, 2018, no PILT will be paid pursuant to that pre-existing contract. No extensions will be made for any contract described in this subparagraph that expires and Users under such expired contracts shall pay rates as provided in paragraph 6 of this Agreement.

B. For pre-existing contracts that provides only City sanitary sewer services to property in the Township, no changes will occur.

C. If the other party to a pre-existing contract that provides for both City water and sanitary service wishes, at that party's option, to make this change and signs an amendment to that pre-existing contract to incorporate the change to be subject to the rates and other provisions provided in this Agreement, the provisions of this paragraph C shall apply. Beginning on January 1, 2016, the rates paid for City water service shall be the same rates as provided for Service Area Users under this Agreement, but the rates paid for City sanitary sewer service shall remain at the rates provided in the pre-existing contract. Beginning on January 1, 2016, the PILT to be paid pursuant to that pre-existing contract shall be 90% of the PILT that would otherwise be paid under that contract. Beginning on January 1, 2017, the PILT to be paid pursuant to that pre-existing contract shall be 80% of the PILT that would otherwise be paid under that contract. Beginning January 1, 2018, the PILT to be paid pursuant to that pre-existing contract shall be 70% of the PILT that would otherwise be paid under that contract. No extensions will be made for any contract described in this subparagraph that expires and Users under such expired contracts shall pay rates as provided in paragraph 6 of this Agreement.

D. The following contracts are not addressed by this paragraph 16 and shall not be subject to modification except by the mutual consent of all parties: Meijer, the Oaks Prison, the West Shore Medical Center, the Northwest Michigan Health Center, the County Jail, and the County Medical Care Facility.

17. Miscellaneous.

A. This Agreement constitutes the entire agreement between the parties as to its subject matter and there are no other representations, warranties, promises, guarantees or agreements, oral or written, express or implied, between the parties except as expressly made in this Agreement. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement. However, the Recitals are an integral part of this Agreement. All exhibits attached are fully incorporated as a part of this Agreement. The parties each had representation of counsel in the preparation of this Agreement and agree it was mutually drafted.

B. This Agreement may not be amended, changed, modified, altered, assigned or terminated before the end of its term without the written consent of the City and the Township after approval by the City Council and the Township Board. Notwithstanding the foregoing, the parties agree to amend the Agreement if additional language is required in order for the Agreement to comply with federal, state or local law; however, amendment pursuant to this paragraph shall not alter the substantive terms of the Agreement.

C. This Agreement and all rights and obligations under this Agreement are not assignable unless the parties both agree in writing to such assignment.

D. The waiver by either party of a breach of any provision of this Agreement shall not be a waiver of any subsequent breach of the same or any other provision of this Agreement.

E. This Agreement shall be enforceable only by the parties and their successors in interest. There are no intended third party beneficiaries to this Agreement.

The parties have signed this Agreement as of the date first above written.

CITY OF MANISTEE

TOWNSHIP OF MANISTEE

By: _____
Colleen Kenny, Mayor

By: _____
Dennis Bjorkquist, Supervisor

By: _____
Michelle Wright, Clerk

By: _____
Diane Taylor, Clerk

Date signed: _____, 2016

Date signed: _____, 2016

EXHIBIT A
Depiction of 2015 Service Area

EXHIBIT B
Rate Study

GRAPIDS 57718-1 364593v78

Memo to: Thad Taylor, City Manager

From: Edward Bradford, CFO *ENB*

Re: Funding of Riverwalk Repairs

Date: April 26, 2016

Thad,

In 2000, the City entered into a lease agreement (Attachment 2) with Eric & Leslie Gerstner for a parking lot at the corner of Division and River Streets. This parking lot is heavily used year-round. The lease expired April 1, 2015.

The City has negotiated a new lease (Attachment 1) with Eric Gerstner for the parking lot. It was prepared and reviewed by the City Attorney and is amenable to Mr. Gerstner. The lease is substantially identical to the prior lease and provides that the City pay all property taxes and special assessments on the property. It is a one year lease that automatically renews unless terminated by either party pursuant to the lease.



Given the importance of the parking lot to the Downtown, I recommend approval of the lease.

Lease Agreement

This Lease Agreement, made and entered into on _____, 2016, between the **City of Manistee, a Michigan municipal corporation**, of 70 Maple Street, Manistee, MI 49660, referred to in this instrument as “Lessee,” and, **Gerstner Development, LLC, a Michigan limited liability company**, of 413 Webster Street, Traverse City, MI 49660 referred to as “Lessor.”

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, and the promises and covenants contained herein, the parties agree as follows:

1. Term and Premises

Lessor leases to Lessee the vacant and unimproved land located at the Southwest corner of River and Division Streets in the City of Manistee, Michigan, and more particularly described as: Green’s Addition, Lot 10, excepting the South 10 feet, Block 7 P., City of Manistee, Manistee County, Michigan, identified as the “premises”, for a term beginning on April 1, 2016 and ending on March 31, 2017 (the “term”). If not terminated pursuant to this Agreement the Lease Agreement will extend for additional one year terms at each anniversary date.

2. Rent

Lessee will pay to Lessor as rent for each year during the term of the lease the annual special assessments and annual ad valorem property taxes associated with the leased premises (Lessee will make payments directly to the taxing authority).

3. Use of Premises

The premises will be used for business purposes of Lessee, including as part of Lessee’s “Streetscape” landscaping motif and as public off-street parking.

4. Improvements

Lessee may make improvements including landscaping and Streetscaping or other improvements at its own expense. All alterations, additions or improvements made by Lessee will become the property of the Lessor and remain on and be surrendered with the premises as part of the premises at the end of the term. Before commencing any improvements, Lessee shall give Lessor notice of the same.

5. Assignment

Lessee's leasehold interest may not be assigned or sublet in whole or in part without the written consent of Lessor.

6. Insurance and Indemnification

During the term of this lease, the Lessee shall insure the premises from general liability risks in an amount not less than One Million Dollars (\$1,000,000.00) and maintain such premises on the inventory of city-insured properties. Lessee shall provide Lessor with proof of such insurance annually.

Further, the Lessee shall defend and hold the Lessor harmless from any cause of action, claim or suit for personal injuries to their parties occurring because of the condition, maintenance or possession of the subject real estate by the Lessee.

7. Default

If Lessee defaults in fulfilling any covenant or condition of this lease, including any of Lessor's rules or regulations, or if Lessor will deem objectionable or improper any conduct of Lessee or of any of those visiting the premises, the Lessor may, when applicable, give Lessee notice as is prescribed by law, of Lessor's intention to terminate the tenancy, and at the expiration of the notice period, the term of the tenancy will expire and the Lessee will then quit and surrender the premises to Lessor.

8. Right of First Refusal

The City of Manistee shall have a right of first refusal to purchase the leased premises from the Lessor in the event that they desire to sell the same at such price and under such terms as the parties may agree. If Lessor receive a bona fide arm's length offer to purchase such real estate from a third party, the City shall have the right to purchase the property for the same price and terms as offered by such third party.

9. Notice

Notice required by statute will be given in accordance with the applicable statute. All other notices will be deemed sufficient if made as follows: All notices to Lessor will be directed (by personal delivery or first class mail) to Lessor at 413 Webster St., Traverse City, MI 49686, until Lessee is notified, in writing, to the contrary. All notices to Lessee will be directed (by personal delivery or first class mail) to Lessee 70 Maple Street, Manistee, MI 49660 or any other address provided in writing by Lessee to Lessor.

10. Modifications

No modifications to this lease will bind Lessor or Lessee unless agreed upon by them in writing (except modifications in accordance with Section Eleven).

11. Termination

The Lessee or Lessor may terminate this Lease by giving sixty (60) days' written notice of termination to the other party, Lessee shall be responsible for a pro rata share of taxes to the effective date of termination for the calendar year when the Lease is terminated..

12. Severability and Interpretation Consistent With Law

This lease is intended to comply with all applicable Michigan statutes relative to rental agreements. If any provision of this lease is deemed by a court of competent jurisdiction to violate a Michigan statute, the violation is inadvertent. If a provision is found to be so violative, the provision will be considered void and severed from the lease and the balance of the lease will remain in full force and effect. Nothing contained in this lease will be construed as exculpating the Lessor from liability for the Lessor's failure to perform or Lessor's negligent performance of a duty imposed by law. Also, nothing contained in this lease will be construed as releasing either party from a duty to mitigate or minimize the damages to the other party. This agreement will be interpreted according to the laws of the State of Michigan.

13. Review by Counsel

Lessor acknowledge that this lease has been prepared by Mika Meyers PLC, attorneys at law, Manistee, Michigan, for and on behalf of the City of Manistee. The Lessor, prior to executing this lease, have had the opportunity to have the lease examined and reviewed by counsel of their choosing.

14. Authority

The individuals signing this Agreement represent and warrant that they have the authority on behalf of their respective Principal to sign the same.

15. Entire Agreement

This document includes all agreements of the parties as to the subject matter hereof and there are no other agreements, written or oral, relating thereto that are not incorporated into this agreement. This agreement may be modified only by written agreement of the parties.

By: George V. Saylor, III (P37146)
Attorneys at Law
414 Water Street
Manistee, MI 49660
(231) 723-8333

MAY 10 10 59 AM '00

Penny A. Pepera
Register of Deeds
Manistee, Michigan 49660

Lease Agreement

This Lease Agreement, made and entered into on ~~April 9~~^{May}, 2000, between City of Manistee, a municipal corporation, of 70 Maple Street, Manistee, MI 49660, referred to in this instrument as "Lessee," and, Eric Gerstner and Leslie Gerstner, husband and wife, of 50 Filer Street, Suite 210, Manistee, MI 49660 referred to as "Lessor."

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, and the promises and covenants contained herein, the parties agree as follows:

1. Term and Premises

Lessor leases to Lessee the vacant and unimproved land located at the Southwest corner of River and Division Streets, and more particularly described as: Green's Addition, Lot 10, excepting the South 10 feet, Block 7 P. (southwest corner Division and River Streets), City of Manistee, Manistee County, Michigan, identified as the "premises", for a term beginning on April 1, 2000 and ending on April 1, 2015 (the "term").

2. Rent

Lessee will pay to Lessor as rent for each year during the term of the lease the sum of \$1.00, payable in advance, beginning on the first day of the term and on the same day each year thereafter until termination of this lease. In addition, Lessee to pay annual special assessments and annual ad valorem property taxes associated with the leased premises during the term of the Lease during the term of the Lease. Rent checks will be payable and delivered to Lessor at 50 Filer Street, Suite 210, Manistee, MI 49660. If any checks or payments of Lessee's are returned for non-sufficient funds, the sum of \$20.00 will be immediately charged to Lessee as additional rent.

3. Use of Premises

The premises will be used for business purposes of Lessee, including as part of Lessee's "Streetscape" landscaping motif and as off-street parking.

4. Improvements

Lessee may make improvements including landscaping and Streetscaping or other improvements at its own expense. All alterations, additions or improvements made by Lessee will become the property of the Lessor and remain on and be surrendered with the premises as part of the premises at the end of the term. Before commencing any improvements, Lessee shall give Lessor notice of the same.

5. Assignment

Lessee's leasehold interest may not be assigned or sublet in whole or in part without the written consent of Lessor.

6. Insurance and Indemnification

During the term of this lease, the Lessee shall insure the premises from general liability risks in an amount not less than One Million Dollars (\$1,000,000.00) and maintain such premises on the inventory of city-insured properties. Lessee shall provide Lessor with proof of such insurance annually.

Further, the Lessee shall defend and hold the Lessor harmless from any cause of action, claim or suit for personal injuries to their parties occurring because of the condition, maintenance or possession of the subject real estate by the Lessee.

7. Default

If Lessee defaults in fulfilling any covenant or condition of this lease, including any of Lessor's rules or regulations, or if Lessor will deem objectionable or improper any conduct of Lessee or of any of those visiting the premises, the Lessor may, when applicable, give Lessee notice as is prescribed by law, of Lessor's intention to terminate the tenancy, and at the expiration of the notice period, the term of the tenancy will expire and the Lessee will then quit and surrender the premises to Lessor.

8. Right of First Refusal

The City of Manistee shall have a right of first refusal to purchase the leased premises from the Lessor in the event that they desire to sell the same at such price and under such terms as the parties may agree. If Lessor receive a bona fide arm's length offer to purchase such real estate from a third party, the City shall have the right to purchase the property for the same price and terms as offered by such third party.

9. Notice

Notice required by statute will be given in accordance with the applicable statute. All other notices will be deemed sufficient if made as follows: All notices to Lessor will be directed (by personal delivery or first class mail) to Lessor at 332 First Street, Manistee, Michigan, until Lessee is notified, in writing, to the contrary. All notices to Lessee will be directed (by personal delivery or first class mail) to Lessee at the leased premises or any forwarding address provided in writing by Lessee to Lessor.

10. Modifications

No modifications to this lease will bind Lessor or Lessee unless agreed upon by them in writing (except modifications in accordance with Section Ten).

11. Termination

The Lessee can terminate this Lease by giving sixty (60) days notice to the Lessor and paying to the Lessor the annual rents (\$1.00 per/year) and the Streetscape special assesment, but not the property taxes remaining.

12. Severability and Interpretation Consistent With Law

This lease is intended to comply with all applicable Michigan statutes relative to rental agreements. If any provision of this lease is deemed by a court of competent jurisdiction to violate a Michigan statute, the violation is inadvertent. If a provision is found to be so violative, the provision will be considered void and severed from the lease and the balance of the lease will remain in full force and effect. Nothing contained in this lease will be construed as exculpating the Lessor from liability for the Lessor's failure to perform or Lessor's negligent performance of a duty imposed by law. Also, nothing contained in this lease will be construed as releasing either party from a duty to mitigate or minimize the damages to the other party. This agreement will be interpreted according to the laws of the State of Michigan.

STATE OF MICHIGAN)
COUNTY OF Grand Traverse) ^{SS}

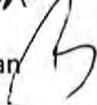
On May 3rd, 2000, before me, a Notary Public for Grand Traverse County, personally appeared Eric Gerstner and Leslie Gerstner, who executed this instrument, and who acknowledged the same to be their own free act and deed.

Debra K. Wilcoxen
Debra K. Wilcoxen Notary Public
Grand Traverse County, Michigan
My Commission Expires: 03/23/04

Prepared by:
GOCKERMAN, WILSON, SAYLOR & HESSLIN, P.C.
By: Bruce C. Gockerman (P14066)
Attorneys at Law
414 Water Street
Manistee, MI 49660
(231) 723-8333
n:\bcg\city\misc\gerstr2.doc

DEBRA K WILCOXEN
Notary Public, Gd Traverse County, MI
My Commission Expires Mar 23, 2004



Memo To: Thad Taylor 
From: Chief Bachman 
Re; Agenda Item

Stand Up Paddle Board Rentals

Thad;

Sarah Mason has submitted the attached request to operate a business on the beach between the pier heads adjacent to the first street parking lot.

As we discussed, the plan is exciting and is sure to draw additional people to the beaches. I am excited about the potential for customers to enjoy a part of our beaches that are in my mind underutilized. The plan has grown some since our original discussion with them to include a request for a small trailer to hold first aid equipment and Wi-Fi gear so they can process credit cards. Additionally they would like the opportunity to rent bikes from the beach if the opportunity presents itself. They are asking permission in advance so they can take action if the client base is there. I have included a photo of a similar operation and trailer.

As the director of public safety I have no objections to the request and hope council can support it. I think this will draw additional tourist to our parks. I apologize that I failed to consider running this by the parks commission. It was an oversight on my part. I am aware that they discussed it at a recent meeting. I have shared the business plan with Jeff Mikula and asked that he share it with the parks commission.

Finally, I would suggest a one year agreement so we can evaluate the impact on the beaches and business. I assume there is an income potential for things like this if we leased space on the beach for a business. Perhaps after the initial season, staff can sit down with the business owners and discuss a lease or long term arrangement based on the success of the plan. At the same time staff could work on a policy for future requests. DB



SUP Rentals on the Beach Proposal

Submitted by Sarah B. Mason, Co-Founder/Owner
tiki@urbanwavesup.com

4/26/16

SB

Opportunity

Manistee is seeking more private partnerships to establish amenities and attractions that enhance recreational opportunities on beaches, parks, and recreation areas according to a goal listed in the Strategic Capital Outline Plan.

Solution

Urban Wave would like to become one of those positive partners and is requesting permission to become a recreational outfitter in Manistee city and operate a full service Stand Up Paddle (SUP) rental business at the dog beach area located between the two piers.

Urban Wave is a Veteran, Women-Owned Business started in 2011 with proven expertise to provide high-quality SUP experiences after 3 prior successful seasons operating in Southeast Michigan. Urban Wave has trained over 1000+ people on at least 50+ different bodies of water according to the American Canoe Association (ACA) skill development curriculum. Most SUP Outfitters stick to one lake to provide their services. Urban Wave was the only SUP Outfitter in Southeast Michigan area who travelled to their customers in a 3 county region. This means Urban Wave has given lessons in many different conditions to individuals in class sizes ranging from 1-20.

Urban Wave wants to provide SUP to our community so our members and visitors have an outdoor activity that is nearby to their favorite beach, inexpensive, and repeatable. SUP gear is not cheap. Average prices for basic quality gear range from \$800-\$1300. Transportation and storage of equipment are further obstacles to overcome. Urban Wave's goal is to remove those barriers so entry-level participation increases with multiple opportunities for growth with the sport. Rentals will be \$10.00 an hour for high-quality boards and \$15.00 for performance boards. Urban Wave believes in using higher quality boards even in its rental program because the glide is so much better than on a cheap foam or heavy plastic sup.

Urban Wave will go above and beyond most rental companies and provide basic skill instruction to participants so they can maximize their enjoyment. Many people will try SUP on their own and find it difficult to stay balanced or fatigue quickly because they use improper technique. Co-Founder, Sarah Mason, is 1 of only 8 approved level 2 ACA certified instructors in Michigan. ACA Level 2 Certifications are only awarded to those who demonstrate leadership, technical and group management skills, as well as experience and judgment necessary to be a safe, effective instructor.

Logistics

Target opening date will be Saturday May 28, 2016 of Memorial Day Weekend until October as weather permits. Initially, we aim to be open 5 days a week-Wednesday through Sunday-but will increase operations if demand exists. Rental hours will be from 12pm until 6pm so that the last person on the water is back on land before the sun sets.

We plan to hire at least 1-2 local youths to assist our operations. All crew will have active Adult CPR/AED and first aid certifications. SUP rentals will not be permitted during hazardous weather especially when the wind is above 14mph or there is a chance of lightening.

Rentals will be targeted toward adults with photo id. Minors must be above 13 years of age and will only be permitted if a parent or guardian is present and sups with the minor. We also plan to offer special group lessons targeting our youths in cooperation with the Manistee Recreation Association and plan to reach out to our seniors as well. Specialized group lesson classes will also be available in the morning hours starting no earlier than 9am. Commercial Liability and Marine Inland Insurance will be maintained for a full year with Manistee City as an additional insured and proof provided. Premiums are paid in advance for the full season. Every rental will sign a waiver.

We are open to expanding our business to include the rental of bicycles and beach equipment like umbrellas, chairs, and kites and would like your approval to do so now so that we can start to source vendors. We are also searching for a possible brick and mortar store to supplement our beach operations with sales of SUP and possible bicycle equipment.

Location & Facilities

Urban Wave will operate in Manistee County, Michigan to target their operations to a single county area to maximize involvement with their local community. The City of Manistee has three world class beaches: First Street beach, Fifth Avenue beach and Manmade Lake beach. Next to First Street beach is an area designated as a dog beach with an observation deck in between our two piers. This location is the primary first target because of its proximity to First Street Beach where tourists frequent but more importantly because of the idea SUP conditions the area provides. The area is protected from large waves and heavy current because of the piers. First time SUP'ers thrive in low wave and wind environments which sparks continued interest in the sport. Further the SUP'ers will not interfere with swimmers or people fishing. SUP'ers will be instructed to be careful around the boat channel and fishing lines from the piers.

Equipment & Tools

Urban Wave will provide at a minimum between 10-25 SUP boards, adjustable paddles, USCG: TYPE III Life Jackets, and Leashes. SUP Accessories like sunscreen, dry bags, hats, t-shirts, etc. will also be available to rent or purchase. Urban Wave would like to temporarily place a small trailer on site to allow for safe keeping of cash and wifi-connected equipment to process credit cards as well as first aid equipment and to act as shelter for the SUP crew during inclement weather. The SUP boards will be transported to a secure location each evening and returned the next day. A small sun tent may also be used to protect the boards from damage by the sun's heat.

What is SUP?

SUP is one of the fastest growing sports worldwide. SUP is a fun, safe, full-body, low-impact way to exercise and experience the outdoors. It is simple enough for beginners to quickly catch on, but can require a high skill level for some aspects, making it a life-long sport where people can grow and increase their skills. SUP boards are much lighter and easier to transport than other paddle sports making them great for vacations and day trips.

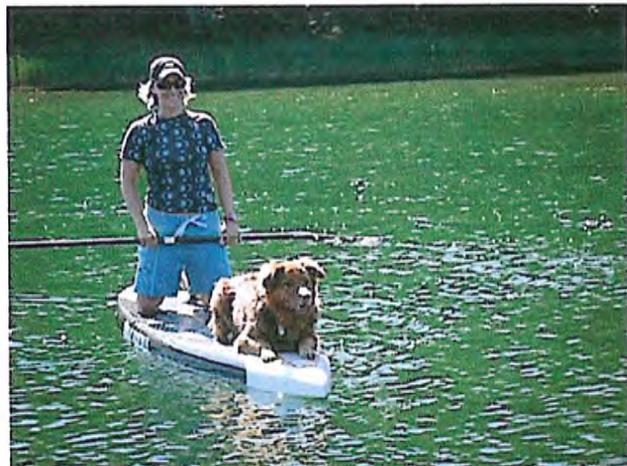
Nationwide initiatives that reconnect people to the outdoors are critical to ensuring healthy, active communities and a future for outdoor conservation. The biggest motivator for outdoor participation was getting exercise.



Proposed Location



View from Beach looking up to Deck



My thought was trailer would go somewhere on the grass area in above photos so it's not on sand. Trailer would be on battery power since there is no electric nearby. I have not tried my phone wifi there yet and will test run signal strength today but I envisioned needing a wifi hotspot to support at least 2 phones . The cash register would also have a bluetooth enabled receipt system. Trailer is essential to keep cash safe and hold supportive gear so it's not all spread out, exposed to theft and the area looks sharp. Here is a photo of a similar beach operation minus the tubes of course.



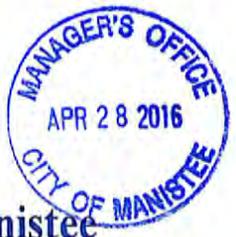
Sarah Mason
Urban Wave, LLC
Phone: 248-330-3519

MEMO TO: Thad N. Taylor, City Manager
FROM: Jeffrey W. Mikula, Public Works Director
DATE: April 26, 2016
SUBJECT: 5th Ave. Beach Concessions

JWM



Public Works
231-723-7132



Last year City Council awarded a two year contract for concessions at 5th Ave. Beach. The performance of the concessionaire did not meet the City's expectations and the contract was terminated. The Concessions were publicly bid again this spring for the 2016-18 seasons. Three written bids were submitted as follows:

- | | |
|-----------------|---|
| Paul Ronning | \$650/month 2016
\$750/month 2017-18 |
| John Ball | \$500/month |
| David E. Petzak | \$375/month |

The Parks and Beautification Commission expressed interest in the vendor selection process. As such, three members of the P&BC formed a committee along with Mickey McCann, Parks Leadman and myself to review the submittals. Mr. Ronning is interested in opening an eating establishment downtown and thought the concessions would be a good path towards getting to know the community. Mickey and I have had several conversations with him and he appears to be very detailed oriented and excited about the contract. The Committee has unanimously recommended Mr. Ronning for the contract.



BID TABULATION

PROJECT: 5th Ave Concession Stand

BID DATE: 4/1/16

CONTRACTOR NAME	BID BOND	INSURANCE	BASE BID	ALT. NO.	ALT. NO	ALT. NO	COMMENTS
Paul Ronning			\$650/mo	-2016	\$750/mo	-2017 + 2018	
David Petzak / Polish Boyzzz			\$375/mo				
John Ball / Little River Mgmt. LLC			\$500/mo	June, July, Aug			
			\$500/mo	prorated	May + Sept.		

DEPARTMENT ORIGATION: DPW / Parks

SIGNATURES: Michelle Wright CITY CLERK
[Signature]

CONCESSION VENDOR PROPOSAL

March 29, 2016

PROPOSAL BY:
PAUL RONNING

113 Rommel Ct
Springtown, TX 76082
(817)-994-8391

WGAHOL
& MSNW

1. Project Description

City of Manistee 5th Avenue Beach Concession Building

Located at: 108 Lakeshore Dr. Manistee MI, 49660

2. Project Scope

CONTRACTOR RESPONSIBILITIES

1. Contractor agrees that the minimum dates of operation will be Memorial Day Weekend through Labor Day of each year.
2. Contractor agrees to obtain all required Health Department permits and operating licenses and provide copies to the City Parks Department prior to opening for business
3. Contractor agrees to maintain minimum hours of operation from 11 a.m. to 6:00 p.m., seven days a week.
4. Contractor agrees to provide all general merchandise / food.
5. Contractor agrees to keep the restrooms at the Fifth Avenue Beach House in a clean condition at all times during the period of operation.
6. Contractor agrees to maintain concrete patio areas barrier free walkway free of sand and debris as needed
7. Contractor agrees to maintain and clean the concession stand facilities as needed.
8. Contractor agrees to report any issues with the facility or City-owned equipment promptly to the City Parks Department.
9. Contractor agrees to ensure the concession stand is adequately secured at the end of each day.
10. Contractor agrees to collect litter in the area and assure that garbage cans are emptied into a dumpster whenever cans become full, but at least once a day.
11. Contractor agrees to make no alterations or additions on said premises without the written consent of the City.
12. Contractor agrees to permit the City or its agents to enter upon said premises at all times to examine the condition of same.

The City of Manistee will be responsible for: providing an operational concession stand that includes:

1. Stainless Steel Counters and Storage Space.
2. City agrees to pay all utilities.
3. City will provide supplies and materials for trash receptacles and restroom cleaning and operation.

CONCESSION VENDOR PROPOSAL

March 29, 2016

This proposal will cover the 2016, 2017 and 2018 summer season and will terminate on October 1st 2018

Bid Proposal:

2016 season \$ 650.00/ per month

2017 /2018 Season \$ 750.00/ per month

- Concession lease payment to be paid to City 1st of every month

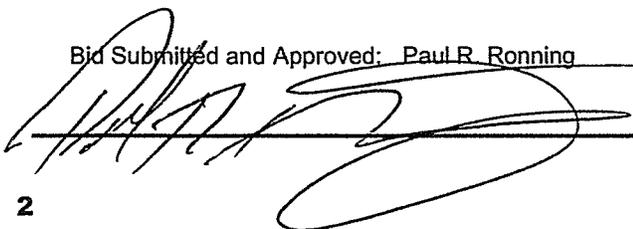
3. Mission Statement

It would be my intent to open the concession stand prior to and after the required 11am-6pm time frame. Most certainly the facility would be open until 20-30 min after sunset 7 days a week (weather permitting), to allow for sunset watchers and pier fishermen access to concession merchandise, coffee, hot chocolate, snacks, etc. In addition, if acceptable to the city, I would extend hours of operations if there are special events taking place in the area that typically draw the public down to the beach up to the 11pm curfew, 4th of July, beach or fishing tournaments etc. One of my goals would be to work with the City of Manistee, the community, visitors and tourists needs, to develop additional incentives, food products etc. to enhance the 5th Ave beach experience

4. Additional Considerations

- A. At the time of my bid proposal I was unable to secure additional information about inclement weather situations and requirements for the opening and closing times of the concession facility. It would be my preference, with consideration by the Parks Board and City Council to have the ability to close if extended weather situations arise that would normally restrict the public from visiting the beaches and surrounding areas in a safe manner. With that said, let it be known that my intent is to be open when the public has ANY need of the beach, pier, enclosed pavilion area or the surrounding marina and manmade lake areas.
EXAMPLE: If there is a torrential down pour for 2 days I would prefer to be closed. If the conditions, clear up late afternoon or sun comes out I will be open for business and ready to go. If there is light rain and safe for beach goers or fisherman I WILL BE OPEN. and as stated above, my goal is to be an extension of the city in their needs to help promote the Manistee and Lake Michigan coastline and to make it a place for those who visit, a place that they would like to return to.
- B. In addition to vendor requirements for the restroom facility upkeep. I owned and operated for over 10 years a Division 10 Specialty business which provided commercial restroom partitions(stalls), associated accessories and service to same I am familiar with all aspects of this area of work. If acceptable by City of Manistee I would be willing in addition to the daily upkeep, **and at no additional charge**, (to be included in my bid contract) make repairs, adjustments and /or replacement of broken dispensers as needed. This would not include any major repair issues and does NOT include plumbing repairs and the purchasing / delivery of parts or replacement items would still rest with the city department responsible for those items.

Bid Submitted and Approved: Paul R. Ronning



3/29/2016

CONCESSION VENDOR PROPOSAL

March 29, 2016

Personal/Background

I was born and raised in Manistee, my mother's side of family has been in Manistee area since the 1860's. My family and I currently live in Texas, but we have been making a transition to move back to the area and have been visiting Manistee the last couple years looking for property to settle down in the area. My main career over last 30 years is business management / company startups and/or restructuring. I have operated several concessions stand formats over the last 15 years for local groups... i.e. Boy Scouts, fundraisers, sporting events etc. I have been following the city and surrounding area via MNA and local social media (Official city FB page, Chamber of Commerce and others) and firmly believe that I can bring some positive attributes to the 5th Ave Beach area. The beaches are the biggest asset to Manistee in the summer and I am committed to working with the City of Manistee and the community to make the use and experience of those great assets to the highest extent possible.

Although I am currently in Texas, I have a game plan in place that would allow me to quickly move on this proposal if accepted by the City of Manistee. I have already reached out to County Health Inspector, local licensing entities as well as the City's Zoning and Planning Department in order to make sure I have all bases covered for any and all requirements needed prior to opening for Memorial Day Weekend. My goal is to have Health Inspection pre-check done a full week before Memorial Day Weekend in order to avoid any delays.

If additional information is required or you would like to discuss my proposal or optional considerations, you can reach me by phone or with a couple days' notice I could schedule a visit to your office for a personal face to face meeting.

PLEASE NOTE: As owner I would be in Manistee overseeing the ENTIRE operation with a small crew. I will be hands on every day. I personally will open, close and monitor the concession stand during its operational hours. I will be the main point of contact for the City of Manistee 24/7 over any issues or needs concerning the concession stand facility.

Thank you for your consideration,

Sincerely,



Paul R. Ronning

Jeff:

Items that would be on the food list would be:

Hamburgers
Hot Dogs
Chili dogs
Nacho's
Frito Pie
Taco's
Pizza by the slice
Grilled Cheese Sandwich's
Small Deli Sandwiches
Quesadilla's
Popcorn
Candy items
Sno cones or slushies
Ice Creme Bars and similar frozen treats (out of the freezer wrapped items)
Soft Drinks, Ice Tea, Lemonade
Coffee and Hot Chocolate
Chili and Hot soups

Items listed above are just basic concession items, it is not my intent to create a "restaurant at the beach". I was advised by your assistant director Mr. Mcann that a grill outdoors was acceptable but deep fryers or grease cooking equipment can not be used inside ,this factor does limit the ability to upscale the menu items. As I indicated in my proposal It would be my intent to keep the concession building open until sunset hours for beach walkers and the pier fishermen. Thus the reason for the soups and hot drinks.

Some of items maybe "special of the day" type items and not all items would be all day menu item, ie, soups for example. I may also modify the menu with adds or drops based on public demand or frequent requests. I will offer "specials", "party packages" at discounts to help promote folks to come down to the beach.

Have not really considered merchandise, if anything it would be tourist keep sake items , Pure Michigan , Lighthouse , or other Manistee related logo items, maybe items from local artists or craft items related to the area . Cozies for drinks. ?? My direction would be lower keyed on merchandise and the presence and display of these items would not be gaudy or overwhelming to the patrons, if any of those items are not acceptable , I would certainly be open to selling what would be as merchandise is not a primary focus item for me.

I do have one concern over the new food trolley approval for Mr. Ball in regards to selling his products at the beach area. According to MNA interview he would not serve at locations already served by brick and mortar businesses but his business plan , according to the same article stated he would "Cover locations undeserved by brick and mortar establishments" . Does this include the 5th Ave beach concession area ? My interpretation would be as long as concessions are open it would not be an undeserved brick and mortar. Would I stand correct on that assumption ?

I am aware of the struggles with the concession facility over the last couple years through the City Council meetings, MNA and local social networks. My goal in preparing a proposal for this project took those factors into consideration. My goal is to be an extension of the cities efforts to promote the Manistee beaches and city as a whole.

I know this is more then what you requested , but wanted you and your committee to know what my overall direction was.

Thank you,

Paul Ronning

Request:

Please accept this as an official bid for the vending rights at Fifth Avenue beach beginning with the 2016 season.

To:

The City of Manistee
Office of the City Clerk City Hall
70 Maple Street
Manistee, MI 49660

MBNU

By:

Little River Management, LLC
P.O. Box 371
Manistee, MI 49660
(231) 510-6346
John Ball – Owner

Bid:

\$500 per Month for the months of June, July, and August
\$500 per Month-Prorated for the months of May and September

Signature:

Owner

John Ball

Date

03/10/2016

No
MOW

FIFTH AVENUE BEACH CONCESSION STAND

2016 - 2018 SERVICE AGREEMENT

THIS AGREEMENT entered into by and between the City of Manistee "City," 70 Maple Street, Manistee, Michigan 49660, and David E. Petzak "Contractor," of Polish Brazzz: 5th Ave Beach Concession Stand Manistee, Michigan 49660, acting through its duly authorized officer, and being the party of the second part of this Contract; the City and Contractor agree as follows:

SECTION I. CONTRACTOR RESPONSIBILITIES

(A) FOR 2016 - 2018 SEASONS

1. Contractor agrees that the minimum dates of operation will be June 1 through Labor Day of each year.
2. Contractor agrees to obtain all required Health Department permits and operating licenses and provide copies to the City Parks Department prior to opening for business
3. Contractor agrees to maintain minimum hours of operation from 11:00 a.m. to 6:00 p.m., seven days a week.
4. Contractor agrees to provide all general merchandise / food.
5. Contractor agrees to keep the restrooms at the Fifth Avenue Beach House in a clean condition at all times during the period of operation.
6. Contractor agrees to maintain concrete patio areas barrier free walkway free of sand and debris as needed
7. Contractor agrees to maintain and clean the concession stand facilities as needed.
8. Contractor agrees to report any issues with the facility or City-owned equipment promptly to the City Parks Department.
9. Contractor agrees to ensure the concession stand is adequately secured at the end of each day.
10. Contractor agrees to collect litter in the area and assure that garbage cans are emptied into a dumpster whenever cans become full, but at least once a day.
11. Contractor agrees to make no alterations or additions on said premises without the written consent of the City.
12. Contractor agrees to permit the City or its agents to enter upon said premises at all times to examine the condition of same.

SECTION II. CITY RESPONSIBILITIES

The City of Manistee will be responsible for providing an operational concession stand that includes the following:

1. Stainless Steel Counters and Storage Space.
2. City agrees to pay all utilities.
3. City will provide supplies and materials for trash receptacles and restroom cleaning and operation.

SECTION III. COMPENSATION

The Contractor agrees to compensate the City of Manistee \$ 375.⁰⁰ per month. To be paid the first day of each month June thru September.

SECTION IV. INDEMNIFICATION REGARDING LIENS AND RELATED MATTERS

The Contractor shall indemnify the City against and hold them harmless from any lien, claim of unpaid work, labor, or material, or other claim or suit of or by any employee of the Contractor, subcontractor, supplier or other construction lien claimant if said lien, claim, or suit is asserted by a claimant whose compensation for services or materials furnished was, or should have been, received, whether directly or indirectly, out of funds paid pursuant to this Agreement. This indemnity shall include, but not be limited to, a reimbursement of all legal fees and other reasonable expenses connected with the proper defense of the City against claims of subcontractor liens.

SECTION V. ASSIGNMENT

The Contractor shall not assign the contract or sublet it as a whole or part without the written consent of the City of Manistee, nor shall the Contractor assign any monies due or to become due to them hereunder, without previous written consent of the City.

Section VI. DURATION OF AGREEMENT

The duration of this agreement shall be two years, terminating on October 1, 2018.

INTEGRATION

This instrument contains the entire Agreement of the parties relating to the matters herein. Any modification of this Agreement or waiver of any provision herein contained shall not be binding unless in writing and signed by both parties.

The parties hereto have caused this Agreement to be signed this _____ day of _____, 2016 and the signatories warrant their authority to bind their principals.

CITY OF MANISTEE

CONTRACTOR

Jeffrey W. Mikula, Public Works Director

Name _____ Dated _____

Dated

Phone Number _____

Address _____

Michelle Wright, City Clerk

Dated

Polish Boyzzz on the Beach Proposal for fifth avenue beach concession stand 2016-2018

Polish Boyzzz proposal for fifth avenue beach concession stand 2016-2018 seasons.

We will have a strong emphasis on cleanliness, quality of product, and compliance with Health Dept. regulations and ensuring best possible guest experience and satisfaction!

Polish Boyzzz on the Beach menu items:

Fresh & Smoked Polish Sausage Dogs	Assorted Fruit Cups
Giant Brats	Variety of Yogurts
Variety of Hamburgers	Variety of Ice Creams
Specialty Chicken Wings	French Fry Baskets
Chicken Tenders.	Variety of Potato Chips
BBQ Half/Full Slab Pork Ribs	PB&J Sandwich
Variety of Subs Sandwiches	Mac & Cheese Pasta
Pulled Pork Sandwiches	Potato and Cheese Pierogis
Toasted Raviolis with Marinara Dipping Sauce	Whitefish Dip and Pita Bread
Variety of Summer Salads	Onion Rings

David E. Petzak
5066 Suson Hills Dr
St. Louis MO 63128
Phone: (231) 398-7216

Professional Summary:

- ✓ Thirty years in the food, beverage, entertainment and hospitality business.
- ✓ Advanced from entry level positions to several management opportunities.
- ✓ Organized and efficient work habits
- ✓ Aptitude for learning new concepts and skills with minimal training and time investment
- ✓ Strong written and verbal communications skills
- ✓ Developed and opened a variety of businesses in the restaurant, lounge and grocery store operations.

Professional Background

Kings Sandwich Shop *Manager*

701 Foster St.

Durham, NC / 27701 June 2010-Sept. 2014

* Kelly McDermitt (239) 851-8061

- Inventory, Food and Beverage Ordering, Scheduling, Opening and Closing Duties
- Food Preparation, Menu Development
- Guest Services, Supervise Front House Staff

Party Tenders

Bartender / Manager

Naples FL / 34102 Oct. 2000-May 2010

* Patrick Kirk (239) 692-5545

- Bartender, Opening and Closing Duties
- Entertainment Coordinator
- Waiting Tables, Guest Satisfaction Service

Mackinac Catering / Watersmeet Pub

Bartender / Manager

St. Ignace MI / Mackinac Island MI

May 1992-Oct 2001

* Mark Sposito (906) 430-0020

- Event Coordinator
- Bartending, Serving, Opening and Closing Duties
- Manager of the Watersmeet Pub

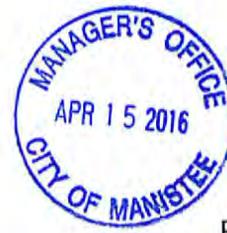
References

* **Thomas Zimmer** Bus./Per.
Sysco Foods Corporation
Naples Fl. / St. Louis Mo.
(314) 610-2161

Paul "Rusty" Riddleberger
3224 Areca Ave.
Naples Fl. 34112
(239) 248-9187

David Gunia
Bungalow
Manistee, MI
231-723-8000

Patrick + Robin Hogan
Hogan Plumbing; Boyer Agency
Manistee, MI
231-723-3792
231-723-6283



Planning & Zoning
231.398.2805
Fax 231.723-1546
www.mansiteemi.gov

MEMORANDUM

TO: Thad Taylor
City Manager 

FROM: Denise Blakeslee
Planning & Zoning Administrator 

DATE: April 15, 2016

RE: Non-Motorized Transportation Committee By-Law Amendments

Thad, the City of Manistee Non-Motorized Transportation Committee amended Section 7.1 Meetings to eliminate the need for monthly meetings and Section 11.0 Changes or Amendments to eliminate the need to wait until the following meeting to vote on amendments of their By-Laws at their April 15, 2016. These changes are as follows:

- 7.1 Regular Meetings: ~~Meetings shall be held monthly to conduct the business of the Committee.~~ **Notice of all meetings shall be posted at City Hall by December 31st of each year.** Meeting times and locations shall be posted and open to the public with time set aside at each meeting to receive public comment on agenda items. All actions taken by the Committee shall be recorded by the Secretary and filed with the Manistee City Clerk. All meetings and Committee business shall comply with the Open Meetings Laws of the State of Michigan.

Section 11.0 Changes or Amendments.

All changes or amendments to the By-Laws must be approved by the majority of the Non-Motorized Transportation Committee Members. Such changes or amendments must be presented to the Non-Motorized Transportation Committee in writing for consideration. ~~and may not be voted upon until the following regularly-scheduled meeting.~~

Enclosed is a copy of the By-Laws for Council's consideration.

:djb

City of Manistee

Non-Motorized Transportation Committee

By-Laws and Rules of Procedure

Section 1.0 Name.

The name of the Board shall be the "Non-Motorized Transportation Committee".

Section 2.0 Purpose.

The purpose of the Committee shall be to work to provide safe, scenic routes, accessibility for people of all abilities, throughout the City and also encourage non-motorized transportation and water trails for fitness, transportation and tourism while enhancing the City's attributes and appeal and connecting the City to surrounding communities.

Section 3.0 Officers

3.1 Selection: The Committee shall elect a Chair, Vice-Chair, and Secretary. The election shall take place during the first meeting of each calendar year in January. Officers shall be selected by majority vote of the members and shall serve for one (1) calendar year. The Secretary may appoint a Recording Secretary.

3.2 Tenure: The officers shall take office at the start of the next regular meeting following their selection and shall hold office for a term of one year, or until their successors are selected and assume office.

Section 4.0 Officer Duties

4.1 Chair. The Chair shall:

- a) Preside at all meetings.
- b) Periodically meet with City department staff.
- c) Appoint an acting secretary for a meeting in which the secretary is absent.
- d) Perform such other duties as may be ordered or authorized by the Non-Motorized Transportation Committee.

4.2 Vice-Chair. The Vice-Chair shall:

- a) Act in full capacity of the Chair in the absence of the Chair.
- b) In the event that the office of the Chair becomes vacant, shall succeed to the office of Chair for the unexpired term. The Non-Motorized Transportation Committee shall then select a successor to the office of Vice-Chair from its membership for the unexpired term.

4.3 Secretary. The Secretary or his or her designee shall:

- a) Be responsible for the agendas and minutes of each meeting and shall have them appropriately distributed.
- b) Keep attendance records.
- c) Execute documents in the name of the Non-Motorized Transportation Committee as authorized by the Non-Motorized Transportation Committee.

Section 5.0 Vacancies, Removal

Vacancies shall be filled for unexpired terms in the same manner as original appointments. A member may be removed from office by the appointing City Council for neglect of official duty or misconduct in office after being given a written statement for reasons and an opportunity to be heard thereon

Section 6.0 Board Absences

In order to maintain the maximum participation of all appointed Non-Motorized Transportation Committee members at all scheduled meetings, the following is the attendance guide and Board Member replacement policy for "excused"

or “unexcused” absences:

- 6.1 When appointed, each Board Member should state his/her willingness and intention to attend each scheduled meeting of the Non-Motorized Transportation Committee.
- 6.2 In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Board Member from attending the scheduled meeting; the Committee Chair or staff Liaison to the Non-Motorized Transportation Committee should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Board Member upon this notification will receive an “excused absence” for the involved scheduled meeting.
- 6.3 If any Board Member is absent from three (3) consecutive scheduled meetings without an “excused absence” for any of the three (3) meetings, the Board Member shall be reported in writing to the City Manager. The City Manager will contact the Board Member in writing and question his/her continued ability or interest in being on the Committee, giving the member a chance to rectify the attendance issue or submit a resignation.
- 6.4 There will be no limit on the number of consecutive “excused absences” for any Board Member. However, if the Board Member is repeatedly absent for at least 50% of the yearly scheduled meetings, that member will also be reported in writing to the City Manager. The City Manager will contact the Board Member in writing and question the member’s continued ability or interest to be on the Committee. The Board Member will be considered for an appointment nullification when the absences total six in the calendar year.
- 6.5 The appointment nullification action would be initiated by the City Manager and forwarded on to the City Council for official action.

Section 7.0 Meetings

- 7.1 **Regular Meetings:** Notice of all meetings shall be posted at City Hall by December 31st of each year. Meeting times and locations shall be posted and open to the public with time set aside at each meeting to receive public comment on agenda items. All actions taken by the Committee shall be recorded by the Secretary and filed with the Manistee City Clerk. All meetings and Committee business shall comply with the Open Meetings Laws of the State of Michigan.
- 7.2 **Quorum:** Three (3) of the seven (7) members appointed by City Council in accordance with Chapter 263 of the Codified Ordinances shall constitute a quorum for the transaction of business. Whenever a quorum is not present at a meeting, those present may adjourn the meeting to another day or hold the meetings for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting when a quorum is present by acting to approve the minutes of the meeting at which the quorum was not present.
- 7.3 **Order of Business:** The Chair or his/her designee shall prepare an agenda for each meeting and the order of business shall follow in an orderly manner according to the agenda. A designated period for public comment on agenda items shall be allowed. A time limit for discussion and/or comment may be set by the Chair.
- 7.4 **Rules of Procedure:** All meetings of the Committee shall be conducted in accordance with generally accepted parliamentary procedure as adopted by City Council for all Boards and Commissions within the City of Manistee.

Section 8.0 Expense Reimbursement

Committee members shall be reimbursed by the City of Manistee for all pre-approved out of pocket expenses incurred in carrying out the official business of the Committee.

Section 9.0 Conflict of Interest

In the event that business being carried out by the Committee may have a personal or financial impact on a member of the Committee or their immediate family, or any corporation or business of which a Committee Members is an officer or director, the Committee member must disclose the conflict of interest and refrain from voting on that particular business. If any question of whether or not a conflict exists cannot be determined by the Committee, then the matter of the questions shall immediately be referred in writing to the Manistee City Attorney for consultation and recommendation.

Section 10.0 Annual Review of By-laws

The Committee shall annually review their By-Laws at the regularly scheduled meeting in January.

Section 11.0 Changes or Amendments.

All changes or amendments to the By-Laws must be approved by the majority of the Non-Motorized Transportation Committee Members. Such changes or amendments must be presented to the Non-Motorized Transportation Committee in writing for consideration.

I HEREBY CERTIFY that the above Bylaws were adopted the 14th day of April 2016.



Todd Miller, Secretary

[Annotation: As approved by the City Council at their June 2, 2009 Meeting - Council authorized the bylaw amendments for all Boards and Commissions to include the new Board Absences language; directed all boards or commissions to implement and follow these changes as Council has requested; and authorized the Mayor to sign the amended bylaws.]

[Annotation: On February 14, 2013 The Non-Motorized Transportation Committee amended Section 3 Officers and Section 4 Officers Duties to add Secretary, removing Recording Secretary.]

{Annotation: On January 9, 2014 The Non-Motorized Transportation Committee amended Section 2 Purpose, Section 3 Officers, and changed "Commission" to Committee as needed in the document.}

[Annotation: On April 14, 2016 the Non-Motorized Transportation Committee amended Section 7.1 Regular Meetings and Section 11.0 Changes or Amendments]

Approved by the City of Manistee Council

Colleen Kenny, Mayor

Date

CITY HALL

ADMINISTRATION
FAX 231.723.1546

CITY MANAGER
231.398.2801

CITY ASSESSOR
231.398.2802

PLANNING & ZONING
231.398.2805

CLERK/TREASURER
FAX 231.723.5410

CITY CLERK
231.398.2803

CITY TREASURER/
FINANCE DIRECTOR
231.398.2804

WATER BILLING
231.723.2559

POLICE DEPARTMENT
231.723.2533
FAX 231.398.2012

FIRE DEPARTMENT
281 First Street
231.723.1549
FAX 231.723.3519

DEPT. OF
PUBLIC WORKS
280 Washington St.
• Street Dept.
• Parks Dept.
• Water Maintenance
280 Washington St.
231.723.7132
FAX 231.723.1803

WASTEWATER PLANT
15 Ninth St.
231.723.1553

Memo: Thad Taylor 
From: David M. Bachman
Re: Council Agenda item

Sir:

Please find attached a request from The Tight Line for Troops. They are requesting the use of an electric sign to be placed on the corner of River St East pointing down River St west toward the Marina on May 20th until the 21st.

There is no objections to this event and presents no special problems for the city.



David M. Bachman
Director of Public Safety

Dave Bachman

From: Judy Ball <judyb@lrcr.com>
Sent: Wednesday, April 13, 2016 11:45 AM
To: Dave Bachman
Cc: Tom H. Amor
Subject: RE: The sign

Importance: High

Shoot! Okay. I'm thinking we will need it from 2pm on Friday through 7am on Saturday. Tom what do you think? It will be on the corner of River St East pointing down River St. West toward the Marina.

--

Judy Ball | Conference Sales Manager

-----Original Message-----

From: Dave Bachman [<mailto:dbachman@manisteemi.gov>]
Sent: Wednesday, April 13, 2016 11:10 AM
To: Judy Ball <judyb@lrcr.com>
Subject: The sign

Judy. I need to go back to council to get the electronic message board approved.
Can you send me a couple details on it, hours and days of operation and the location where it will be placed and I will take care of it.

DB

Chief David M Bachman
DPS City of Manistee
231-398-2810 office direct
231-887-5053 cell
Sent from my iPhone

Tight Lines For traps

~~May 19~~ ~~John~~
20-21a

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Memo: Thad Taylor *MT*
From: David M. Bachman
Re: Council Agenda

Sir:

Please find attached a request from Love INC. They are requesting permission to hold their annual Spring Ring Collection Exchange from May 4th to May 14th from the hours of 9am to 6pm.

There is no known objections to this event and presents no special problems for the city.

David M. Bachman
Director of Public Safety

From: Robin Paulus [<mailto:robinp@loveincmanistee.org>]
Sent: Tuesday, April 19, 2016 4:50 PM
To: Dave Bachman
Subject: RE: Love INC Spring Ring 2016
Importance: High

Hi Dave,

I know you are a very busy man, but just wondered if you had received this information and if I need to send it to anyone different.

Thank you,

Robin Paulus
231-723-6613
www.loveincmanistee.org

From: Robin Paulus [<mailto:robinp@loveincmanistee.org>]
Sent: Tuesday, April 12, 2016 4:22 PM
To: Dave Bachman (dbachman@manisteemi.gov)
Subject: Love INC Spring Ring 2016

Dear Dave,

Love INC was thankful the City of Manistee allowed us to raise funds last spring at our 1st Spring Ring exchange. Because it was well received and helped support the Family Life Center programs and our summer Family Camp we would like to make this an annual campaign. Last year we rang in the month of March, and this year we would like to ring in the month of May. We have contacted 6 local businesses and have response from 4. We are awaiting decision from the corporate office of two listed in bullet number 3.

Love INC would like to hold a collection exchange May 2- May 14th by ringing at the following locations in Manistee. The exchange would include asking for cash donations and Love INC will bless donor with a small thank token.

1. Oleson's, Kmart, Family Fare, Vogue- we have received permission to have a volunteer ring during the dates listed above.
2. Love INC office- 390 River St. during office hours
3. Walgreens, Dollar Tree - we are still waiting for confirmation of this sight

We plan to have people in place to ring during the hours of 9a-6pm Monday – Saturday.

If you need further information or this needs to be directed to a different individual, please let me know.

Sincerely,

Robin Paulus
Executive Director
Love In the Name of Christ of Manistee
PO Box 28
Manistee, MI 49660
231-723-6613 office
231-723-6410 fax
robinp@loveincmanistee.org
www.loveincmanistee.org



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DISTRICT
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APR 27 2016

CITY OF MANISTEE
CLERK - TREASURER

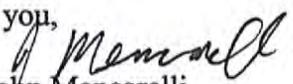
April 16, 2016

City Clerk
City of Manistee
70 Maple Street
Manistee, MI 49660

We are planning on having our Lion's White Cane Sale on May 6, 2016.

Could the City Council approve this date for our White Cane Sale?

Thank you,


Lion John Mencarelli
Secretary
305 Gloria Lane
Manistee, MI 49660
231-299-1110