



City of Pleasant Ridge  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

**City Commission Meeting  
October 14, 2014  
Agenda**

Honorable Mayor, City Commissioners and Residents: This shall serve as your official notification of the Regular City Commission Meeting to be held Tuesday, October 14, 2014, 7:30 P.M., in the City Commission Chambers, 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069. The following items are on the Agenda for your consideration:

**REGULAR CITY COMMISSION MEETING–7:30 P.M.**

1. Meeting Called to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. PUBLIC DISCUSSION – items not on the Agenda.
5. Consideration of the Governmental Reports.
6. Consideration of the City Commission Liaison Reports.
  - \*Planning Commission/DDA – Commissioner Perry
  - \*Historical Commission – Commissioner Scott
  - \*Recreation Commission – Commissioner Krzysiak
  - \*Committee Liaison – Commissioner Foreman
7. Consideration of the following Consent Agenda.

*All items listed on the Consent Agenda are considered to be routine by the City Commission, will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of these items unless a City Commissioner or visitor so requests, in which event, the item will be removed from the consent agenda and considered as the last item of business.*

  - a. Consideration of the minutes of the Regular City Commission Meeting held Tuesday, September 9, 2014.
  - b. Consideration of the Monthly Disbursement Report.
  - c. Resolution recognizing October as National Breast Cancer Awareness Month – Gilda Club.
  - d. Resolution designating City Manager James Breuckman as the Act 51 Street Administrator for the City of Pleasant Ridge.

8. Consideration of the appointment of Mr. Kevin Nowak as the Pleasant Ridge Police Chief.
9. Consideration of the Oath of Office to Police Chief Kevin Nowak.
10. Consideration of the report on the Pleasant Ridge Community Pool 2014 Season.
11. Consideration of the Resolution authorizing the City Manager to issue purchasing cards on behalf of the City of Pleasant Ridge with Fifth Third Bank.
12. City Manager's Report.
13. Other Business.
14. Adjournment.

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.



*23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069*

## **Regular City Commission Meeting September 9, 2014**

Having been duly publicized, Mayor Metzger called the meeting to order at 7:31 p.m.

Present: Commissioners Foreman, Krzysiak, Perry, Scott, Mayor Metzger.  
Also Present: City Manager Breuckman, City Attorney Need, City Clerk Drealan.  
Absent: None.

### **Minutes**

#### **14-3124**

Motion by Commissioner Perry, second by Commissioner Foreman, that Public Hearing and Zoning Board of Appeals Meeting held Tuesday, July 29, 2014, and the Regular City Commission Meeting held Tuesday, August 12, 2014, be approved, as recommended.

Adopted: Yeas: Commissioner Perry, Foreman, Krzysiak, Scott, Mayor Metzger  
Nays: None.

### **August 2014 Disbursement Report**

#### **14-3125**

Motion by Commissioner Scott, second by Commissioner Perry, that the August Distribution report, be approved, as listed.

Adopted: Yeas: Commissioner Scott, Perry, Foreman, Krzysiak, Mayor Metzger  
Nays: None.

### **Public Discussion**

Ms. Leslie Jones, 19 Fairwood, mentioned that on August 19<sup>th</sup>, 2014, an Earth Friendly Landscape Program will be presented by Lillian Dean. Flyers are available at the city.

Ms. Carolyn Comai, 43 Fairwood, referred to the back of the Ridger announcing the 3<sup>rd</sup> Annual Antique Show & Sale set for October 3-5, 2014, and expressed concern as to how events are approved for publication on a calendar, inquired as to who is authorized to approve events to be published, and if consideration is given for Jewish holidays or other religious holidays. Ms. Comai presented the Commissioners with a calendar for 2015 highlighting the dates of the Jewish holidays as a reference for planning next year's events.

### **August 11, 2014 Storm Report**

Mr. Roy Rose, of Anderson, Eckstien and Westrick, gave an update on the August 11, 2014 storm and the performance of the regional sewer system. Mr. Rose presented a PowerPoint that outlined his report, as follows:

Pleasant Ridge Sewer System Background: Pleasant Ridge's sewer system is serviced by a combined sewer system which is both the sanitary and sewer system running through the same pipes which then discharges into a regional system and eventually ends up at the George W. Kuhn (GWK) Drainage District and Retention Treatment Facility, formerly the Twelve Towns Drainage Basin. Dry weather flow is sent to the Detroit Water & Sewer Department for treatment, and wet weather flows are diverted to the GWK facility for treatment with permitted overflow to the Red Run Drain if necessary.

The GWK Retention Treatment Facility Design Criteria: The GWK Retention Treatment Facility is a pollution control facility that screens out sanitary trash and other solids and provides disinfection using chlorine before discharging into the Red Run Drain. Chlorine contact time and wet weather volumes are provided using 124 million gallons of storage available in the facility. This project was designed to address flows from a 10-year, 1-hour design event. Peak flow rate into the GWK Retention Treatment Facility is 3.1 million gallons per minute. GWK Retention Treatment Facility construction and upgrades were required to reduce combined sewage overflows and meet compliance with the Michigan DEQ and the Federal Clean Water Act. Fourteen communities are part of the GWK Retention Treatment Facility.

In Pleasant Ridge, each street has one pipe that services all households containing both sanitary and footing drains. Catch basins in the street have restricted covers in order to allow retention of the storm water to slowly flow into the system and not back up into the residential homes.

Storm of August 11, 2014: Pleasant Ridge experienced 4-5 inches of rain during this storm event over a 6-hour period. Statistically, this rain event was classified as a rare 300-year event according to the National Oceanic & Atmospheric Administration. Michigan, along with 9 other states, has sewers designed to handle the capacity of a 100-year event. The areas in Pleasant Ridge that experienced the major flooding may have to do with areas of higher elevation which will be investigated further in the future. Homes around the I-696 corridor were not affected as much due to the siphons along the freeway area to control the water flow. The Red Run Drain exceeded capacity as a result of this rain event and was backed up.

What homeowners can do as a precaution: A backflow prevention system can be installed to possibly avoid water backing up into a basement. Installation costs can range from \$2,000-\$3,000. Also, having adequate flood insurance versus sewer backup insurance will assist in the unfortunate loss in a rare storm event.

Mr. Rose concluded by stating that the sewer systems did operate to the best of its ability to the maximum capacity. Sewers have been cleaned and inspected, even those that are in alleyways to make sure there are no problems. The August 11, 2014 rain event was truly an act of God that caused the flooding problem.

Mr. Rob Sakat, 8 Fairwood, questioned if there should be any concern about contaminants that might have backed up into the area from the Reichhold Chemical Plant site.

Ms. Leslie Jones responded that when Reichhold was capped, there was a story wall installed around the site to prevent ground water flowing out from the site.

Mr. Hans Letzring, 45 Maywood, mentioned that every time there is a rain, the drain in front of his house backs up and his front yard floods over the curb up to about 10 feet on his property. Since the road repairs were made in that area, the situation has become worse.

Mr. Rose will investigate the situation and explained that there could have been a different cover on that drain that allowed more water to flow prior to the construction, and the newer drains installed were in order to have all systems consistent throughout the city. Pleasant Ridge does not have any pumps to push the water through the drains; it is all done by gravity and sized to handle the water flow. Restricted covers, especially in the fall season when leaves begin to fall, must be kept clean by removing any debris that falls over the covers. Restricted covers should never be removed to assist in water flow because it could cause worse flooding in neighborhood basements.

Mr. Darryl Bridges, 34 Kensington, inquired how often the sewer systems are reviewed to check that the sewer lines are working properly. Mr. Rose responded that a program will be implemented through the City Manager to have inspections on a regular basis.

### **Governmental Reports**

County Commissioner Gary McGillivray presented a flyer that announces a program developed by the Oakland County IT Department to assist local municipalities to check for cyber security starting September 15, 2014. County Commissioner McGillivray also advised that the Oakland County Parks Commission can host a presentation to the Pleasant Ridge Parks & Recreation Department/Commission to point out all the parks throughout the County for residents to enjoy. County Commissioner McGillivray reported that a special meeting is being called on September 10, 2014, by County Executive Patterson to discuss the Regional Water Authority.

Ms. Nancy Kerr-Mueller and Ms. Jennifer LaTosch, Ferndale School Board, reported that they are both seeking to be reelected to the school board for 6-year terms. Ms. LaTosch reported that there will be a homecoming collaboration which will include a parade down Nine Mile Road, on October 3, 2014, followed by a large tailgate party. All are invited to attend.

Mayor Metzger added that he and some others from the city were able to attend the teachers opening session for the new school year and that it was a wonderful event with great speakers.

Fire Chief Kevin Sutherland, Ferndale Fire Department, reported that there were many lines down in the city of Ferndale and some in Pleasant Ridge due to recent storms. Close to 100 violations were issued to residents ignoring barricades, especially in Ferndale. The Chief just wanted to remind residents the importance of the barricades and how serious it when lines are down. Please do not investigate yourself, but call 911. Commissioner Krzysiak inquired as to how the Community Emergency Response Team (CERT) performed, and the Chief responded that it was an excellent operation that freed up fire department manpower to perform more serious functions and the

CERT team watched the barricaded areas until DTE was able to arrive on scene. If anyone would like to be a part of the team, contact the Chief. Commissioner Krzysiak thanked the Ferndale and Pleasant Ridge residents for performing as part of the team.

Interim Police Chief Kevin Nowak, Pleasant Ridge Police Department, summarized the police reports/runs from the past few months in order to explain to the Commissioners and the residents what the department has been doing. Chief Nowak, along with Mayor Metzger, did offer kudos to the Ferndale Fire Department and Pleasant Ridge Police Department for saving two heart attack victims by administering CPR and bringing each back to life to make it to the hospital. Chief Nowak reported that the 2014 Dream Cruise went off without any major problems, and even added that attendance was down which led to the decrease in the number of officers needed to patrol and overtime. Chief Nowak reported that a new program is in place to monitor speeders among city streets with the radar unit device. This unit will be moved every couple days throughout the city. Chief Nowak reported that from Mid-July to early August, a rash of crimes was reported and suspects for these crimes have been apprehended. There have been four reported larceny from vehicle incidents, up from one of last year. Chief Nowak mentioned that Pleasant Ridge is a “dark city” and recommended that residents consider putting motion detection lights or other types of lighting around their home as a deterrent, and making sure that your vehicles are locked at all times.

Commissioner Krzysiak added that if any residents have questions about the staffing or performance of any department to contact the City Manager directly. Commissioner Krzysiak also added that he has the utmost confidence in the Pleasant Ridge Police Department.

### **City Commission Liaison Reports**

Commissioner Foreman gave an update on the Ferndale School District and reported that school started on September 2<sup>nd</sup>. Last month’s meeting addressed the bond improvement voted on in 2012 and all of the upgrades to the schools were completed by the start of the new school year. On September 11<sup>th</sup>, a tour of the improvements will be conducted starting at the Ferndale High School at 6:00p and a bus will be onsite for transport. Plante Moran was present at the meeting and analyzed the bond improvements, and a number of constructive ideas were brought forth for consideration in how to make the money work harder in the future. The report from the Superintendent announced that Schools of Choice applicants will be screened thoroughly before admission. The enrollment deadline for the next school year will be moved to the springtime as part of a best practices procedure in order to assist with budgeting. School board committees have been consolidated to make better use of board members’ time and efficiency. A new behavior policy has been implemented throughout the district entitled “SOAR”: Show respect; Own up to your behavior; Act in excellence; and arrive Ready to learn. Staff members are to use this common language with all students and within daily interactions. A number of teachers have reached tenure status, one being a Pleasant Ridge resident, Ms. Kara Edwards. An essay contest is being sponsored by the Michigan Municipal League Foundation for all high school students to get them interested in local government and express how they would improve quality of life in their community. Upcoming events: September 10<sup>th</sup> is picture day for the high school; September 15<sup>th</sup> is the next School Board meeting; October 1<sup>st</sup> is picture day for Kennedy and Roosevelt; October 3<sup>rd</sup> is homecoming. All events can be found on the District’s website.

Commissioner Perry reported that the Planning Commission and the Downtown Development Authority (DDA) did not meet in August due to a lack of quorum. The next meetings are scheduled for Monday, September 22<sup>nd</sup>. The DDA is hosting “Wine, Dine & Rhythm” on September 17<sup>th</sup> at 6:30p, Stephenson Park. The Woodward Avenue Action Association has a weekly newsletter that residents can sign up for to receive updates and events on the Woodward corridor, [www.woodwardavenue.org](http://www.woodwardavenue.org).

Commissioner Scott gave an update on the Historical Commission, which normally meets on the first Wednesday of the month. The Antique Show was discussed that is slated for October 3-5 in which over 20 vendors have been selected. The 2015 event will not be held during the Jewish holiday season, an unfortunate oversight for this year’s event. The silver anniversary for I-696 is approaching in December, but a dedication will be hosted in January. Any photographs or stories are being requested from residents to be shared with the Historical Commission.

Commissioner Krzysiak reported that the Recreation Commission had two meetings in August. Gainsboro Park improvements are being made possible through the Pleasant Ridge Foundation and a design has been selected for the overall playground equipment. Recreation Director Scott Pietrzak had a PowerPoint presentation on the renovation project which highlighted the play elements for the toddler age group (2-5), updates on the existing shelter, and new LED lights are being installed. The project is being totally funded by the Pleasant Ridge Foundation.

### **Consent Agenda**

#### **14-3126**

Motion by Commissioner Perry, second by Commissioner Scott, that the Consent Agenda, be approved, as listed.

Adopted:                      Yeas: Commissioner Perry, Scott, Foreman, Krzysiak, Mayor Metzger  
                                     Nays: None.

### **2015-2019 Library Services Agreement Extension- Huntington Woods**

#### **14-3127**

City Manager James Breuckman explained that this item was postponed from last month in order to allow additional comments from the residents and those comments were forwarded to the City Commission.

Motion by Commissioner Foreman, second by Commissioner Perry, that the Library Services Agreement Extension from January 1, 2015 to December 31, 2019 between the City of Huntington Woods and the City of Pleasant Ridge continue, upon voter approval of the Library Services millage request on the November 2014 general election ballot.

Adopted:                      Yeas: Commissioner Foreman, Perry, Krzysiak, Scott, Mayor Metzger  
                                     Nays: None.

Commissioner Foreman added that the language in item (5) of the agreement reflected that the board positions were new and that a correction should be made to indicate that these positions are standard positions and are the same as in the last renewal.

Commissioner Perry thanked all those who spoke up and offered feedback that was truly beneficial. Mayor Metzger emphasized the fact that Pleasant Ridge is part of a network of neighboring libraries that offers a wonderful opportunity to residents.

Commissioner Krzysiak commended the Library Board members in attendance for their diligence through this process.

**Emergency Management Coordinator Liaison – City Manager**  
**14-3128**

City Manager James Breuckman explained that this is just a general housekeeping measure of past practices.

Motion by Commissioner Perry, second by Commissioner Scott, to appoint the City Manager to serve as liaison to the Oakland County Emergency Management Coordinator.

Adopted:                      Yeas: Commissioner Perry, Scott, Foreman, Krzysiak, Mayor Metzger  
                                     Nays: None.

**Segregated Capital Assets Fund (SCAF) Investment Report**

City Manager James Breuckman presented a PowerPoint on the key points of the investment option for SCAF, which are monies received as a settlement from land taken by the construction of I-696. The highlights included the use of existing assets in order to make the city's money work harder; a manageable risk profile; and a 3-prong approach to solve funding problems. The restricted principal balance is \$3,242,872 and functions as an endowment. By ordinance, City is supposed to use the interest only; use of principal is protected and requires 4/5 vote of the Commission. Over the years, the interest rates have declined due to the economy. The interest return was primarily used in the past to maintain the city streets and fund the pool. Originally, SCAF was invested per PA 43 of 1943 which had limited investment options. PA 404 of 2008 created a new avenue for investment options and allows for investment under the pension fund act and opens a full range of investment options. The City has \$145,000 structural deficit that currently exists. Fund balance is at 21-percent; best practice is 25 to 30-percent. The goal is to have a healthy fund balance in order to be prepared for unexpected events, i.e., floods/storms. The solution is to request new operating millage revenue of \$108,000 to be placed on the November ballot. The potential outcome would be for \$60,000 to \$80,000 of additional revenue that is equal to about 0.5 mills of property tax revenue that residents are not asked to pay, and that the reinvestment in SCAF will provide a healthy and sustainable city budget. The policy outline would set a target return on principal of 4 to 5-percent. Any excess returns will be retained and added to the principal to buffer against future downturns in the economy. Also, a special provision will be added if the principal falls below the protected amount. Two investment scenarios of 2004 and 2007 were explained during the presentation. This investment into SCAF is only being introduced for consideration and comments over the upcoming months. The next steps would be to amend Chapter 2, Article II of the City Code to include new rules for investment and use of SCAF principal and interest; amend the City budget to create RSRF within SCAF; and to determine an investment vehicle and mix for RSRF.

Mr. Darryl Bridges, 34 Kensington, inquired if Vanguard was only considered for investments or was other options investigated. City Manager Breuckman explained that other funds were considered, but Vanguard were more straightforward and low cost. An investment committee should be formed to look into best practices for the City.



Commissioner Krzysiak commended the City Manager for his efforts in the presentation and the investment in the City's future, and encouraged the residents for feedback.

### **FY 2015 Municipal and Community Credits Contract with SMART**

**14-3129**

Motion by Commissioner Foreman, second by Commissioner Scott, to approve the 2015 Municipal and Community Credits Contract with SMART as recommended.

Adopted:                      Yeas: Commissioner Foreman, Scott, Krzysiak, Perry, Mayor Metzger  
Nays: None.

### **City Manager's Report**

City Manager Breuckman reported that about a third of the houses in Pleasant Ridge did experience flooding from the August 11<sup>th</sup> storm which resulted in approximately \$20,000 of unexpected trash cleanup costs. Neighboring communities experienced 70-percent of their homes being flooded. Oakland County Water Resource Commission is investigating the flooding issues and is finding that topography played a major role of the flooded areas. A renewed focus on green infrastructure through the DEQ is being explored. Mayor Metzger thanked the City Manager and staff for keeping the residents informed through this crisis on the Facebook page and City's website. City Manager Breuckman also recommended residents to sign up for eBlasts as a way of keeping better informed of emergencies, updates, etcetera. There is a millage information page on the website for the November ballot that outlines the four mileages: Library Services Millage Renewal; General Operating Millage; Parks Improvement Millage; and the City Charter Amendment Petition dealing with marihuana. Open houses are slated for October 15 & 22 to discuss these mileages. City Manager Breuckman gave an update on the alley project between I-696 and Devonshire and bids are being sought. Scott Pietrzak gave a construction update on Cambridge has been slow due to the weather. Phase one is complete with all the driveways and sidewalks being opened, and grading has started on phase two. Phase three will deal with the landscaping and hopefully tree replacement lost in the storm that may not take place until next spring. City Manager Breuckman did announce that there is a vacancy on the Library Board that needs to be filled by a Pleasant Ridge resident and are seeking applicants.

### **Other Business**

Commissioner Foreman mentioned that the Beautification Committee has been reformed and will have a process designed in the near future to accept nominations and have awards presented to residents.

Commissioner Krzysiak announced that the Book Club for September will be the "The Unwinding: An Inner History of the New America" by George Packer, and will meet on Monday, September 29<sup>th</sup>, 6:30p, Stephenson Park.

Mayor Metzger announced that the monthly coffee with the Commissioners will be held on September 23<sup>rd</sup>.

Mayor Metzger expressed that the value of diversity is very important to the residents of Pleasant Ridge, and apologized to the Jewish Community for the antique event being scheduled in October

during their holiday. A detailed calendar for 2015 has been provided to the city departments/commissions to plan ahead accordingly.

Assistant City Manager Scott Pietrzak announced that due to the flooding in the Huntington Woods library basement, the October 11<sup>th</sup> Star Wars event will be held at Pleasant Ridge.

With no further business or discussion, Mayor Metzger adjourned the meeting at 9:35 p.m.

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Mayor Kurt Metzger

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Amy M. Drealan, City Clerk  
/mat

## SEPTEMBER 2014

ACCOUNTS PAYABLE

PAYROLL LIABILITIES	\$	4,762.10
TAX LIABILITIES	\$	350,944.38
ACCOUNTS PAYABLE	\$	540,905.83
<b>TOTAL</b>	<b>\$</b>	<b>896,612.31</b>

PAYROLL

September 3, 2014	\$	36,003.19
September 17, 2014	\$	29,031.85
<b>TOTAL</b>	<b>\$</b>	<b>65,035.04</b>

**CITY OF PLEASANT RIDGE CHECK REGISTER  
PAYROLL LIABILITIES**

Check	Vendor Name	Description	Amount
1300	MIFOP	UNION DUES-SEPT 2014	\$ 188.00
1301	MISDU	FOC DEDUCTIONS	\$ 224.60
1302	M&T BANK - ICMA	RETIRMENT CONTRIBUTIONS	\$ 714.11
1303	ICMA RETIREMENT TRUST	DEFERRED COMP CONTRIBUTIONS	\$ 1,064.66
1304	M&T BANK-ICMA	HEALTH RETIREMENT SAVINGS CONTRIBUTION	\$ 198.36
1306	MISDU	FOC DEDUCTIONS	\$ 224.60
1307	M&T BANK - ICMA	RETIRMENT CONTRIBUTIONS	\$ 624.11
1308	ICMA RETIREMENT TRUST	DEFERRED COMP CONTRIBUTIONS	\$ 1,350.30
1309	M&T BANK-ICMA	HEALTH RETIREMENT SAVINGS CONTRIBUTION	\$ 173.36

TOTAL PAYROLL LIABILITIES

\$ 4,762.10

**CITY OF PLEASANT RIDGE CHECK REGISTER  
TAX LIABILITIES**

Check	Vendor Name	Description	Amount
2209	CHARLES GREEN	OVERPAYMENT OF 2014 SUMMER TAXES	\$ 365.24
2210	CITY OF PLEASANT RIDGE-DDA	CITY OF PLEASANT RIDGE DDA	\$ 3,231.23
2211	CITY OF PLEASANT RIDGE	2014 TAX COLLECTIONS TO 9-8-14	\$ 117,873.47
2212	CORELOGIC REFUND DEPT	2011 SUMMER TAX OVERPAYMENT	\$ 1,761.28
2213	FERNDAL PUBLIC SCHOOLS	2014 TAX COLLECTIONS TO 9-8-14	\$ 62,616.44
2214	OAKLAND COUNTY TREASURER	2014 TAX COLLECTIONS TO 9-8-14	\$ 94,337.42
2215	CITY OF PLEASANT RIDGE-DDA	2014 TAX COLLECTIONS TO 9-22-2014	\$ 975.97
2216	CITY OF PLEASANT RIDGE	2014 TAX COLLECTIONS TO 9-22-2014	\$ 29,618.64
2217	CORELOGIC REFUND DEPT	REFUND 2014 SUMMER TAX OVERPAYMENT	\$ 347.42
2218	FERNDAL PUBLIC SCHOOL	2014 TAX COLLECTIONS TO 9-22-2014	\$ 15,856.54
2219	OAKLAND COUNTY TREASURER	2014 TAX COLLECTIONS TO 9-22-2014	\$ 23,716.91
2220	RICHARD ARSLANIAN	2014 SUMMER TAX OVERPAYMENT	\$ 243.82

TOTAL TAX LIABILITIES

\$ 350,944.38

**CITY OF PLEASANT RIDGE CHECK REGISTER**  
**ACCOUNTS PAYABLE**  
**SEPTEMBER 11, 2014**

Check	Vendor Name	Description	Amount
19002	ACCUSHRED, LLC	CITY SHREDDING SERVICES	55.00
19003	AMERICAN EXPRESS	OFFICE SUPP, RECREATION/PROGRAM SUPPLY	7,672.62
19004	ARROW UNIFORM RENTAL	MAT RENTAL AND JANITORIAL SUPPLIES	448.36
19005	BEIER HOWLETT PC	CITY ATTORNEY CONTRACT	374.90
19006	BOSTON MUTUAL LIFE INS. CO.-G	HEALTH CARE BENEFITS	108.50
19007	BRIDGET BROWN	MILEAGE REIMBURSEMENT	87.36
19008	CITY OF BERKLEY	AUGUST DISPATCH SERVICES	3,349.61
19009	CITY OF PLEASANT RIDGE	CITY WATER AND SEWER UTILITIES	11,516.55
19010	COMCAST	TELEPHONE SERVICES	397.26
19011	COMMUNITY MEDIA NETWORK	CITY COMMISSION MEETING RECORDINGS	200.00
19012	DILISIO CONTRACTING INC	CAMBRIDGE RECONSTRUCTIO PROJECT	257,051.14
19013	DTE ENERGY	CITY UTILITY SERVICES	3,900.04
19014	ERADICO SERVICES INC	EXTERMINATOR SERVICES	96.00
19015	J & J AUTO TRUCK CENTER	POLICE CAR MAINTENANCE	154.54
19016	JANI-KING OF MICHIGAN, INC	JANITORIAL SERVICES	2,161.00
19017	KENNETH BORYCZ	MECHANICAL INSPECTOR SERVICES	352.50
19018	KEVIN LAUDERDALE	2014 SUMMER CLASSES	336.00
19019	KEVIN STULTZ	ELECTRICAL INSPECTION SERVICES	491.25
19020	OAKLAND COUNTY TREASURER	SEWAGE TREATMENT FOR AUGUST 2014	46,417.31
19021	PLANTE & MORAN PLLC	PROFESSIONAL ACCOUNTING SERVICES	5,209.00
19022	PRIORITY ONE EMERGENCY	POLICE DEPARTMENT EQUIP & SUPPLIES	142.43
19023	RAY KEE	BUILDING INSPECTOR SERVICES - AUGUST	1,200.00
19024	RENE LEBLANC-SHARER	REPLACEMENT OF CHECK #1674001143	27.70
19025	SCHEER'S ACE HARDWARE	BUILDING AND PARK SUPPLIES	74.28
19026	SCOTT PIETRZAK	MILEAGE REIMBURSEMENT	531.88
19027	SOCRRA	REFUSE COLLECTION CONTRACT	7,480.64
19028	SOCWA	WATER PURCHASES AUGUST 2014	15,718.02
19029	SUPERIOR PLAY LLC	COMMUNITY PROMOTION, BENCHES	3,197.00
19030	TECH RESOURCES, INC.	WEBHOSTING & REMOTE BACKUPS	363.77
19031	WEST BEND MUTUAL INSUR CO	DDA LIQUOR LICENSE	50.00
19032	WEX BANK	FUEL PURCHASES FOR POLICE CARS	1,869.73

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\$371,034.39

**CITY OF PLEASANT RIDGE CHECK REGISTER**  
**ACCOUNTS PAYABLE**  
**SEPTEMBER 18, 2014**

Check	Vendor Name	Description	Amount
19033	ADKISON, NEED & ALLEN P.L.L.C.	CITY ATTORNEY CONTRACT	1,109.25
19034	AMERA PLAN	HEALTH CARE BENEFITS - OCTOBER 2014	259.35
19035	ANDERSON, ECKSTEIN & WESTRICK	ALLEY/CAMBRIDGE PROJECT, FLOOD PRESENTATION	15,997.15
19036	ARROW UNIFORM RENTAL	MAT RENTALS AND JANITORIAL SUPPLIES	229.58
19037	BCBS OF MI	HEALTH CARE BENEFITS	27,373.63
19038	CITY OF FERNDALE	FIRE CONTRACT PAYMENT	21,166.67
19039	CITY OF PLEASANT RIDGE	AUGUST 2014 MERS CONTRIBUTIONS	17,000.73
19040	CITY OF ROYAL OAK	WATER AND SEWER MAINTENANCE	8,689.41
19041	CONSUMERS ENERGY	CITY UTILITY SERVICES	861.67
19042	DIG A PHONY	DDA CONCERT IN THE PARK BAND	0.00
19043	J & J AUTO TRUCK CENTER	POLICE CAR MAINTENANCE	65.88
19044	JEANNE FISHMAN	REFUND FOR ANTIQUE SHOW AND SALE	60.00
19045	LEGAL SHIELD	PREPAID LEGAL SERVICES	25.90
19046	MI MUNICIPAL RISK MANAGEMENT	INSURANCE AND BONDS	14,626.50
19047	MICHAEL VALENTINE	RETURN OF DEMOLITION BOND 14-184	5,000.00
19048	OAKLAND CO. PARKS & REC	DDA CONCERT IN THE PARK	350.00
19049	OAKLAND COUNTY TREASURER	INTEREST ON BONDS FOR THE GWKD	2,631.98
19050	ZOGICS	WELLNESS CENTER SUPPLIES	206.37

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\$115,654.07

**CITY OF PLEASANT RIDGE CHECK REGISTER**  
**ACCOUNTS PAYABLE**  
**SEPTEMBER 25, 2014**

Check	Vendor Name	Description	Amount
19051	ADT SECURITY SERVICES	COMMUNITY CENTER ALARM SERVICES	776.61
19052	AQUATIC SOURCE	WINTERIZE AND CLOSE POOL	2,546.79
19053	ARROW UNIFORM RENTAL	MAT RENTALS AND JANITORIAL SUPPLIES	224.18
19054	BOARD OF WATER COMMISSIONERS	IWC CHARGES FOR AUGUST 2014	687.04
19055	BRILAR	DPW CONTRACTED SERVICES	23,320.43
19056	DETROIT EDISON COMPANY	COMMUNITY STREET LIGHTING	4,040.80
19057	DOMINIC CARDELLI	REPLACEMENT OF PAYROLL CHECK	152.74
19058	FERNDALE PIZZA CO., INC.	RECREATION SUPPLIES	14.00
19059	HUNT SIGN COMPANY, LTD	NAME A STREET SIGN PROGRAM	56.00
19060	J & J AUTO TRUCK CENTER	POLICE CAR MAINTENANCE	173.89
19061	MICHIGAN STATE POLICE	SEX OFFENDER REGISTRATION FEE	30.00
19062	PNC BANK, NA	DPW BUILDING LOAN	13,354.00
19063	QUILL CORPORATION	OFFICE SUPPLIES	244.28
19064	SOCRRA	REFUSE COLLECTION CONTRACT	7,250.00
19065	TECH RESOURCES, INC.	COMPUTER REPAIRS - POLICE DEPARTMENT	96.25
19066	TOSHIBA BUSINESS SOLUTIONS	OFFICE SUPPLIES	169.55
19067	TOSHIBA FINANCIAL SERVICES	CITY HALL AND RECREATION COPIER LEASE	1,030.73
19068	VERIZON	WIRELESS SERVICES	50.08

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\$ 54,217.37

# City of Pleasant Ridge

## RESOLUTION

**WHEREAS,** there are millions of living witnesses to the fact that cancer can be cured, despite the fact that this dreaded disease is an alarming national killer; and

**WHEREAS,** October has been declared as National Breast Cancer Awareness Month; and

**WHEREAS,** thanks to increasing knowledge in the biological and medical sciences, we are nearing a solution to the problem of many types of cancer, but must not lessen our efforts until the battle has been completely won; and

**WHEREAS,** knowledge of the common symptoms of cancer should be thoroughly promulgated so as to save more lives by prompt medical attention; and

**WHEREAS,** Gilda's Club, which opened in the City of Royal Oak in 1998, has worked unceasingly to inform and educate the public concerning the warning signals of breast cancer and lymphoma and to assist in the care of such patients, including counseling and comfort of their families; and

**WHEREAS,** The American Cancer Society has dedicated itself to furthering research toward more effective treatment and an inevitable cure for this disease and continues to contribute greatly to the never-ending battle against one of society's prime destroyers.

**NOW, THEREFORE,** I, Kurt Metzger, Mayor of Pleasant Ridge, on behalf of the City Commission, do hereby invite all citizens to join with me in extending this expression of our sincere appreciation to the many volunteers and staff members of Gilda's Club and the American Cancer Society for the valuable service they perform in their continuing crusade against cancer.

*Signed this 14<sup>th</sup> day of October in the City of Pleasant Ridge  
State of Michigan in witness whereof the official seal  
and signature of the city are affixed.*

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*Kurt Metzger, Mayor*



## RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.*

**MAIL TO:** Michigan Department of Transportation, Financial Operations  
Division, P.O. Box 30050, Lansing, MI 48909.  
or Fax to: 517-373-6266

**NOTE:** Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner \_\_\_\_\_  
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate James Breuckman, City Manager

\_\_\_\_\_ as the single Street Administrator for the City or Village of  
Pleasant Ridge in all transactions with the State Transportation Department  
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner \_\_\_\_\_

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting  
of the governing body of this municipality on the \_\_\_\_\_ 14th \_\_\_\_\_ day of  
October, 2014

CITY OR VILLAGE CLERK (SIGNATURE)	EMAIL ADDRESS	DATE
	cityclerk@cityofpleasantridge.org	10-14-14
STREET ADMINISTRATOR (SIGNATURE)	EMAIL ADDRESS	DATE
	citymanager@cityofpleasantridge.org	10-14-14
ADDRESS OF CITY OR VILLAGE OFFICE		P.O. BOX
23925 Woodward Avenue		
CITY OR VILLAGE	ZIP CODE	PHONE NUMBER
Pleasant Ridge	48069	(248) 541-2900



# City of Pleasant Ridge

James Breuckman, City Manager

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From: Jim Breuckman, City Manager  
To: City Commission  
Date: October 9, 2014  
Re: Appointment of Kevin Nowak as Police Chief

## Overview

Sergeant Kevin Nowak has been serving as the Acting Police Chief since the end of June when the former Chief retired. Over the past 3 and a half months, Sgt. Nowak has proven himself an able and capable Police Chief. Additionally, during his 8 years as an officer here, Sgt. Nowak has earned the trust and respect of his fellow officers, City staff, former Pleasant Ridge police officers, and many City residents with whom I have spoken, makes me confident that Sgt. Nowak will make an excellent Police Chief for Pleasant Ridge.

I have offered Sgt. Nowak the position of Police Chief and he has accepted, pending City Commission confirmation of the appointment.

## Background

Sgt. Nowak joined the Pleasant Ridge police as a part-time officer in August of 2006, and became a full-time officer in September of 2008. He was promoted to Sergeant in November of 2013. Prior to coming to Pleasant Ridge, Sgt. Nowak worked for 20 years in Garden City, serving as a patrol officer, on multi-jurisdictional investigative units, as a SWAT team member, a detective, a member of a special investigations unit, and finally rising to the rank of lieutenant.

Sgt. Nowak brings broad experience to the job. I have been happy with his work these past 3+ months, and I am happy to bring him forward for your confirmation as our new Chief of Police.



# 2014 Community Pool Season Review



I would like to take this opportunity to recognize the staff at the Community Center/Pool Complex this year for their efforts and commitment to excellence. The eleventh season at the pool was a challenging one due to the timid weather and high expectations for a great season.

Listed below are my comments about the 2014 season and overall “State of the Pool Address.”

## Attendance and Pool Capacity

This summer attendance was the lowest on record for the last 10 years. This is mainly attributed to the below average temperatures and very rainy season.



Being a slower year it was still crowded at times, staff was able to manage the crowds comfortably. Wednesday nights were often the busiest, while Friday evenings were slow and weekends are always hectic. 2014 attendance numbers are attached for your review. (Note: attendance figures do not include swim team or daily swim lesson numbers.)

The zero depth area opened weekdays at 11:00 a.m., and was popular with parents and tots. This is a great service to offer the residents. It allows parents to come to the pool before the child’s nap time and enjoy the pool before the temperature is too high.

## Weather

Weather dictated much of the schedule this year. The weather conditions this summer were below average, with an average summer temperature of 79.43°, and 2 days of 90° or more, compared to an average of 77.92°, and 7 days of 90° or more last summer. Thunder and lightning caused the pool to close an above average amount of times this season. I recall approximately ten occasions where the pool was closed for lack of attendance or low temperatures.

## **Moberly Park**

The renovated Moberly Park was in its second full season in 2014. I do not remember a time since the first season in 2004, where we received so many positive comments about the pool and the new “Moberly Park.” Pool users flocked to the area to play, sun bathe, picnic and relax.



The field turf was a great solution for an area that was plagued with dirt and mud. Even if real grass was installed, it would have been turned to mud and trampled in no time, especially in the high traffic areas.

This area has become a main stay for many pool user. It has allowed us to utilize the space around the pool, and provide a relaxing, unobtrusive space for residents to enjoy the pool.

## **Members**

Membership reports state that 1,718 residents applied for membership (plus a few swim team, employees and Oakridge memberships). Most visitors were diligent about swiping their membership cards and checking in so that the City is able to collect accurate data.

## **Contamination/Pool Closure**

There were zero (0) contamination problems this summer, this is the fourth consecutive summer with zero contaminations. I would wager that no other pool in the State or the Country has a streak like this. A major role in the reduced number of contamination incidents is the clearing of all kids in the pool during adult swim. This gives the kids a time to use the restroom and take a break.

## **Pool Maintenance**

Daily pool maintenance can seem fairly simple, however it is time consuming and tedious. A list of “who’s who” for the pool, including important numbers is very helpful. We had one Health Department violation on this year’s report, the violation was to place signs that tell patrons to please dispose of their food waste properly. The violation was corrected within the half hour of the inspection, by hanging signs around the deck and receptacles.





## **Safety**

Safety was the top priority, there were no serious incidents at the pool this summer. There are always minor scrapes and bruises and those are handled on a case by case basis. Overall, the area has been designed as a “safe” facility with a very safety conscious staff.



## **Guest Passes**

Having been at the Pool almost every day, I was able to observe the Pool deck during busy hours and received feedback from many, many residents during the season. There were no complaints about the number of guest passes this season (35 passes), and there were zero purchased punches recorded.

There is the option of purchasing the Pass Plus, which allows one guest each day. Multiple friends each and every day would only add chaos to the Pool, especially when an adult does not necessarily have to be present with the kids.

There were a few comments that non-swimmers and babies should not be counted as a full guest. The bottom line is that capacity numbers include every “body” and includes people on the deck. Capacity levels must be monitored and, therefore, we must count everybody that enters the pool enclosure.

## **Adult Swim—last 10 minutes of every hour**

Adults look forward to the ten minutes of adult swim time every hour. The pool was cleared of all children during this time. There were some complaints saying children should be allowed in the zero depth, but that does not work. Also, this helps keep contaminations to a minimum and made the experience more enjoyable for the adults.

We held two adult only swim nights during the season. The pool closed to patrons under 18 at 7 p.m. and remained open an extra hour until 9:00 p.m. Unfortunately, it was a little chilly both nights this was scheduled. The August date we also held a 50+ Bingo at the pool. We had around 20-25 players, and it was fun as always. We will look at trying this again next summer, and hopefully Mother Nature cooperates.

## **Conduct/Discipline**

There was zero disciplinary problem this year. Most visitors were cooperative and responsible. Having posted rules definitely benefits both staff and residents.

## **Swim Lessons**

Swim Lessons are taught by the lifeguard staff. This year lessons had a number of guards that were new to teaching lessons. The Lessons Team pulled them together and made the year a positive experience for all involved. Lessons were very well attended, 170+ sign-ups, as always. Ms. Abilyn Cardelli did an outstanding job with the planning and organization of the 4 sessions. I think this year was one of the best for lessons in our 11 year history.

Parents and visitors had no problems with the pool deck clearing procedure that occurred each day at 12:45. It is somewhat inconvenient for visitors, but absolutely necessary. As patrons become accustomed to it, they are appreciative and understanding of the effort. This process definitely eliminates any abuse by non-resident swim lesson attendees.

## **Swim Team**

I would like to offer a special thanks to Colleen Rose for her assistance, support and excellent swim team season. Seven records were broken this year including one that has stood for over 16 years. Ms. Rose's expertise was invaluable and together we were able to provide a fun-filled swim team season. The Swim Team does require



significant attention from City Staff. Coordinating the schedules, swim meets and team needs require a large number of staff hours. As the season progressed and everyone adjusted to the transition of summer swim, the relationship between the Swim Team and the Administration became more relaxed and cooperative. As always, I will work with the coaches and volunteers to make next year's swim season as beneficial to all swimmers as possible.

## **Life Guards/ Staff**

All staff was returning from the previous summer, except for 6 new guards. The level of enthusiasm and the eagerness of the staff was enjoyable. They are routinely reminded to remain focused on the pool versus chatting with friends, and in-service training is mandatory. All and all, the staff members were reliable and conscientious. Emphasis on safety, keeping the pool and locker rooms clean and customer service is always a priority.

Overall, I was very pleased with the staff and their enthusiasm during the summer. Residents seemed to be pleased with the familiarity of the lifeguards.

## **Summary**

I am certainly pleased with the operation of the Pool for the 2014 season. It was a tremendous challenge that required a large amount of time and commitment, but it was great fun! There are many new ideas, plans and improvements planned for next year, and Bridget and I are already planning for the 2015 swim season. In the meantime, the Community and Wellness Center has our attention and attendance and programs are growing by the day!



*Respectfully submitted by:*  
**Scott Pietrzak, Assistant City Manager**  
**Bridget Brown, Recreation Assistant Director**

## 2014 TEMPERATURE AND ATTENDANCE

Day	May	Attendance	June	Attendance	July	Attendance	August		September	Attendance
1			83	285	84	104	82	140	85	224
2			84	70	79	136	78	94		
3			79	73	70	91	82	271		
4			66	67	74	116	84	163		
5			73	66	76	160	73	63		
6			77	83	81	218	77	144		
7			80	215	85	142	81	134		
8			77	285	77	108	77	118		
9			79	110	73	150	79	157		
10			77	57	76	76	83	254		
11			77	69	79	205	72	57		
12			76	60	85	207	78	66		
13			70	48	84	235	74	79		
14			73	119	80	151	69	71		
15			80	265	71	79	73	108		
16			87	206	68	27	81	139		
17			88	139	76	108	77	136		
18			81	99	78	142	78	107		
19			75	61	72	55	84	127		
20			69	58	81	214	84	160		
21			78	182	85	253	81	109		
22			81	189	90	301	83	136		
23	66	126	78	97	81	78	79	130		
24	76	265	78	71	74	94	77	109		
25	81	276	76	134	77	125	86	254		
26	84	336	79	152	82	155	90	248		
27	79	383	83	199	86	122	77	146		
28	69	78	88	298	66	59	74	105		
29	73	54	86	203	72	79	78	116		
30	79	146	86	198	73	91	86	184		
31	78	198			78	105	85	174		
TOTAL #		1862	TOTAL # 4158		TOTAL # 4186		TOTAL # 4299		TOTAL # 224	
		AVG ATTENDANCE:		144.40				AVG TEMP:		79.43
		Max #:		383				Max Temp:		90
		Mean #:		130				Mean Temp:		80
		Min #:		27				Min Temp:		66

TEMP # of Days  
60-69 7  
70-79 54  
80-89 39  
90 & up 2  
TOTAL DAYS 102

TOTAL ATTENDANCE      **14729.00**





# City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk  
 To: Jim Breuckman, City Manager  
 Date: October 9, 2014  
 Re: Fifth-third Procurement Cards – P-card program

Recently, the City staff met with representatives from Fifth-Third Bank regarding Procurement Card services. A procurement card, or P-card, is a form of company credit card that is issued to employees who can then acquire goods and services without having to process the transaction through the traditional purchasing procedure, such as using purchase requisitions or purchase orders. There are a number of different procurement card programs, some involve only the use of company approved vendors, while others allow any vendor to be used. The purchases made by an employee using a procurement cards are generally small and low value and provides employees empowerment to procure goods and services needed to do their jobs in a controlled environment.

## **Benefits of Procurement Cards**

The United States Government found that purchases under \$2500 only comprised 2 percent of the overall government spending, but did account for 85 percent all purchases. As the administrative costs of these small purchases often exceeded the actual dollar spend, the use of procurement cards increased in many government departments. One government agency, the Department of Commerce, estimated that the use of procurement cards saved them over \$22 million per year on administrative costs and the reduction in purchasing processing time. The use of the cards has allowed purchasing departments to concentrate its efforts into the 15 percent of the total procurement spend that accounts for 98 percent of the total expenditure.

By establishing the P-card program for the City, staff would eliminate the American Express account and open the P-card account with Fifth-Third. P-cards earn rebates based on the City's total annual spend. The City is eligible to receive a 1.15% rebate based on the overall spend of all participating municipal P-card holders through the Michigan Inter-governmental Trade Network (MITN) program and Fifth-Third bank. There is a \$150.00 annual program fee, which is waived if the City spends \$250,000 or more with the program. In the past year, there has been approximately \$105,000 in purchases on the American Express accounts and it would be the City's goal to move more vendors to P-card payment to reach \$250,000 in annual P-card spending. This alone is a huge benefit. There is no rebate incentive with the current American Express program. Further, the P-card program is a MasterCard network program, which is more widely accepted than American Express.

With the P-card program, the City will also be streamlining the accounts payable process. Many vendors, DTE, Consumers Energy, Sunoco, Costco, and Holiday Market to name a few, can be set up on the P-card payment system, reducing the amount of employee time processing accounts payable. Purchases made with the P-card program will be directly deducted from the City's existing Fifth-Third account monthly.

**Imposing Spending Limits**

Like any credit card there will be a credit limit for each user. For each P-card holder, the City Manager will establish a spending limit that is appropriate to the employee's position and their likely spending, and within the purchasing limits established in Section 10.04 of the Pleasant Ridge City Charter. Spending limits will be reviewed on a periodic basis so that an appropriate level is given to employees based on their actual spend.

**Implementing Internal Controls**

Strong management direction is crucial for a successful procurement card program. Management will clearly define what allowed uses of the card are, and implement internal controls. Of course, the back office procedures and resources must be in place to implement the controls. City Staff is proposing that the City Manager be the sole authorizer for the P-card program, including issuing cards and spending limits, on a case-by-case basis. I have attached a draft Procurement Card Procedure Policy for the City.

In order for the City to begin to implement the Fifth-Third P-card program, the City Commission must adopt a resolution authorizing the City Manager to issue purchasing cards on behalf of the City.

Please feel free to contact me should you wish to discuss this matter further.

**Authorization Certificate for Commercial Card Service Agreement**

**To Fifth Third Bank:**

**I HEREBY CERTIFY that:**

I am a duly authorized by the company, entity or public body identified below (the "*Company*") in my official capacity with the Company ("*Certifying Person*") to certify to the matters set forth below for purposes of establishing the authority of the Company and certain persons as described in this Certificate; and

The following resolutions ("*Account Resolutions*") were duly and properly adopted by the board of directors, trustees or managers, or the members, partners, shareholders or other governing body ("*Governing Body*") of the Company, have not been rescinded or modified and remain in full force and effect:

RESOLVED, this Company is authorized to obtain from Fifth Third Bank (the "*Service*") the right to use credit or purchasing cards and accounts on the credit of the Company and thereby incur indebtedness and pay fees and finance charges on behalf of the Company, and to enter into such agreement or agreements for the Service as are required by Fifth Third Bank from time to time, including a Commercial Card Services Agreement or similar agreement, and related agreements ("*Card Agreements*") each of which, when accepted or signed by an Authorized Person described below is authorized, approved and adopted by this Company;

RESOLVED FURTHER: that (a) each of the individuals identified in the table entitled "Authorized Persons" appearing below, (b) each person serving as an executive or senior finance officer or official of the Company (such as the Chief Executive Officer, President, Chief Financial Officer, Controller and Vice President-Finance or person with similar title or authority (each, an "*Executive Person*")) from time to time, and (c) any other person designated by any such individual whose identity and signature are provided to Fifth Third Bank (each, an "*Authorized Person*") is authorized on behalf of the Company and in its name to do any of the following:

- execute and deliver any and all of the Card Agreements and any amendments to the Card Agreements;
- designate those employees, agents, and other representatives, groups or divisions and other persons who will be authorized to receive and use cards and other rights to incur indebtedness in connection with the Service;
- designate, and advise Fifth Third Bank of the identity of a person or persons who will serve as administrator with respect to the Service and have authority to, among other powers specified in the Card Agreements: manage the service on behalf of the Company; select and administer security and operating procedures; designate persons as authorized users of a service; and, enable and administer user identification codes, passwords and other identification data.

RESOLVED FURTHER: Fifth Third Bank is authorized to rely on the full and unrestricted authority as provided in these resolutions of any one Authorized Person unless otherwise certified to Fifth Third Bank by the Certifying Person;

RESOLVED FURTHER, that the Certifying Person is authorized to deliver a certified copy of these Resolutions to Fifth Third Bank and certify to Fifth Third Bank the name, title and specimen signature of each Authorized Person.

I further certify that:

- these resolutions do not conflict with or contravene the certificate or articles of incorporation or organization, the bylaws, operating agreement, empowering law or similar governing documents or law of, or any agreement, law or regulation applicable to the Company; and
- each of the following persons has been designated by the Governing Body or an Executive Person as an Authorized Person with the authority specified in the foregoing resolutions, and the signatures indicated below are genuine signatures of the indicated persons:

**AUTHORIZED PERSONS**

<b><u>Name of Authorized Person</u></b>	<b><u>Title of Authorized Person</u></b>	<b><u>Specimen Signature of Authorized Person</u></b>
1. James Breuckman	City Manager	
2.		
3.		
4.		
5.		

IN WITNESS WHEREOF, I have subscribed my name to this Certificate on behalf of the following Company:

Exact Name of Company: City of Pleasant Ridge

Duly organized under the laws of the State of Michigan

Taxpayer Identification Number: \_\_\_\_\_

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

Print Name: Amy M. Drealan

Title: City Clerk

Dated: \_\_\_\_\_

March 2010



# City of Pleasant Ridge

James Breuckman, City Manager

## Administrative Policy #2014-02

### **Procurement Card Procedures**

#### Overview

The Procurement Card is a charge card, which provides the City of Pleasant Ridge with an alternate method of low dollar amount purchasing to petty cash, and the purchase of goods and services. The Procurement Card is commonly referred to as a "P-card."

#### Procedure – Obtaining a P-card

- Department Head and City Manager identify the need to an employee to use a P-card.
- City Manager orders P-card with established spending limits.
- City Manager issues P-card to employee, employee signs P-card policy and is trained for the use of the P-card.

#### Procedure – P-card Purchasing Guidelines

- Purchases made by P-cards are from City funds. These funds must be expended only for purchases specifically related to the delivery of governmental services to the citizens, as appropriated in the Budget adopted by the City Commission.
- The Cardholder (employee) is responsible for all procurements made on their card.
- The P-card is not transferable to anyone other than the Cardholder.
- Intentional misuse or fraudulent abuse will result in disciplinary action up to and including dismissal.
- P-cards cannot be used for personal purchases, uniform purchases, cash advances, certain City blocked products and services and purchases unrelated to City business. If you have a question concerning the appropriateness of a procurement, contact the City Manager PRIOR to making the purchase.
- City purchases are tax-exempt. Employees using P-cards are responsible to ensure that taxes are not charged. Contact the City Clerk for a tax exempt letter, if required by the vendor. Employees will be responsible for reimbursement of any taxes charged.
- Transactions cannot be split into two (2) or more separate receipts in order to bypass the established single limit transaction dollar limit.
- Cardholders are responsible to keep receipts from all transaction charged on his/her P-card. Receipts MUST accompany Expense Reports for payment and submitted to the City Clerk prior to the 10th of each month.
- All purchase disputes, lost cards or stolen cards are to be immediately reported to the City Manager.
- All P-card transaction are electronically monitored by the City Manager.

## Procedure – Reconciling Monthly Purchases

- Monthly expense reports and original receipts must be provided to the City Clerk by the 10th of each month for all charged transactions. These reports must be signed by the appropriate Department Head.
- Information related to each charge transaction is entered on the P-card company's online website. The Cardholder will be given a report of their monthly activity.
- Cardholders review each transaction for accuracy.
- Cardholders enter descriptions to adequately identify the transaction.
- Cardholders enter the account number for the purchase.
- City Manager will examine/audit all P-card reports and original receipts; the appropriateness of account numbers is confirmed.
- Accounts Payable integrates the transaction into the City's financial system.

## Card Deactivation

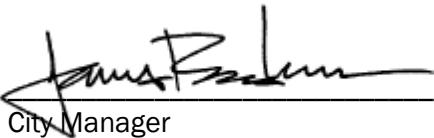
- Cardholder will notify appropriate Department Head and City Manager if their card is lost or stolen.
- City Manager cancels all P-cards that are lost, stolen, misused or upon termination of active employment status of Cardholder.

Effective Date: October 14, 2014

I, the undersigned employee, have read and understand the conditions set forth in the City of Pleasant Ridge Procurement Card Procedure Policy, and agree to the terms of use.

---

Employee



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City Manager

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Date