



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

**City Commission Meeting
December 8, 2015
Agenda**

Honorable Mayor, City Commissioners and Residents: This shall serve as your official notification of the Public Hearing and Regular City Commission Meeting to be held Tuesday, December 8, 2015, at 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:

PUBLIC HEARING AND REGULAR CITY COMMISSION MEETING – 7:30 P.M.

- 1. Meeting Called to Order.**
- 2. Pledge of Allegiance.**
- 3. Roll Call.**
- 4. Consideration of Resolution regarding Little Libraries.**
- 5. PUBLIC DISCUSSION – items not on the Agenda.**
- 6. Consideration of the receiving and filing the audit of the City's Financial Statements for fiscal year ended June 30, 2015.**
- 7. Consideration of the Governmental Reports.**
- 8. Consideration of the City Commission Liaison Reports.**
 - *Recreation Commission – Commissioner Krzysiak
 - *Committee Liaison – Commissioner Foreman
 - *Planning Commission/DDA – Commissioner Perry
 - *Historical Commission – Commissioner Scott
- 9. 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. Minutes of the Public Hearing and Regular City Commission Meeting held Tuesday, November 10, 2015.
 - b. Monthly Disbursement Report.
 - c. Resolution regarding 2016 Federal Poverty Guidelines.
 - d. Resolution opposing HB 4425.

10. **Consideration of the adoption of the City's Street Tree Planting Manual.**
11. **Consideration of the proposed Oakland County Community Development Block Grant Program Year 2016 Community Application and Subrecipient Agreement.**
 - a. Public Hearing – Solicitation of public comments on the proposed Oakland County Community Development Block Grant Program Year 2016 Community Application and Subrecipient Agreement.
 - b. Oakland County Community Development Block Grant Program Year 2016 Community Application and Subrecipient Agreement.
12. **Establishing a public hearing on Tuesday, January 12, 2016, at 7:30 p.m., to solicit public comments on the proposed amendments to the City Code regarding certain Municipal Civil Infractions.**
13. **Adoption of the City of Pleasant Ridge Freedom of Information Act (FOIA) policies and guidelines.**
14. **City Manager's Report.**
15. **Other Business.**
16. **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.



City of Pleasant Ridge

Resolution in Honor and Appreciation of Mr. Jake Covert, Ms. Pat Gross, and Mr. Thomas Treuter

- Whereas,** the Little Free Library initiative seeks to promote literacy across ages by facilitating community book sharing, exemplified by their motto “take a book, return a book”; and
- Whereas,** the City of Pleasant Ridge supports the spirit of the Little Free Library mission of fostering community by creating places where residents and visitors alike can gather to celebrate books and reading; and
- Whereas,** Jake Covert, Pat Gross, and Thomas Treuter are citizens of the City of Pleasant Ridge; and
- Whereas,** these citizens embrace the goals of the initiative and enthusiastically answered a call for volunteers to help construct Pleasant Ridge’s first Little Free Libraries, dedicating their own time, money, and woodworking skills; and
- Whereas,** their efforts exemplify the love of literature and learning and a strong commitment to volunteerism characteristic of our residents; and
- Whereas,** the City of Pleasant Ridge is proud to have residents like Mr. Covert, Ms. Gross, and Mr. Treuter and appreciate their efforts to promote community and literacy in our city.

Now Therefore Be It Resolved, I, Kurt Metzger, by virtue of the authority vested in me as Mayor, and on behalf of the entire City Commission and all our fellow citizens, do hereby extend this expression of our sincere gratitude to Mr. Jake Covert, Ms. Pat Gross, and Mr. Thomas Treuter for their outstanding contributions to the spirit of volunteerism in the City of Pleasant Ridge.

*Signed this 8th day of December, 2015 in the City of Pleasant Ridge
State of Michigan in witness whereof the official seal
and signature of the city are affixed.*

Kurt Metzger, Mayor

**City of Pleasant Ridge
Oakland County, Michigan**

FINANCIAL STATEMENTS

June 30, 2015

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City of Pleasant Ridge

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City of Pleasant Ridge

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Principals

Dale J. Abraham, CPA
Michael T. Gaffney, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
William I. Tucker IV, CPA



2601 Cambridge Court
Suite 201
Auburn Hills, MI 48326
(248) 844-2550
FAX: (248) 844-2551

INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and
Members of the City Commission
City of Pleasant Ridge, Michigan

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Pleasant Ridge, Michigan (the City) as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Pleasant Ridge, Michigan, as of June 30, 2015, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Changes in Accounting Principles

As discussed in Note O to the financial statements, the City implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, during the year. As a result, the financial statements now recognize the City's unfunded defined pension benefit obligation as a liability for the first time and more comprehensively and comparably measures the annual costs of pension benefits. The statement also enhances accountability and transparency through revised note disclosures and required supplemental information (RSI). Our opinions are not modified with respect to this matter.

Also as discussed in Note O to the financial statements, the City implemented GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date - An Amendment of GASB Statement No. 68*, during the year. As a result, the City recognized a beginning deferred outflow of resources for its pension contributions made subsequent to the measurement date of the beginning net pension liability. Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedules, and pension and other post-employment benefit schedules, as identified in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Pleasant Ridge's basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

December 8, 2015

City of Pleasant Ridge
MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

Our discussion and analysis of the City of Pleasant Ridge's (the "City") financial performance provides an overview of the City's financial activities for the fiscal year ended June 30, 2015. Please read it in conjunction with the City's financial statements.

Financial Highlights

As discussed in further detail in this discussion and analysis, the following represents the most significant financial highlights for the year ended June 30, 2015:

- Property tax revenues are the City's largest revenue source. Property tax revenue for the year ended June 30, 2015 was approximately \$2.415 million, which is a 3.77% increase from the year before. This resulted from an increase in taxable value of 3.77% from the year before.

Using this Annual Report

This annual report consists of a series of financial statements. The statement of net position and the statement of activities provide information about the activities of the City as a whole and present a longer-term view of the City's finances. This longer-term view uses the accrual basis of accounting so that it can measure the cost of providing services during the current year, and whether the taxpayers have funded the full cost of providing government services.

The fund financial statements present a short-term view; they tell us how the taxpayers' resources were spent during the year, as well as how much is available for future spending. Fund financial statements also report the City's operations in more detail than the government-wide financial statements by providing information about the City's most significant funds.

Governmental Activities

The following table shows, in a condensed format, the current year's net position and changes in net position compared to the prior year:

	June 30, 2014	June 30, 2015	Change from Prior Year In Dollars	As a Percent
Assets				
Current and other assets	\$ 4,468,900	\$ 4,099,911	\$ (368,989)	-8.26%
Capital assets	8,013,804	8,374,862	361,058	4.51%
Total Assets	12,482,704	12,474,773	(7,931)	-0.06%
Liabilities				
Current liabilities	473,519	654,837	181,318	38.29%
Noncurrent liabilities	2,789,314	5,231,102	2,441,788	87.54%
Total Liabilities	3,262,833	5,885,939	2,623,106	80.39%
Net Position				
Net investment in capital assets	5,992,258	6,479,561	487,303	8.13%
Restricted	463,418	218,192	(245,226)	-52.92%
Unrestricted	2,764,195	32,712	(2,731,483)	-98.82%
	<u>\$ 9,219,871</u>	<u>\$ 6,730,465</u>	<u>\$ (2,489,406)</u>	<u>-27.00%</u>

City of Pleasant Ridge

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

Governmental Activities - continued

	<u>June 30, 2014</u>	<u>June 30, 2015</u>	<u>Change from Prior Year</u> <u>In Dollars</u>	<u>As a Percent</u>
Revenues				
Program Revenues				
Charges for services	\$ 953,485	\$ 917,535	\$ (35,950)	-3.77%
Operating grants and contributions	176,628	198,691	22,063	12.49%
General revenues				
Property taxes	2,327,635	2,415,342	87,707	3.77%
State shared revenues	235,957	240,814	4,857	2.06%
Investment and other	118,490	119,795	1,305	1.10%
Total revenue	3,812,195	3,892,177	79,982	2.10%
Expenses				
General government	626,915	631,034	4,119	0.66%
Public safety	1,335,804	1,280,638	(55,166)	-4.13%
Public works	1,169,027	1,351,856	182,829	15.64%
Community and economic development	72,347	13,121	(59,226)	-81.86%
Recreation and culture	846,430	932,266	85,836	10.14%
Interest on long-term debt	82,418	102,462	20,044	24.32%
Total expenses	4,132,941	4,311,377	178,436	4.32%
Change in Net Position	\$ (320,746)	\$ (419,200)	\$ (98,454)	30.70%

The City's governmental net position decreased 27.00 percent from a year ago, decreasing from approximately \$9.22 million to \$6.73 million. Total governmental revenues were \$3,892,177 while total governmental expenses were \$4,311,377, resulting in an overall decrease in net position of \$419,200.

Total governmental revenues increased approximately \$79,982 or 2.10 percent. Property taxes increased \$87,707 and investment income increased approximately \$1,305. Operating grants and contributions increased approximately \$22,063. This is primarily due to the one-time funding from the state of Michigan and additional grant funds for storm cleanup.

The City's total governmental expenses increased approximately \$178,436 or 4.32 percent from the prior year. Increased costs associated with increased storm cleanup costs and community center building and equipment repairs.

City of Pleasant Ridge

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

Business-type Activities

The following table shows, in a condensed format, the current year's net position and changes in net position compared to the prior two years:

	<u>June 30, 2014</u>	<u>June 30, 2015</u>	<u>Change from Prior Year</u> <u>In Dollars</u>	<u>As a Percent</u>
Assets				
Current and other assets	\$ 911,654	\$ 930,487	\$ 18,833	2.07%
Capital assets	<u>1,920,420</u>	<u>1,823,909</u>	<u>(96,511)</u>	-5.03%
Total Assets	2,832,074	2,754,396	(77,678)	-2.74%
Liabilities				
Current liabilities	157,691	154,403	(3,288)	-2.09%
Noncurrent liabilities	<u>867,209</u>	<u>779,519</u>	<u>(87,690)</u>	-10.11%
Total Liabilities	1,024,900	933,922	(90,978)	-8.88%
Net Position				
Net investment in capital assets	967,990	956,700	(11,290)	-1.17%
Unrestricted	<u>839,184</u>	<u>863,774</u>	<u>24,590</u>	2.93%
	<u>\$ 1,807,174</u>	<u>\$ 1,820,474</u>	<u>\$ 13,300</u>	0.74%
	<u>June 30, 2014</u>	<u>June 30, 2015</u>	<u>Change from Prior Year</u> <u>In Dollars</u>	<u>As a Percent</u>
Revenues				
Program Revenues				
Charges for services	\$ 1,321,444	\$ 1,138,244	\$ (183,200)	-13.86%
General revenues				
Investment earnings	<u>56</u>	<u>1,853</u>	<u>1,797</u>	100.00%
Total revenue	1,321,500	1,140,097	(181,403)	-13.73%
Expenses				
Water and sewer systems	<u>1,124,724</u>	<u>1,126,797</u>	<u>2,073</u>	0.18%
Change in net position	<u>\$ 196,776</u>	<u>\$ 13,300</u>	<u>\$ (183,476)</u>	-93.24%

The City's business-type activities consist of the water and sewer systems. The City provides water and sewer services to residents through contacts or consortiums with the Detroit Water and Sewerage Department. Total net position of the business-type activities increased approximately \$13,300, or 0.74 percent, from a year ago. The current year resulted in operating income of \$38,756 compared to prior year income from operations of \$225,582.

City of Pleasant Ridge

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

The City's Funds

Our analysis of the City's major funds begins on page 3, following the government-wide financial statements. The fund financial statements provide detail information about the most significant funds, not the City as a whole. The City Commission creates funds to help manage money for specific purposes as well as to show accountability for certain activities, such as special property tax millages. The City's major funds for the current year include the General Fund, the Solid Waste Fund, and the I-696 Segregated Capital Asset Fund.

The General Fund pays for most of the City's governmental services. However, the most significant governmental service is police and fire protection, which incurred expenditures of approximately \$1.10 million in 2015, which was an increase of \$33,418, or 3.01 percent, from 2014. The increase was due to the purchase of a new police car.

Total General Fund revenues increased from a year ago by \$44,575 due primarily to increased taxable values, building department activity, and state shared revenues. Total General Fund revenues for 2015 were more than expenditures resulting in an increase in fund balance of \$17,326. Ending fund balance was \$541,402, of which \$73,244 was nonspendable. Unassigned fund balance represents 19 percent of total General Fund expenditures.

The Solid Waste Fund provides for the City's solid waste disposal and reduction needs. The program is primarily funded by a millage and utility billings. As of June 30, 2015, the Solid Waste Fund reported a fund balance of \$46,222, an increase of \$12,049 from the prior year. Of the total fund balance, \$46,222 is considered restricted for specific purpose.

The I-696 Segregated Capital Asset Fund was established to account for the funds received from the State of Michigan in connection with condemnation proceedings instituted by the State to acquire City-owned property for the construction of interstate highway 696. As of June 30, 2015, the I-696 Segregated Capital Asset Fund reported a fund balance of \$3,242,438, a decrease of \$18,128 from the prior year. Of the total fund balance, \$3,228,850 is considered committed for specific purpose.

The Capital Project Fund is used to account for the City's infrastructure improvements. As of June 30, 2015, the Capital Projects Fund reported a fund deficit of \$372,111, a decrease of \$570,620 from the prior year.

The Water and Sewer Fund is used to account for the operations required to provide water distribution, water treatment, sewage disposal, and sewage treatment systems for the general public, the costs (expenses, including depreciation) are financed or recovered primarily through user charges. As of June 30, 2014, the Water and Sewer Fund reported a fund balance of \$1,807,174, an increase of \$196,776 from the prior year.

General Fund Budgetary Highlights

Over the course of the year, the City amended the budget to take into account events during the year. Overall, revenues exceeded the amended budget by \$67,921 and expenditures were less than amended budget by \$9,107. Budget amendments were made as a result of changes in estimates for property tax revenues (following settlement with Oakland County), increased building department activity (both permit revenues and inspection costs), state-shared revenues, registration fee activity, district court, and cable franchise fee revenues. Increases in election expenses, utility costs and medical insurance were also incorporated into budget amendments.

Capital Asset and Debt Administration

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2015, amounted to \$10,198,771, net of accumulated depreciation. This investment in capital assets includes land, buildings, police equipment, roads and the water and sewer system. Current year additions to capital assets included building improvements totaling approximately \$45,380, vehicle, equipment, and software purchases of approximately \$29,419, \$189,017, and \$8,370, respectively, infrastructure additions of \$804,977, and construction in progress totaling \$18,336.

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

Capital Asset and Debt Administration - continued

As of June 30, 2015, the City's primary government had total debt outstanding of \$2,900,926. The outstanding debt consists of general obligation bonds, installment purchase agreements, accrued compensated absences, other post-employment benefit obligations, and contractual obligations to the County for the City's share of drain bonds.

More detailed information concerning capital assets and long-term debt can be found within the notes to the basic financial statements.

Economic Factors and Next Year's Budgets and Rates

Economic factors challenge the City's budgets each fiscal year and the City continues to budget conservatively. The 2015-2016 budget included a minimal increase in property tax values as indicated by the Oakland County assessing, state shared revenue projections as proposed by the State of Michigan, and conservative increases in both healthcare and pension costs.

Contacting the City's Management

The financial report is intended to provide our citizens, taxpayers, customers, and investors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the clerk's office.

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BASIC FINANCIAL STATEMENTS

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City of Pleasant Ridge
STATEMENT OF NET POSITION
June 30, 2015

	Primary Government			Component Unit (DDA)
	Governmental Activities	Business-type Activities	Total	
ASSETS				
Current assets				
Cash and cash equivalents	\$ 526,730	\$ 197,914	\$ 724,644	\$ 73,594
Investments	101,505	-	101,505	-
Receivables	58,665	275,844	334,509	-
Due from other governmental units	74,220	-	74,220	-
Prepays	73,244	5,000	78,244	-
Total current assets	834,364	478,758	1,313,122	73,594
Noncurrent assets				
Investments	3,265,547	451,729	3,717,276	-
Capital assets not being depreciated	1,765,036	-	1,765,036	72,500
Capital assets being depreciated, net	6,609,826	1,823,909	8,433,735	88,455
Total noncurrent assets	11,640,409	2,275,638	13,916,047	160,955
TOTAL ASSETS	12,474,773	2,754,396	15,229,169	234,549
DEFERRED OUTFLOWS OF RESOURCES				
Deferred outflows of resources related to pensions	141,631	-	141,631	-0-
LIABILITIES				
Current liabilities				
Accounts payable	349,759	60,252	410,011	52
Accrued liabilities	113,627	584	114,211	-
Accrued interest payable	20,448	5,877	26,325	-
Unearned revenue	6,604	-	6,604	-
Current portion of compensated absences	52,452	-	52,452	-
Current portion of long-term debt	111,947	87,690	199,637	-
Total current liabilities	654,837	154,403	809,240	52
Noncurrent liabilities				
Net other post-employment benefits obligation	938,802	-	938,802	-
Noncurrent portion of compensated absences	85,964	-	85,964	-
Noncurrent portion of long-term debt	1,783,354	779,519	2,562,873	-
Net pension liability	2,422,982	-	2,422,982	-
Total noncurrent liabilities	5,231,102	779,519	6,010,621	-0-
TOTAL LIABILITIES	5,885,939	933,922	6,819,861	52
NET POSITION				
Net investment in capital assets	6,479,561	956,700	7,436,261	160,955
Restricted for:				
Streets	135,994	-	135,994	-
Other purposes	82,198	-	82,198	-
Unrestricted	32,712	863,774	896,486	73,542
TOTAL NET POSITION	\$ 6,730,465	\$ 1,820,474	\$ 8,550,939	\$ 234,497

See accompanying notes to financial statements.

City of Pleasant Ridge
STATEMENT OF ACTIVITIES
Year Ended June 30, 2015

Functions/Programs					Net (Expense) Revenue and Changes in Net Position			Component Unit (DDA)
	Expenses	Charges for Services	Program Revenues Operating Grants and Contributions	Capital Grants and Contributions	Primary Government			
					Governmental Activities	Business-type Activities	Total	
Primary government								
Governmental activities								
General government	\$ 631,034	\$ 521,591	\$ 12,400	\$ -	\$ (97,043)	\$ -	\$ (97,043)	\$ -
Public safety	1,280,638	108,822	-	-	(1,171,816)	-	(1,171,816)	-
Public works	1,351,856	206,236	184,691	147,785	(813,144)	-	(813,144)	-
Community and economic development	13,121	-	-	-	(13,121)	-	(13,121)	-
Recreation and culture	932,266	80,886	1,600	-	(849,780)	-	(849,780)	-
Interest on long-term debt	102,462	-	-	-	(102,462)	-	(102,462)	-
Total governmental activities	4,311,377	917,535	198,691	147,785	(3,047,366)	-0-	(3,047,366)	-0-
Business-type activities								
Water and sewer	1,126,797	1,138,244	-	-	-	11,447	11,447	-
Total primary government	\$ 5,438,174	\$ 2,055,779	\$ 198,691	\$ 147,785	(3,047,366)	11,447	(3,035,919)	-0-
Component unit								
Downtown Development Authority	\$ 79,926	\$ -0-	\$ -0-	\$ -0-	-0-	-0-	-0-	(79,926)
		General revenues						
		Property taxes			2,415,342	-	2,415,342	76,058
		State shared revenue			240,814	-	240,814	-
		Interest earnings			19,219	1,853	21,072	13
		Miscellaneous			100,576	-	100,576	1,668
		Total general revenues			2,775,951	1,853	2,777,804	77,739
		Change in net position			(271,415)	13,300	(258,115)	(2,187)
		Restated net position, beginning of the year			7,001,880	1,807,174	8,809,054	236,684
		Net position, end of the year			\$ 6,730,465	\$ 1,820,474	\$ 8,550,939	\$ 234,497

See accompanying notes to financial statements.

City of Pleasant Ridge

Governmental Funds

BALANCE SHEET

June 30, 2015

	General	Solid Waste	I-696 Segregated Capital Asset
ASSETS			
Cash and cash equivalents	\$ 182,891	\$ 8,908	\$ 175,929
Investments	456,076	-	2,910,976
Accounts receivable	10,184	48,481	-
Due from other funds	-	-	142,379
Due from other governmental units	42,189	-	-
Advance to other funds	-	-	13,588
Prepays	73,244	-	-
TOTAL ASSETS	\$ 764,584	\$ 57,389	\$ 3,242,872
LIABILITIES			
Accounts payable	\$ 96,708	\$ 10,061	\$ -
Accrued liabilities	105,156	1,106	-
Due to other funds	1,560	-	-
Advance from other funds	13,588	-	-
Unearned revenue	6,604	-	-
TOTAL LIABILITIES	223,616	11,167	-0-
FUND BALANCES			
Nonspendable			
Prepays	73,244	-	-
Advance to other funds	-	-	13,588
Restricted			
Solid waste	-	46,222	-
Streets and highways	-	-	-
Tree planting beautification	-	-	-
Public safety	-	-	-
Library	-	-	-
Debt service	-	-	-
Committed			
I-696 Segregated capital asset	-	-	3,229,284
Unassigned	467,724	-	-
TOTAL FUND BALANCES	540,968	46,222	3,242,872
TOTAL LIABILITIES AND FUND BALANCES	\$ 764,584	\$ 57,389	\$ 3,242,872

See accompanying notes to financial statements.

Capital Projects	Nonmajor Governmental Funds	Total
\$ 20	\$ 158,982	\$ 526,730
-	-	3,367,052
-	-	58,665
-	1,560	143,939
-	32,031	74,220
-	-	13,588
-	-	73,244
<u>\$ 20</u>	<u>\$ 192,573</u>	<u>\$ 4,257,438</u>
\$ 229,752	\$ 13,238	\$ 349,759
-	7,365	113,627
142,379	-	143,939
-	-	13,588
-	-	6,604
372,131	20,603	627,517
-	-	73,244
-	-	13,588
-	-	46,222
-	135,994	135,994
-	19	19
-	430	430
-	14,996	14,996
-	20,531	20,531
-	-	3,229,284
(372,111)	-	95,613
<u>(372,111)</u>	<u>171,970</u>	<u>3,629,921</u>
<u>\$ 20</u>	<u>\$ 192,573</u>	<u>\$ 4,257,438</u>

City of Pleasant Ridge

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION

June 30, 2015

Total fund balances - governmental funds \$ 3,629,921

Amounts reported for the governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds.

Cost of capital assets	\$ 15,101,617	
Accumulated depreciation	<u>(6,726,755)</u>	
Capital assets, net		8,374,862

Governmental funds report actual pension expenditures for the fiscal year, whereas the governmental activities will recognize the net pension liability as of the measurement date. Pension contributions subsequent to the measurement date will be deferred in the statement of net position. In addition, resources related to changes of assumptions, differences between expected and actual experience, and differences between projected and actual pension plan investment earnings will be deferred over time in the government-wide financial statements. These amounts consist of:

Deferred outflows of resources related to pensions		141,631
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Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds balance sheet. Long-term liabilities at year-end consist

Direct obligations	1,895,301	
Accrued interest payable	20,448	
Compensated absences	138,416	
Net other post-employment benefits obligation	938,802	
Net pension liability	<u>2,422,982</u>	
		<u>(5,415,949)</u>

Net position of governmental activities		<u>\$ 6,730,465</u>
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City of Pleasant Ridge

Governmental Funds

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

Year Ended June 30, 2015

	General	Solid Waste	I-696 Segregated Capital Asset
REVENUES			
Taxes	\$ 1,542,534	\$ 219,615	\$ -
Licenses and permits	61,582	-	-
Intergovernmental	248,793	11,319	-
Charges for services	437,453	206,236	-
Fines and forfeits	40,514	-	-
Interest and rents	7,732	7	15,046
Other	163,840	-	-
TOTAL REVENUES	2,502,448	437,177	15,046
EXPENDITURES			
Current			
General government	592,961	-	-
Public safety	1,076,398	-	-
Public works	178,685	425,128	-
Community and economic development	13,121	-	-
Recreation and culture	374,785	-	-
Other	235,372	-	-
Capital outlay	13,800	-	-
Debt service	-	-	-
TOTAL EXPENDITURES	2,485,122	425,128	-0-
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	17,326	12,049	15,046
OTHER FINANCING SOURCES (USES)			
Transfers in	-	-	434
Transfers out	(1,994)	-	(33,174)
TOTAL OTHER FINANCING SOURCES (USES)	(1,994)	-0-	(32,740)
NET CHANGE IN FUND BALANCES	15,332	12,049	(17,694)
Fund balances, beginning of year	525,636	34,173	3,260,566
Fund balances, end of year	\$ 540,968	\$ 46,222	\$ 3,242,872

See accompanying notes to financial statements.

Capital Projects	Nonmajor Governmental Funds	Total
\$ 309,224	\$ 421,382	\$ 2,492,755
-	-	61,582
-	173,372	433,484
-	33,370	677,059
-	135	40,649
-	23	22,808
147,785	-	311,625
457,009	628,282	4,039,962
-	-	592,961
-	-	1,076,398
6	119,352	723,171
-	-	13,121
-	258,537	633,322
-	-	235,372
1,027,132	102,131	1,143,063
-	210,407	210,407
1,027,138	690,427	4,627,815
(570,129)	(62,145)	(587,853)
-	90,734	91,168
-	(56,000)	(91,168)
-0-	34,734	-0-
(570,129)	(27,411)	(587,853)
198,018	199,381	4,217,774
\$ (372,111)	\$ 171,970	\$ 3,629,921

City of Pleasant Ridge

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES

Year Ended June 30, 2015

Net change in fund balances - total governmental funds \$ (587,853)

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in governmental funds. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital outlay	\$ 944,319
Depreciation expense	<u>(583,261)</u>

Excess of capital outlay over depreciation expense	361,058
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Long-term loans are reported as expenditures when made and as revenue when repaid in the governmental funds. However, there is no impact in the statement of activities when loans are made or repaid. This amount represents the change in the long-term loans receivable.

Loan to other governmental units	(20,000)
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Repayment of long-term debt and borrowing of long-term debt is reported as expenditures and other financing sources in governmental funds, but the repayment reduces long-term liabilities and the borrowing increases long-term liabilities in the statement of net position. In the current period, these amounts consist of:

Bond and installment loan principal retirements	126,245
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Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These activities consist of:

Decrease in accrued interest payable	1,700
Decrease in compensated absences	5,146
(Increase) in net other post-employment benefits obligation	(94,351)
Increase in deferred outflows of resources related to pensions	38,850
(Increase) in net pension liability	<u>(102,210)</u>

(150,865)

Change in net position of governmental activities \$ (271,415)

City of Pleasant Ridge
Proprietary Fund
STATEMENT OF NET POSITION
June 30, 2015

	Business-type Activities <u>Water and Sewer</u>
ASSETS	
Current assets	
Cash and cash equivalents	\$ 197,914
Accounts receivable	275,844
Prepaid expenses	<u>5,000</u>
Total current assets	478,758
Noncurrent assets	
Investments	451,729
Capital assets being depreciated, net	<u>1,823,909</u>
Total noncurrent assets	<u>2,275,638</u>
TOTAL ASSETS	2,754,396
LIABILITIES	
Current liabilities	
Accounts payable	60,252
Other accrued liabilities	584
Accrued interest payable	5,877
Current portion of long-term debt	<u>87,690</u>
Total current liabilities	154,403
Noncurrent liabilities	
Noncurrent portion of long-term debt	<u>779,519</u>
TOTAL LIABILITIES	<u>933,922</u>
NET POSITION	
Net investment in capital assets	956,700
Unrestricted	<u>863,774</u>
TOTAL NET POSITION	<u><u>\$ 1,820,474</u></u>

See accompanying notes to financial statements.

City of Pleasant Ridge

Proprietary Fund

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION

Year Ended June 30, 2015

	Business-type Activities
	<u>Water and Sewer</u>
OPERATING REVENUES	
Charges for services	\$ 1,125,969
Penalties and fines	<u>12,275</u>
TOTAL OPERATING REVENUES	1,138,244
OPERATING EXPENSES	
Salaries, wages, and fringe benefits	32,534
Contractual services	51,470
Water purchases	151,421
Sewage treatment	536,234
Administrative charges	179,600
Operating supplies	4,320
Other	26,376
Depreciation	<u>117,533</u>
TOTAL OPERATING EXPENSES	<u>1,099,488</u>
OPERATING INCOME	38,756
NONOPERATING REVENUES (EXPENSES)	
Interest income	1,853
Interest expense and fees	<u>(27,309)</u>
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>(25,456)</u>
CHANGE IN NET POSITION	13,300
Net position, beginning of year	<u>1,807,174</u>
Net position, end of year	<u><u>\$ 1,820,474</u></u>

See accompanying notes to financial statements.

City of Pleasant Ridge
Proprietary Fund
STATEMENT OF CASH FLOWS
Year Ended June 30, 2015

	Business-type Activities <u>Water and Sewer</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash receipts from customers	\$ 1,198,464
Cash paid to suppliers	(959,358)
Cash paid to employees	<u>(32,719)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	206,387
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Capital asset acquisitions	(21,022)
Payments on borrowing	(85,221)
Interest and fees paid	<u>(27,885)</u>
NET CASH (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	(134,128)
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest received	1,853
Purchase of investments	<u>(251,729)</u>
NET CASH (USED) BY INVESTING ACTIVITIES	<u>(249,876)</u>
NET (DECREASE) IN CASH AND CASH EQUIVALENTS	(177,617)
Cash and cash equivalents, beginning of year	<u>375,531</u>
Cash and cash equivalents, end of year	<u><u>\$ 197,914</u></u>
Reconciliation of operating income to net cash provided by operating activities	
Operating income	\$ 38,756
Adjustments to reconcile operating income to net cash provided by operating activities	
Depreciation	117,533
(Increase) decrease in:	
Accounts receivable	60,220
Prepaid expenses	(4,941)
(Decrease) in:	
Accounts payable	(4,996)
Other accrued liabilities	<u>(185)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u><u>\$ 206,387</u></u>

See accompanying notes to financial statements.

City of Pleasant Ridge

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE A: DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Pleasant Ridge, Michigan (the City) is located in Oakland County, Michigan and has a population of approximately 2,500. The City operates with a City Manager/Commission form of government and provides services to its residents in many areas including general government, law enforcement, highways and streets, human services, and utilities services.

The City has five (5) City Commissioners, including the Mayor, who are elected at-large every two (2) years for overlapping four (4) year terms. The Commissioner with the most votes in the prior election is the Mayor Pro-Tem. A full-time City Manager is appointed by the City Commission to carry out the policies that are established.

The financial statements of the City have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to city governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The City's more significant accounting policies are described below.

1. Reporting Entity

As required by accounting principles generally accepted in the United States of America these financial statements present the financial activities of the City of Pleasant Ridge (primary government) and its component unit. The discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the City.

The inclusion of the activities of various agencies is based on the manifestation of oversight criteria, relying on such guidelines as the selection of the governing authority, the designation of management, the ability to exert significant influence on operations, and the accountability for fiscal matters. The accountability for fiscal matters considers the possession of the budgetary authority, the responsibility for surplus or deficit, the controlling of fiscal management, and the revenue characteristics, whether a levy or a charge. Consideration is also given to the scope of public service. The scope of public service considers whether the activity is for the benefit of the reporting entity and/or its residents and is within the geographic boundaries of the reporting entity and generally available to its citizens.

Based upon the application of these criteria, the financial statements of the City of Pleasant Ridge contain all the funds controlled by the City Commission.

2. Discretely Presented Component Unit

The component unit is reported in a separate column to emphasize that, while legally separate, the City remains financially accountable for this entity or the nature and significance of the relationship between the entity and the City is such that exclusion of the entity would render the financial statements misleading. The financial statements contain the following discretely presented component unit:

Downtown Development Authority - The members of the governing board of the Downtown Development Authority (DDA) are appointed by the City Commission. The City Commission approves the DDA's annual budget and any required budget amendments. The City Commission also has the ability to significantly influence operations of the DDA. The DDA is included in the City's audited financial statements and is not audited separately.

3. Joint Ventures

The City participates in the following activities which are considered to be joint ventures in relation to the City, due to the formation of an organization by contractual agreement between two (2) or more participants that maintain joint control, financial interest, and financial responsibility.

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE A: DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

3. Joint Ventures - continued

Southeastern Oakland County Resource Recovery Authority - The City is a member of the Southeastern Oakland County Resource Recovery Authority (SOCRRA), which is a joint venture among twelve (12) municipalities in Oakland County, including the City of Pleasant Ridge. The City appoints one (1) member of the governing board, which approves the annual budget. SOCRRA provides waste disposal and recycling services to its municipal communities. Principal funding for the Authority is derived from waste disposal charges to the member municipalities. For the year ended June 30, 2015, the City of Pleasant Ridge expended \$180,059 in payments to SOCRRA.

The City has no explicit and measurable equity interest in the joint venture. The City is also unaware of any circumstances that would cause any significant additional financial benefit or burden to the participating governments in the near future.

The financial activities of SOCRRA are accounted for and reported separately from the participating units. Separate audited financial statements for the year ended June 30, 2015, are available at SOCRRA's administrative offices. As of June 30, 2015, SOCRRA had net position of \$3,555,535.

Southeastern Oakland County Water Authority - The City is a member of the Southeastern Oakland County Water Authority (SOCWA), which is a joint venture among eleven (11) municipalities in Oakland County, including the City of Pleasant Ridge. The City appoints one (1) member of the governing board, which approves the annual budget. SOCWA provides a water supply system for use by the participating municipalities. Principal funding for the Authority is derived from water charges to the member municipalities. For the year ended June 30, 2015, the City of Pleasant Ridge expended \$151,421 in payments to SOCWA.

The City has no explicit and measurable equity interest in the joint venture. The City is also unaware of any circumstances that would cause any significant additional financial benefit or burden to the participating governments in the near future.

The financial activities of SOCWA are accounted for and reported separately from the participating units. Separate audited financial statements for the year ended June 30, 2015, are available at SOCWA's administrative offices. As of June 30, 2015, SOCWA had net position of \$16,184,491.

4. Basis of Presentation

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The statement of net position and the statement of activities (the government-wide financial statements) present information for the primary government and its component unit as a whole. For the most part, interfund activity has been eliminated in the preparation of these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities presents the direct functional expenses of the primary government and its component unit and the program revenues that support them. Direct expenses are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. Program revenues are associated with specific functions and include charges to recipients of goods or services and grants and contributions that are restricted to meeting the operational or capital requirements of that function. Revenues that are not required to be presented as program revenues are general revenues. This includes all taxes, interest, and unrestricted State revenue sharing payments and other general revenues and shows how governmental functions are either self-financing or supported by general revenues.

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE A: DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

4. Basis of Presentation - continued

FUND FINANCIAL STATEMENTS

The fund financial statements present the City's individual major funds and aggregated nonmajor funds. Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and the major individual enterprise fund are reported as separate columns in the fund financial statements.

The City reports the following major governmental funds:

- a. The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government except for those that are required to be accounted for in another fund.
- b. The Solid Waste Fund is used to account for financial resources that are used for solid waste management and clean up within the City of Pleasant Ridge, financed with local taxes.
- c. The I-696 Segregated Capital Asset Fund was established to account for the funds received from the State of Michigan in connection with condemnation proceedings instituted by the State to acquire City-owned property for the construction of interstate highway 696.
- d. The Capital Projects Fund is used to account for financial resources that are used for capital projects within the City of Pleasant Ridge.

The City reports the following major enterprise fund:

- a. The Water and Sewer Fund is used to account for the operations required to provide water distribution, water treatment, sewage disposal, and sewage treatment systems for the general public, the costs (expenses, including depreciation) are financed or recovered primarily through user charges.

5. Measurement Focus

The government-wide and proprietary fund financial statements are presented using the economic resources measurement focus, similar to that used by business enterprises or not-for-profit organizations. Because another measurement focus is used in the governmental fund financial statements, reconciliations to the government-wide financial statements are provided that explain the differences in detail.

All governmental funds are presented using the current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in fund balance.

6. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE A: DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

6. Basis of Accounting - continued

All governmental funds are accounted for using the modified accrual basis of accounting. Under this method, revenues are recognized when they become susceptible to accrual (when they become both "measurable" and "available to finance expenditures of the current period"). The length of time used for "available" for purposes of revenue recognition in the governmental fund financial statements is sixty (60) days. Revenues that are considered measurable but not available are recorded as a receivable and unavailable revenue. Significant revenues susceptible to accrual are special assessments and certain intergovernmental revenues. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for interest on long-term debt which is recorded when due.

All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the costs of sales and services, administrative expenses, and other costs of running the activity. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

If/when both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

7. Budgets and Budgetary Accounting

The General and Special Revenue Fund budgets shown as required supplementary information were prepared on the same modified accrual basis used to reflect actual results. This basis is consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted for all required governmental fund types. The City employs the following procedures in establishing the budgetary data reflected in the financial statements.

- a. The City requires the City Manager to submit an estimate of revenues and anticipated expenditures for the succeeding fiscal year on or before April 10 of each year. The City Manager is then authorized to assign and transfer budget amounts within each fund to the extent that the net total fund appropriation (which the City defines as gross authorized expenditures less related revenues that are specifically designated to fund those activities) is not exceeded. City Commission approval is required for any budgetary changes that result in an increase to net appropriations.
- b. A budget workshop is held between the time of the City Manager's submission of the budget and the second meeting held in May.
- c. A Public Hearing is conducted to obtain taxpayers' comments in May.
- d. Prior to the second regular Commission meeting in May, the budget is legally enacted through passage of a resolution.
- e. The budget is legally adopted at the activity level for the General Fund and total expenditure level for the Special Revenue Funds; however, they are maintained at the account level for control purposes.

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE A: DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

7. Budgets and Budgetary Accounting - continued

- f. The City does not employ encumbrance accounting as an extension of formal budgetary integration in the governmental funds. Appropriations unused at June 30 are not carried forward to the following fiscal year.
- g. Budgeted amounts are reported as originally adopted or amended by the City Commission during the year. Individual amendments were appropriately approved by the City Commission as required.

8. Cash, Cash Equivalents, and Investments

The City pools cash resources of various funds in order to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balances in the pooled cash accounts are available to meet current operating requirements. Cash in excess of current requirements is invested in various interest bearing securities and disclosed as part of the City's investments. Cash consists of checking, savings, and money market accounts. Cash equivalents consist of temporary investments in mutual funds and certificates of deposit with original maturities of ninety (90) days or less.

Investments include U.S. Government Securities and certificates of deposit with original maturities of greater than 90 days from the date of purchase. Investments are recorded at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*.

9. Due from Other Governmental Units

Due from other governmental units consists of amounts due from the State of Michigan or other governments for various payments and grants.

10. Receivables

Receivables consist of amounts due related from individuals and businesses related to charges for services, interest receivable, special assessments receivable, taxes levied that have not been collected, and other amounts owed to the City at year-end.

11. Prepays

Prepaid expenditures in the governmental funds, such as insurance premiums, which are expected to be written off within the next fiscal year, are included in net current assets. Reported prepaid expenditures are equally offset by nonspendable fund balance which indicates they do not constitute "available spendable resources" even though they are a component of net current assets.

12. Unearned Revenue

The City defers revenue recognition in connection with resources that have been received but not yet earned.

13. Compensated Absences

City employees are granted vacation and sick leave in varying amounts. In the event of termination, an employee is paid for accumulated vacation and sick time. All employees with accumulated unused vacation and sick time pay at June 30, 2015, were vested and the total due to them, along with related payroll taxes, is recorded entirely in the government-wide financial statements.

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE A: DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**14. Interfund Transactions**

During the course of normal operations, the City has numerous transactions between funds, including expenditures and transfers of resources to provide services, construct assets, and service debt. The accompanying financial statements generally reflect such transactions as transfers. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements.

15. Capital Assets

Capital assets are recorded (net of accumulated depreciation, if applicable) in the government-wide financial statements under the governmental activities, business-type activities, and component unit columns. Capital assets are those with an initial individual cost of \$5,000 or more and an estimated useful life of more than one year. Capital assets are not recorded in the governmental funds. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the related assets are reported in the government-wide financial statements. All purchased capital assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair market value on the date received. Infrastructure assets reported by governmental activities include all roads and streets regardless of their acquisition date or amount.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Depreciation is computed using the straight-line method over the following useful lives:

Land improvements	15 years
Buildings and improvements	10 - 50 years
Vehicles	3 years
Equipment	5 - 15 years
Software	3 years
Infrastructure - streets and alleys	12 - 20 years
Water and sewer transmission and distribution	25 years
Water meters	15 years

16. Long-term Liabilities

Long-term debt and other long-term obligations are recognized as a liability in the government-wide financial statements and proprietary fund types when incurred. The portion of those liabilities expected to be paid within the next year is a current liability with the remaining amounts shown as long-term.

Long-term debt is recognized as a liability of a governmental fund when due or when resources have been accumulated in a Debt Service Fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund.

17. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position and balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position/fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

The City reports deferred outflows of resources which correspond to the City's net pension liability and are related to the differences between projected and actual pension plan investment earnings, and contributions made subsequent to the measurement date. These amounts are deferred and recognized as an outflow of resources in the period to which they apply.

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE A: DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

17. Deferred Outflows/Inflows of Resources - continued

In addition to liabilities, the statement of financial position and balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position/fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Currently, the City does not have any items that qualify for reporting in this category.

18. Property Tax

The City of Pleasant Ridge bills and collects its own property taxes and also taxes for other governmental units. The City's property tax revenue recognition policy and related tax calendar disclosures are highlighted in the following paragraph:

Property taxes are levied and become a lien on July 1 on the taxable valuation of property located in the City as of the preceding December 31 and are payable without penalty through July 31, or if elected by the taxpayer, paid in eight monthly installments from July through February. The July 1 levy is composed of the City's millage, County's millage assessments, and school taxes. All real property taxes not paid to the City by March 1 are turned over to the Oakland County Treasurer for collection. The Oakland County Treasurer purchases the receivables of all taxing districts on any delinquent real property taxes. Delinquent personal property taxes receivable are retained by the City for subsequent collection. City property tax revenues are recognized as revenues in the fiscal year levied.

The City is permitted by charter to levy taxes up to 20 mills (\$20 per \$1,000 of taxable valuation) for general governmental services. They are also permitted to levy additional mills specifically designated for refuse services, infrastructure improvements, library services, pool operations, and pool debt. For the year ended June 30, 2015, the City levied 11.3094 mills per \$1,000 of taxable valuation for general governmental services, 1.6961 mills for refuse services, 2.3880 mills for infrastructure improvements, 0.4950 mills for library services, 1.2594 mills for pool operations, and 1.5000 mills for pool debt. The total taxable value for the 2014 levy for property within the City was \$132,401,790.

19. Comparative Data

Comparative data for the prior year has not been presented in the accompanying financial statements since their inclusion would make the statements unduly complex and difficult to read.

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE B: CASH, CASH EQUIVALENTS, AND INVESTMENTS

In accordance with Michigan Compiled Laws, the City is authorized to invest in the following investment vehicles:

- a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a State or nationally chartered bank or a State or Federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office located in this State under the laws of this State or the United States, but only if the bank, savings and loan association, savings bank or credit union is eligible to be a depository of surplus funds belonging to the State under Section 6 of 1855 PA 105, MCL 21.146.
- c. Commercial paper rated at the time of purchase within the three (3) highest classifications established by not less than two (2) standard rating services and which matures not more than 270 days after the date of purchase.
- d. The United States government or federal agency obligations repurchase agreements.
- e. Bankers' acceptances of United States banks.
- f. Mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

Deposits

As of June 30, 2015, the carrying amounts and bank balances for each type of bank account are as follows:

<u>Account Type</u>	<u>Carrying Amount</u>	<u>Bank Balance</u>
PRIMARY GOVERNMENT		
Checking and savings	\$ 723,784	\$ 844,989
Certificates of deposit	605,307	605,307
TOTAL PRIMARY GOVERNMENT	1,329,091	1,450,296
COMPONENT UNIT		
Checking and savings	73,594	73,594
TOTAL REPORTING ENTITY	<u>\$ 1,402,685</u>	<u>\$ 1,523,890</u>

The primary government cash and cash equivalents caption on the basic financial statements included \$860 of imprest cash.

Deposits of the City are at federally insured banks located in the State of Michigan with all accounts maintained in the name of the City. As of June 30, 2015, the City accounts were insured by the Federal Deposit Insurance Corporation (FDIC) for \$1,041,181 and the amount of \$482,709 was uninsured and uncollateralized.

Due to significantly higher cash flow at certain periods during the year, the amount the City held as cash and cash equivalents increased significantly. As a result, the amount of uninsured and uncollateralized cash and cash equivalents were substantially higher at these peak periods than at year-end.

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE B: CASH, CASH EQUIVALENTS, AND INVESTMENTS - CONTINUED

Investments

As of June 30, 2015, the City had the following investments:

<u>Investment Type</u>	<u>Carrying Amount</u>	<u>Market Value</u>	<u>Weighted Average Maturity</u>
PRIMARY GOVERNMENT Uncategorized pooled investment funds	<u>\$ 3,213,474</u>	<u>\$ 3,213,474</u>	646 days

Credit risk

State law limits investments in certain types of investments to a prime or better rating issued by nationally recognized statistical rating organizations (NRSRO's). The City's investments as of June 30, 2015, were not rated.

Interest rate risk

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio.

Concentration of credit risk

The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

Limiting investments to the types of securities listed in the "Authorized Investments" section; pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with the "Authorized Institutions" section; and diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

Custodial credit risk

The City will minimize custodial credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

Limiting investments to the types of securities authorized by the Commission and pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the City will do business in accordance with Commission approved policy.

City of Pleasant Ridge

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE B: CASH, CASH EQUIVALENTS, AND INVESTMENTS - CONTINUED

The cash and cash equivalents and investments referred to above have been reported in the cash and cash equivalents or investments captions on the basic financial statements, based upon criteria disclosed in Note A. The following summarizes the categorization of these amounts as of June 30, 2015:

	Primary Government	Component Unit	Reporting Entity
Cash and cash equivalents	\$ 724,644	\$ 73,594	\$ 798,238
Investments	3,818,781	-	3,818,781
	<u>\$ 4,543,425</u>	<u>\$ 73,594</u>	<u>\$ 4,617,019</u>

NOTE C: INTERFUND RECEIVABLES AND PAYABLES

The amount of interfund receivables and payables at June 30, 2015:

Due to I-696 Segregated Capital Asset Fund from: Capital Projects Fund	<u>\$ 142,379</u>
Due to nonmajor governmental funds from: General Fund	<u>\$ 1,560</u>

Amounts appearing as interfund payables and receivables arise from two types of transactions. One type of transaction is where a fund will pay for a good or service that at least a portion of the benefit belongs to another fund. The second type of transaction is where one fund provides a good or service to another fund. Balances at the end of the year are for transfers that have not yet cleared as of the balance sheet date.

NOTE D: INTERFUND TRANSFERS

Permanent reallocation of resources between funds of the reporting entity is classified as interfund transfers. For the purpose of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

Transfers to nonmajor governmental funds from:	
General Fund	\$ 1,994
I-696 Segregated Capital Asset Fund	33,174
Nonmajor governmental funds	<u>56,000</u>
	<u>\$ 91,168</u>

Transfers made to nonmajor governmental funds from the General Fund and I-696 Segregated Capital Asset Fund were to finance the current year debt service payments and pool operations. Transfers made to nonmajor governmental funds from other nonmajor governmental funds were also related to infrastructure improvements.

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE E: ADVANCES PAYABLE AND RECEIVABLE

The following schedule details advances payable and receivable related to the primary government June 30, 2015:

Advance from I-696 Segregated Capital Asset Fund to: General Fund	<u>\$ 13,588</u>
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In a previous year, the I-696 Segregated Capital Asset Fund provided a loan to the General Fund for the purchase of a police car. The General Fund is repaying the loan over 4 years.

NOTE F: CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2015, was as follows:

Primary Government

	Balance July 1, 2014	Additions/ Reclassifications	Deletions/ Reclassifications	Balance June 30, 2015
Governmental activities				
Capital assets not being depreciated				
Land	\$ 1,746,700	\$ -	\$ -	\$ 1,746,700
Construction in progress	131,180	18,336	(131,180)	18,336
Subtotal	1,877,880	18,336	(131,180)	1,765,036
Capital assets being depreciated				
Land improvements	866,157	-	-	866,157
Buildings and improvements	3,638,225	25,380	-	3,663,605
Vehicles	94,044	29,419	-	123,463
Equipment	375,575	189,017	-	564,592
Software	11,060	8,370	-	19,430
Infrastructure - streets and alleys	7,294,357	804,977	-	8,099,334
Subtotal	12,279,418	1,057,163	-0-	13,336,581
Less accumulated depreciation for:				
Land improvements	(659,180)	(34,181)	-	(693,361)
Buildings and improvements	(1,485,336)	(99,868)	-	(1,585,204)
Vehicles	(73,281)	(12,806)	-	(86,087)
Equipment	(278,057)	(36,709)	-	(314,766)
Software	(11,060)	(2,791)	-	(13,851)
Infrastructure - streets and alleys	(3,636,580)	(396,906)	-	(4,033,486)
Subtotal	(6,143,494)	(583,261)	-0-	(6,726,755)
Net capital assets being depreciated	6,135,924	473,902	-0-	6,609,826
Capital assets, net	<u>\$ 8,013,804</u>	<u>\$ 492,238</u>	<u>\$ (131,180)</u>	<u>\$ 8,374,862</u>

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE F: CAPITAL ASSETS - CONTINUED

Primary Government - Continued

Depreciation expense was charged to the following governmental activities:

General government	\$ 19,837
Public safety	19,672
Public works	407,310
Recreation and culture	136,442
	<u>\$ 583,261</u>

	Balance July 1, 2014	Additions	Deletions	Balance June 30, 2015
Business-type activities				
Capital assets being depreciated				
Water and sewer transmission and distribution system	\$ 3,285,053	\$ 21,022	\$ -	\$ 3,306,075
Water meters	157,233	-	-	157,233
Vehicles and miscellaneous equipment	14,602	-	-	14,602
Subtotal	3,456,888	21,022	-0-	3,477,910
Less accumulated depreciation for:				
Water and sewer transmission and distribution system	(1,438,008)	(107,051)	-	(1,545,059)
Water meters	(83,858)	(10,482)	-	(94,340)
Vehicles and miscellaneous equipment	(14,602)	-	-	(14,602)
Subtotal	(1,536,468)	(117,533)	-0-	(1,654,001)
Capital assets, net	<u>\$ 1,920,420</u>	<u>\$ (96,511)</u>	<u>\$ -0-</u>	<u>\$ 1,823,909</u>

Component Unit

	Balance July 1, 2014	Additions	Deletions	Balance June 30, 2015
Downtown Development Authority (DDA)				
Capital assets not being depreciated				
Land	\$ 72,500	\$ -	\$ -	\$ 72,500
Capital assets being depreciated				
Land improvements	119,715	-	-	119,715
Less accumulated depreciation for:				
Land improvements	(25,084)	(6,176)	-	(31,260)
Net capital assets being depreciated	94,631	(6,176)	-0-	88,455
Capital assets, net	<u>\$ 167,131</u>	<u>\$ (6,176)</u>	<u>\$ -0-</u>	<u>\$ 160,955</u>

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE G: LONG-TERM DEBT

The following is a summary of changes in long-term debt (including current portion) of the City for the year ended June 30, 2015.

	Balance July 1, 2014	Additions	Deletions	Balance June 30, 2015	Amounts Due Within One Year
Primary Government					
Governmental activities					
Pool/Fitness Center Bonds	\$ 1,975,000	\$ -	\$ (100,000)	\$ 1,875,000	\$ 100,000
DPW Improvement Loan	15,125	-	(15,125)	-0-	-
Installment Loan Agreement	31,421	-	(11,120)	20,301	11,947
Compensated Absences	143,562	105,336	(110,482)	138,416	52,452
	2,165,108	105,336	(236,727)	2,033,717	164,399
Business-type activities					
Water and Sewer System					
George W. Kuhn Drain Bonds	952,430	-	(85,221)	867,209	87,690
	<u>\$ 3,117,538</u>	<u>\$ 105,336</u>	<u>\$ (321,948)</u>	<u>\$ 2,900,926</u>	<u>\$ 252,089</u>
Component Unit					
Downtown Development Authority					
2010 Promissory Note	<u>\$ 20,000</u>	<u>\$ -0-</u>	<u>\$ (20,000)</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

Significant details regarding outstanding long-term debt (including current portion) are presented below:

Primary Government

General Obligation Bonds

\$2,550,000 2003 General Obligation Unlimited Tax Bonds dated June 1, 2003, due in annual installments ranging from \$100,000 to \$200,000 through April 1, 2028, with interest ranging from 4.000 to 4.375 percent, payable semiannually.

\$ 1,875,000

Installment Loan Agreement

\$44,879 National Equipment Leasing Loan dated February 14, 2014, due in an annual installment of \$13,457 on February 14, 2016, and a final installment of \$8,975 on February 14, 2017, with interest of 7.43 percent.

\$ 20,301

Water and Sewer System George W. Kuhn Drain Bonds

The City is a participating community in the George W. Kuhn drain project. The project is administered by the Oakland County Drain Commission, and financed through the sale of drain bonds, drawdowns from the State of Michigan revolving fund, Federal and State of Michigan grants, and contributions from Oakland County, Michigan. The City, along with thirteen other local communities, is obligated for the payment of principal and interest of the outstanding debt. The City is obligated for varying percentages of each of the county bond issuances.

\$ 867,209

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE G: LONG-TERM DEBT - CONTINUED

Primary Government - continued

Compensated Absences

Individual employees have vested rights upon termination of employment to receive payments for unused sick/vacation time. The dollar amounts of these vested rights including related payroll taxes, which have been recorded in the government-wide financial statements, amounted to \$138,416 at June 30, 2015.

The annual requirements to pay the debt principal and interest outstanding for the Bonds and the Installment Loan Agreement are as follows:

Primary Government

Year Ending June 30,	Governmental Activities				Business-type Activities	
	General Obligation Bonds		Installment Loan Agreement		Drain Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2016	\$ 100,000	\$ 79,524	\$ 11,947	\$ 1,510	\$ 87,690	\$ 23,508
2017	100,000	75,524	8,354	621	90,096	21,128
2018	100,000	71,524	-	-	92,372	19,570
2019	125,000	67,524	-	-	94,584	14,387
2020	125,000	62,212	-	-	97,056	13,572
2021-2025	750,000	224,996	-	-	378,362	28,114
2026-2029	575,000	51,273	-	-	27,049	1,698
	<u>\$ 1,875,000</u>	<u>\$ 632,577</u>	<u>\$ 20,301</u>	<u>\$ 2,131</u>	<u>\$ 867,209</u>	<u>\$ 121,977</u>

NOTE H: DEFINED BENEFIT PENSION PLAN

Plan Description

The City participates in the Municipal Employees Retirement System (MERS) of Michigan. MERS is an agent multiple-employer, statewide public employee pension plan established by the Michigan's Legislature under Public Act 135 of 1945 and administered by a nine (9) member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing MERS website at www.mersofmich.com.

Summary of Significant Accounting Policies

For the purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Municipal Employees Retirement System (MERS) of Michigan and additions to/deductions from MERS' fiduciary net position have been determined on the same basis as they are reported by MERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE H: DEFINED BENEFIT PENSION PLAN - CONTINUEDBenefits Provided

The plan provides certain retirement, disability, and death benefits to plan members and beneficiaries. Public Act 427 of 1984, as amended, established and amends the benefit provisions of the participants in MERS. The MERS plan covers full-time employees at the City including general employees, police, and non-union employees.

Retirement benefits for employees are calculated as 1.70 or 2.50 percent of the employee's five-year final average compensation (depending on the division) times the employee's years of service with no maximum for the 1.70 percent multiplier and a maximum of 80 percent of final average compensation for the 2.50 percent multiplier. Normal retirement age is 60 with a reduced benefit at age 55 with 15 years of service or an unreduced benefit at age 50 with 25 years of service. Deferred retirement benefits vest after 6 or 8 years of credited service, but are not paid until the date retirement would have occurred had the member remained an employee. Employees are eligible for non-duty disability benefits after 6 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits but are payable immediately and if duty-related without an actuarial reduction for retirement before age 60 is not applied. An employee who leaves service may withdraw his or her contributions, plus any accumulated interest.

Benefit terms, within the parameters established by MERS, are generally established and amended by authority of the City Commission, generally after negotiations of these terms with the affected unions. Benefit terms may be subject to binding arbitration in certain circumstances.

At the December 31, 2014 valuation date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries receiving benefits	15
Inactive employees entitled to but not yet receiving benefits	10
Active employees	10
	<hr/>
	35
	<hr/>

Contributions

Article 9, Section 24 of the State of Michigan constitution requires that financial benefits arising on account of employee service rendered in each year be funded during that year. Accordingly, MERS retains an independent actuary to determine the annual contribution. The employer is required to contribute amounts at least equal to the actuarially determined rate, as established by the MERS retirement board. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability. The employer may establish contribution rates to be paid by its covered employees.

Employer contributions range from 4.13 to 16.60 percent based on annual payroll for open divisions. For the year ended June 30, 2015, the active employee contribution rate was 2.50 percent of annual pay for the police division and 3.00 percent of annual pay for the non-union employees hired after July 1, 2011.

Net Pension Liability

The net pension liability reported at June 30, 2015 was determined using a measure of the total pension liability and the pension net position as of December 31, 2014. The December 31, 2014 total pension liability was determined by an actuarial valuation performed as of that date.

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE H: DEFINED BENEFIT PENSION PLAN - CONTINUED

Net Pension Liability - continued

Changes in the net pension liability during the measurement year were as follows:

Changes in Net Pension Liability	Increase (Decrease)		Net Pension Liability (a)-(b)
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	
Balances at December 31, 2013	\$ 5,261,293	\$ 2,940,521	\$ 2,320,772
Changes for the Year			
Service cost	67,290	-	67,290
Interest on total pension liability	422,582	-	422,582
Employer contributions	-	200,664	(200,664)
Employee contributions	-	10,149	(10,149)
Net investment income	-	183,562	(183,562)
Benefit payments, including employee refunds	(345,474)	(345,474)	-0-
Administrative expense	-	(6,715)	6,715
Other changes	(2)	-	(2)
Net changes	144,396	42,186	102,210
Balances at December 31, 2014	\$ 5,405,689	\$ 2,982,707	\$ 2,422,982

Pension Expenses and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2015, the employer recognized pension expense of \$260,315. The City reported deferred outflows and inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on pension plan investments	\$ 42,559	\$ -
Contributions subsequent to the measurement date*	99,072	-
Total	\$ 141,631	\$ -0-

- * The amount reported as deferred outflows of resources resulting from contributions subsequent to the measurement date will be recognized as a reduction in the net pension liability for the year ending June 30, 2016.

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE H: DEFINED BENEFIT PENSION PLAN - CONTINUED

Pension Expenses and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - continued

Amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending June 30	Pension Expense
2016	\$ 10,640
2017	10,640
2018	10,640
2019	10,639

Actuarial Assumptions

The total pension liability in the December 31, 2014 annual actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation: 3%-4%

Salary increases: 4.5% in the long-term (1%, 2%, and 3% for calendar years 2014, 2015, and 2016, respectively)

Investment rate of return: 8.0%, net of investment expenses, including inflation

Although no specific price inflation assumptions are needed for the valuation, the 4.5% long-term wage inflation assumption would be consistent with a price inflation of 3%-4%.

Mortality rates used were based on the 1994 Group Annuity Mortality Table of a 50% Male and 50% Female blend. For disabled retirees, the regular mortality table is used with a 10-year set forward in ages to reflect the higher expected mortality rates of disabled members.

The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study in 2008.

Discount Rate

The discount rate used to measure the total pension liability is 8.25%. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers.

Projected Cash Flows

Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE H: DEFINED BENEFIT PENSION PLAN – CONTINUEDProjected Cash Flows - continued

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global Equity	57.5%	5.02%
Global Fixed Income	20.0%	2.18%
Real Assets	12.5%	4.23%
Diversifying Strategies	10.0%	6.56%

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the employer, calculated using the discount rates of 8.25%, as well as what the City's net pension liability would be using a discount rate that is 1% lower (7.25%) or 1% higher (9.25%) than the current rate.

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Net pension liability	\$ 3,019,789	\$ 2,422,982	\$ 1,919,076

NOTE I: OTHER POST-EMPLOYMENT BENEFITSPlan Description

The City provides certain retiree medical benefits as other post-employment benefits (OPEB) to all applicable employees, in accordance with union agreements and/or personnel policies. The single-employer OPEB plan is administered by the City's management and obligations of plan members and employees are established and amended by the City Commission. The following are the Governmental Accounting Standards Board Statement No. 45 (GASB Statement No. 45) required disclosures and these disclosures have been implemented prospectively by the City. In accordance with union agreement and personnel policy, upon retirement each employee will be eligible for continuation of certain medical, prescription drug, dental, and vision coverage. Employees become eligible for the minimum coverage after the age of 55 with 15 years of service. Additional coverage is provided as the age of retirement increases and more years of service are attained. The City contributes 90 percent of the monthly premiums and the retirees must contribute the balance of premiums not paid by the employer in accordance with plan provisions.

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE I: OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

During the year ended June 30, 2015, 12 retirees were receiving benefits. Expenditures for post-employment benefits are recognized when claims are paid. During the year, net expenditures of \$171,137 were recognized for post-employment benefits.

The plan does not issue a separate stand-alone financial statement.

Funding Policy

The City's annual other post-employment benefit cost is calculated based on the annual required contribution of the employer (ARC). The City has elected to calculate the ARC and related information using the alternative measurement method permitted by GASB Statement No. 45 for employers in plans with fewer than one hundred total plan members. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal costs each year and to amortize any unfunded actuarial liabilities over a period not to exceed thirty years. The City has no obligation to make contributions in advance of when the premiums are due for payment (i.e., may be financed on a "pay-as-you-go" basis). The only current contributions being made are to pay the actual current premiums of the retirees. That amount was less than the annual required contribution and is reflected in the schedule that follows. Administrative costs of the plan are paid for by the City.

Funding Progress

For the year ended June 30, 2015, the City has determined an estimated cost of providing post-employment benefits through the alternative measurement method of calculation as of June 30, 2013. The calculation computes an annual required contribution, which represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to cover the amortization of any unfunded actuarial liabilities from the past, over a period not to exceed thirty (30) years.

The City's computed contribution and actual funding is summarized as follows:

Annual required contribution (ARC)	\$ 274,815
Interest on net OPEB obligation	25,334
Adjustment to annual required contribution	<u>(34,661)</u>
Annual OPEB cost (expense)	265,488
Amounts contributed:	
Payments of current premiums (net of employee reimbursement)	<u>171,137</u>
Increase in net OPEB obligation	94,351
OPEB obligation - beginning of year	<u>844,451</u>
OPEB obligation - end of year	<u><u>\$ 938,802</u></u>

The annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation were as follows:

	Year Ended June 30,		
	2012	2014	2015
Annual OPEB cost	\$ 315,211	\$ 268,263	\$ 265,488
Percentage contributed	32%	39%	64%
Net OPEB obligation	681,159	844,451	938,802

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE I: OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

The current funding progress of the plan as is as follows:

	Year Ended December 31, 2006	Year Ended December 31, 2009	Year Ended June 30, 2013
Actuarial value of assets	\$ -	\$ -	\$ -
Actuarial accrued liability (AAL) (entry age)	4,450,060	4,008,721	4,168,212
Unfunded AAL (UAAL)	4,450,060	4,008,721	4,168,212
Funded ratio	0%	0%	0%
Annual covered payroll	604,364	560,339	680,274
UAAL as a percentage of covered payroll	736%	715%	613%

This trend information was obtained from the most recently issued actuarial reports.

Valuation Methods and Assumptions

Valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of potential occurrences of certain events in the future. Examples include assumption about future employment, mortality, healthcare costs trends, inflation, etc. Amounts determined regarding the funded status of the plan and the annual required contributions of the City are subject to continual revisions as actual results are compared with past expectations and new estimates and assumptions are made about the future.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the City and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The following simplifying assumptions were made:

Retirement Age for Active Employees - Based on the historical average retirement age for the covered group, active plan members were assumed to retire at age 60, or at the first subsequent year in which the member would qualify for benefits. The plan is closed to new employees hired after 2013.

Marital Status - Marital status of members at the calculation date was assumed to continue throughout retirement.

Mortality - Life expectancies were based on mortality tables from the National Center for Health Statistics. The 2002 United States Life Tables for males and for females were used.

Turnover - Non-group-specific age-based turnover data from GASB Statement No. 45 was used as the basis for assigning active members a probability of remaining employed until the assumed retirement age and for developing an expected future working lifetime assumption for the purpose of allocating to periods the present value of total benefits to be paid.

Healthcare Cost Trend Rate - The expected rate of increase in healthcare insurance premiums was based on projections of the Office of the Actuary at the Centers for Medicare and Medicaid Services. A rate of 6.0 percent initially, increased to an ultimate rate of 6.6 percent after six years.

Health Insurance Premiums - 2013 health insurance premiums for retirees were used as the basis for calculation of the present value of total benefits to be paid.

Payroll Growth Rate - The expected long-term payroll growth rate was assumed to equal the rate of inflation.

City of Pleasant Ridge

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE I: OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

Based on the historical and expected returns of the City's short-term investment portfolio, a discount rate of 3.0 percent was used. In addition, a simplified version of the entry age actuarial cost method was used. The unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on a closed basis. The amortization period at June 30, 2015 was 30 years.

NOTE J: CODE ENFORCEMENT FINANCIAL INFORMATION

The City has elected to report the financial activities of the code enforcement department in the General Fund. The following is the required information as it relates to this department for the year ended June 30, 2015:

REVENUES	
Licenses and permits	
Electrical permits	\$ 7,530
Building permits	43,725
Plumbing/heating permits	11,835
Administrative fee	9,305
	<hr/>
TOTAL REVENUES	72,395
EXPENDITURES	
Salaries and wages	90,606
Operating supplies and other	14,167
	<hr/>
TOTAL EXPENDITURES	104,773
	<hr/>
EXCESS OF REVENUES (UNDER) EXPENDITURES	(32,378)
PRIOR CUMULATIVE EXCESS OF REVENUES OVER EXPENDITURES	
	<hr/>
	32,378
CUMULATIVE EXCESS OF REVENUES OVER EXPENDITURES	
	<hr/>
	\$ -0-

NOTE K: RISK MANAGEMENT

The City participates in a State pool, the Michigan Municipal Risk Management Authority, with other municipalities for property and casualty losses. The pool is organized under Public Act 138 of 1982, as amended. The City has individual self-insured retention amounts of \$10,000 for Sewage System Overflows (per occurrence) and a \$250 deductible per occurrence of property and crime coverage. State pool members' limits of coverage (per occurrence) are \$15,000,000 for liability and about \$5,900,000 for property. In the event the pool's claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessment to make up the deficiency. The City has not been informed of any special assessments being required.

The City also participates in a pool, the Michigan Municipal League Workers' Compensation Fund, with other municipalities for workers' compensation losses. The pool is organized under Public Act 317 of 1969, as amended. In the event the pool's claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessment to make up the deficiency. The City has not been informed of any special assessments being required.

City of Pleasant Ridge

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE L: I-696 SEGREGATED CAPITAL ASSET SPECIAL REVENUE FUND

The I-696 Segregated Capital Asset Fund ("SCAF") was established in 1986 to account for the funds received from the State of Michigan in connection with condemnation proceedings instituted by the State to acquire City-owned property. The property is located along the City's northern boundary and was acquired by the State for right-of-way for the I-696 highway. The property consisted of unimproved land used by the City for recreation purposes.

The State had remitted in prior years, its "good faith offer" of \$1,022,000 to the City together with related interest. During fiscal year 1995, the City of Pleasant Ridge and the State signed a settlement agreement ending the condemnation proceedings. The City received \$4,250,000 as final compensation covering unpaid principal and interest and any other costs or claims which the City had against the Department of Transportation arising out of the condemnation proceedings. Out of the proceeds, \$700,000 was earmarked under the settlement agreement for the repair and improvement of local roads that the City claimed was damaged by the I-696 project. In addition, the City was obligated, under a binding agreement, to pay one-third of the amount received, or \$1,416,667, to attorneys representing the City in the matter. The attorneys accepted \$1,250,000 in full settlement for their services.

The funds that were received, after the above deductions, are restricted for use by the City Code, primarily for capital acquisitions as described in Chapter Two, Article II, Division Nine, Sections 2-131 through 2-139. The restricted principal amount per City ordinance is \$3,242,872; and the entire fund balance of \$3,242,872 is reflected as nonspendable and committed fund balance in the Special Revenue Fund.

NOTE M: RESTRICTED NET POSITION

Restrictions of net position shown in the government-wide financial statements indicate that restrictions imposed by the funding source or some other outside source which precludes their use for unrestricted purposes. The following are the various net position restrictions as of June 30, 2015:

PRIMARY GOVERNMENT

Governmental activities

Restricted for streets	\$ 135,994
Restricted for other purposes	
Solid waste services	46,222
Public safety	430
Debt service	20,531
Recreation and culture	15,015
	<hr/>
	82,198
	<hr/>
	\$ 218,192
	<hr/>

NOTE N: DETAILS OF FUND BALANCE CLASSIFICATIONS

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, established fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The following are the five classifications of fund balance under this standard:

Nonspendable - assets that are not available in a spendable form such as inventory, prepaid expenditures, and long-term receivables not expected to be converted to cash in the near term. It also includes funds that are legally or contractually required to be maintained intact such as the corpus of a permanent fund or foundation.

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE N: DETAILS OF FUND BALANCE CLASSIFICATIONS - CONTINUED

Restricted - amounts that are required by external parties to be used for a specific purpose. Constraints are externally imposed by creditors, grantors, contributors or laws, regulations or enabling legislation.

Committed - amounts constrained on use imposed by formal action of the government's highest level of decision making authority (i.e., Board, Council, etc.).

Assigned - amounts intended to be used for specific purposes. This is determined by the governing body, the budget or finance committee or a delegated municipality official.

Unassigned - all other resources; the remaining fund balance after nonspendable, restrictions, commitments, and assignments. This class only occurs in the General Fund, except for cases of negative fund balances. Negative fund balances are always reported as unassigned, no matter which fund the deficit occurs in.

Fund Balance Classification Policies and Procedures

The formal action that is required to be taken to establish a fund balance commitment is a resolution by the City Commission, the highest level of decision making authority, of the City of Pleasant Ridge.

For assigned fund balance, the City of Pleasant Ridge has not approved a policy indicating who is authorized to assign amounts to a specific purpose. In the absence of such a policy, this authority is retained by the governing body.

The City of Pleasant Ridge has not formally adopted a policy that determines when both restricted and unrestricted fund balances are available which should be used first. In the absence of such a policy, resources with the highest level of restriction will be used first.

NOTE O: CHANGES IN ACCOUNTING PRINCIPLES

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, was implemented during the year. The statement requires governments providing defined benefit pensions to recognize their unfunded pension benefit obligation as a liability for the first time, and to more comprehensively and comparably measure the annual costs of pension benefits. The statement also enhances accountability and transparency through revised note disclosures and required supplemental information.

GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB Statement No. 68*, was implemented during the year as it is required to be applied simultaneously with the provisions of GASB Statement No. 68. The statement addresses an issue regarding the application of the transition provisions of GASB Statement No. 68 and amends paragraph 137 of GASB Statement No. 68 and requires that, at transition, a government recognize a beginning deferred outflow of resources for its pension contributions, if any, made subsequent to the measurement date of the beginning net pension liability.

NOTE P: UPCOMING ACCOUNTING PRONOUNCEMENTS

In February 2015, the GASB issued Statement No. 72, *Fair Value Measurement and Application*. This statement addresses accounting and financial reporting issues related to fair value measurements. The definition of fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This statement provides guidance for determining a fair value measurement for financial reporting purposes. This statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements. The City is currently evaluating the impact this standard will have on the financial statements when adopted for the 2015-2016 fiscal year.

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

NOTE P: UPCOMING ACCOUNTING PRONOUNCEMENTS - CONTINUED

In June 2015, the GASB issued Statement No. 73, *Accounting and Financial Reporting for Pension and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. The statement establishes requirements for those pensions and pension plans that are not administered through a trust meeting specified criteria. The City is currently evaluating the impact this standard will have on the financial statements when adopted during the 2016-2017 fiscal year.

In June 2015, the GASB issued Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. The statement follows the framework for financial reporting of defined benefit OPEB plans in Statement 45 by requiring a statement of fiduciary net position and a statement of changes in fiduciary net position. The statement requires more extensive note disclosures and RSI related to the measurement of the OPEB liabilities for which assets have been accumulated, including information about the annual money-weighted rates of return on plan investments. The City is currently evaluating the impact this standard will have on the financial statements when adopted during the 2016-2017 fiscal year.

In June 2015, the GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The statement replaces the requirements of GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The statement requires governments providing other postemployment benefits (OPEB) to recognize their unfunded OPEB obligations as a liability for the first time, and to more comprehensively and comparably measure the annual costs of OPEB benefits. The statement also enhances accountability and transparency through revised note disclosures and required supplementary information (RSI). The City is currently evaluating the impact this standard will have on the financial statements when adopted during the 2017-2018 fiscal year.

In June 2015, the GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. The statement supersedes Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. The statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and nonauthoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP. The City is currently evaluating the impact this standard will have on the financial statements when adopted during the 2015-2016 fiscal year.

In August 2015, the GASB issued Statement No. 77, *Tax Abatement Disclosures*. The statement improves financial reporting through the disclosure of information about the nature and magnitude of tax abatements that are not consistently or comprehensively reported to the public at present. The City is currently evaluating the impact this standard will have on the financial statements when adopted during the 2016-2017 fiscal year.

NOTE Q: FUND EQUITY DEFICIT

The Capital Projects Fund had a deficit balance at June 30, 2015, of \$372,111. The Capital Projects Fund deficit fund balance was a planned deficit as the City wanted to complete infrastructure projects prior to the infrastructure millage, which is expected to be earned during the next two fiscal years. The City plans to eliminate this deficit through the infrastructure millage.

City of Pleasant Ridge
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE R: RESTATEMENT OF BEGINNING NET POSITION

Beginning net position has been restated for governmental activities due to changes in accounting principles.

	<u>Governmental Activities</u>
Beginning net position	\$ 9,219,871
Deferred outflows of resources	102,781
Net pension liability	<u>(2,320,772)</u>
Restated beginning net position	<u><u>\$ 7,001,880</u></u>

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REQUIRED SUPPLEMENTARY INFORMATION

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City of Pleasant Ridge

General Fund

BUDGETARY COMPARISON SCHEDULE (NON-GAAP BUDGETARY BASIS)

Year Ended June 30, 2015

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
REVENUES				
Property taxes	\$ 1,532,587	\$ 1,542,877	\$ 1,542,534	\$ (343)
Licenses and permits	41,270	59,950	61,582	1,632
Intergovernmental	252,000	249,400	248,793	(607)
Charges for services	419,670	422,030	428,534	6,504
Fines and forfeits	51,500	44,000	40,514	(3,486)
Interest and rents	11,000	11,000	7,731	(3,269)
Other	106,250	94,750	162,240	67,490
TOTAL REVENUES	2,414,277	2,424,007	2,491,928	67,921
EXPENDITURES				
Current				
General government				
Commission	28,050	13,700	14,897	(1,197)
Manager	139,750	123,300	126,756	(3,456)
Treasurer	94,300	91,860	87,665	4,195
Clerk	105,770	114,390	116,649	(2,259)
Assessor	22,370	21,600	21,605	(5)
Elections	15,360	10,360	11,015	(655)
General government	170,550	164,600	152,823	11,777
Attorney services	46,750	42,750	49,490	(6,740)
Information technology	6,000	6,000	6,660	(660)
Cable television	4,000	4,700	5,401	(701)
Total general government	632,900	593,260	592,961	299
Public safety				
Police department	803,515	793,315	785,101	8,214
Fire services	254,000	254,000	254,000	-0-
Building department	25,550	30,300	28,927	1,373
Capital outlay	-	8,400	8,370	30
Total public safety	1,083,065	1,086,015	1,076,398	9,617
Public works				
Public works services	138,300	144,800	125,887	18,913
Street lighting	45,000	45,000	52,798	(7,798)
Total public works	183,300	189,800	178,685	11,115
Community and economic development				
Planning commission	15,500	13,500	13,121	379

City of Pleasant Ridge

General Fund

BUDGETARY COMPARISON SCHEDULE (NON-GAAP BUDGETARY BASIS) - CONTINUED

Year Ended June 30, 2015

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
EXPENDITURES - CONTINUED				
Current - continued				
Recreation and culture				
Parks and recreation department	\$ 354,650	\$ 362,730	\$ 369,611	\$ (6,881)
Other				
Retirement benefits	178,000	230,300	235,372	(5,072)
TOTAL EXPENDITURES	2,447,415	2,475,605	2,466,148	9,457
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(33,138)	(51,598)	25,780	77,378
OTHER FINANCING SOURCES (USES)				
Transfers in	35,000	35,000	-	35,000
Transfers out	-	-	(1,994)	(1,994)
TOTAL OTHER FINANCING SOURCES (USES)	35,000	35,000	(1,994)	33,006
Net change in fund balance (prior to adjustments for GASB Statement No. 54)	\$ 1,862	\$ (16,598)	\$ 23,786	\$ 110,384

City of Pleasant Ridge

Solid Waste Fund

BUDGETARY COMPARISON SCHEDULE

Year Ended June 30, 2015

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Property taxes	\$ 219,047	\$ 219,047	\$ 219,615	\$ 568
Intergovernmental	-	-	11,319	11,319
Charges for services	203,750	203,750	206,236	2,486
Interest	10	10	7	(3)
TOTAL REVENUES	422,807	422,807	437,177	14,370
EXPENDITURES				
Current				
Public works				
Administration	25,220	25,220	28,852	(3,632)
Operations	394,800	394,800	396,276	(1,476)
TOTAL EXPENDITURES	420,020	420,020	425,128	(5,108)
NET CHANGE IN FUND BALANCE	2,787	2,787	12,049	9,262
Fund balance, beginning of year	34,173	34,173	34,173	-0-
Fund balance, end of year	\$ 36,960	\$ 36,960	\$ 46,222	\$ 9,262

City of Pleasant Ridge
I-696 Segregated Capital Asset Fund
BUDGETARY COMPARISON SCHEDULE
Year Ended June 30, 2015

	<u>Budgeted Amounts</u>			Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
REVENUES				
Interest	\$ 55,000	\$ 55,000	\$ 15,046	\$ (39,954)
EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-0-</u>
EXCESS OF REVENUES OVER EXPENDITURES	55,000	55,000	15,046	(39,954)
OTHER FINANCING USES				
Transfers in	-	-	434	434
Transfers out	<u>(68,350)</u>	<u>(68,350)</u>	<u>(33,174)</u>	<u>35,176</u>
TOTAL OTHER FINANCING USES	<u>(68,350)</u>	<u>(68,350)</u>	<u>(32,740)</u>	<u>35,610</u>
NET CHANGE IN FUND BALANCE	(13,350)	(13,350)	(17,694)	(4,344)
Fund balance, beginning of year	<u>3,260,566</u>	<u>3,260,566</u>	<u>3,260,566</u>	<u>-0-</u>
Fund balance, end of year	<u>\$ 3,247,216</u>	<u>\$ 3,247,216</u>	<u>\$ 3,242,872</u>	<u>\$ (4,344)</u>

City of Pleasant Ridge

SCHEDULE OF CHANGES IN EMPLOYER'S NET PENSION LIABILITY AND RELATED RATIOS

Last Fiscal Year (Ultimately ten fiscal years will be displayed)
(Amounts were determined as of 12/31 of each fiscal year)

	<u>2014</u>
Total Pension Liability	
Service cost	\$ 67,290
Interest	422,582
Benefit payments, including employee refunds	(345,474)
Other	<u>(2)</u>
Net change in total pension liability	144,396
Total Pension Liability, beginning	<u>5,261,293</u>
Total Pension Liability, ending	<u><u>\$ 5,405,689</u></u>
Plan Fiduciary Net Position	
Contributions - employer	\$ 200,664
Contributions - employee	10,149
Net investment income	183,562
Benefit payments including employee refunds	(345,474)
Administrative expense	<u>(6,715)</u>
Net change in plan fiduciary net position	42,186
Plan Fiduciary Net Position, beginning	<u>2,940,521</u>
Plan Fiduciary Net Position, ending	<u><u>\$ 2,982,707</u></u>
City's Net Pension Liability	<u><u>\$ 2,422,982</u></u>
Plan Fiduciary Net Position as a percentage of the Total Pension Liability	55%
Covered Employee Payroll	\$ 550,037
City's Net Pension Liability as a percentage of Covered Employee Payroll	441%

City of Pleasant Ridge

SCHEDULE OF EMPLOYER CONTRIBUTIONS

Last Fiscal Year (Ultimately ten fiscal years will be displayed)
(Amounts are determined as of 6/30 each fiscal year)

	<u>2015</u>
Actuarial determined contributions	\$ 189,972
Contributions in relation to the actuarially determined contribution	<u>196,956</u>
Contribution deficiency (excess)	<u><u>\$ (6,984)</u></u>
Covered Employee Payroll	\$ 821,298
Contributions as a percentage of covered employee payroll	24%

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City of Pleasant Ridge
OTHER POST-EMPLOYMENT BENEFITS PLAN
Year Ended June 30, 2015

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Underfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
6/30/2013	\$ -	\$ 4,168,212	\$ 4,168,212	-	\$ 680,274	612.7%
12/31/2009	-	4,008,721	4,008,721	-	\$ 560,339	715.4%
12/31/2006	-	4,450,060	4,450,060	-	\$ 604,364	736.3%

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City of Pleasant Ridge

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2015

NOTE A: EXCESS OF EXPENDITURES OVER APPROPRIATIONS

The City's budgeted expenditures for the General, Solid Waste, and I-696 Segregated Capital Asset Funds have been shown at the functional classification level. The approved budgets of the City have been adopted at the activity level for the General Fund and total expenditure level for the Special Revenue Funds.

During the year ended June 30, 2015, the City incurred expenditures in the General Fund and Solid Waste Fund in excess of the amounts appropriated as follows:

	Amounts Appropriated	Amounts Expended	Variance
General Fund			
Current			
General government			
Commission	\$ 13,700	\$ 14,897	\$ 1,197
Manager	123,300	126,756	3,456
Clerk	114,390	116,649	2,259
Assessor	21,600	21,605	5
Elections	10,360	11,015	655
Attorney services	42,750	49,490	6,740
Information technology	6,000	6,660	660
Cable television	4,700	5,401	701
Public works			
Street lighting	45,000	52,798	7,798
Recreation and culture			
Parks and recreation department	362,730	369,611	6,881
Other			
Retirement benefits	230,300	235,372	5,072
Transfers out	-	1,994	1,994
Solid Waste Fund	420,020	425,128	5,108

NOTE B: RECONCILIATION FROM BUDGETARY BASIS TO GAAP BASIS

The amounts presented in the General Fund budgetary comparison schedule were adopted by the City Commission on a basis prior to the implementation of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The reconciliations on the General Fund budgetary comparison schedules reconcile the differences between the budgets legally adopted by the City Commission to the actual amounts presented in the basic financial statements for the implementation of GASB Statement No. 54.

Net change in General Fund Fund Balance (budgetary basis)	\$ 23,786
Net change in fund balance related to Dog Park and Historical Funds:	
Revenue related to additional sales, interest, and other	10,520
Expenditures related to administration and capital outlay	(18,974)
Net change in General Fund Fund Balance (GAAP basis)	<u>\$ 15,332</u>

OTHER SUPPLEMENTARY INFORMATION

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City of Pleasant Ridge

Nonmajor Governmental Funds

BALANCE SHEET

June 30, 2015

	Special			
	Major Streets	Local Streets	Tree Planting Beautification	Pool/Fitness Facility (Operating)
ASSETS				
Cash and cash equivalents	\$ 30,957	\$ 83,077	\$ 19	\$ 8,972
Due from other funds	-	-	-	1,560
Due from other governmental units	16,804	15,227	-	-
TOTAL ASSETS	<u>\$ 47,761</u>	<u>\$ 98,304</u>	<u>\$ 19</u>	<u>\$ 10,532</u>
LIABILITIES				
Accounts payable	\$ 461	\$ 9,610	\$ -	\$ 3,167
Accrued wages	-	-	-	7,365
TOTAL LIABILITIES	461	9,610	-0-	10,532
FUND BALANCES				
Restricted				
Streets and highways	47,300	88,694	-	-
Tree planting beautification	-	-	19	-
Drug forfeiture	-	-	-	-
Library	-	-	-	-
Debt service	-	-	-	-
TOTAL FUND BALANCES	<u>47,300</u>	<u>88,694</u>	<u>19</u>	<u>-0-</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 47,761</u>	<u>\$ 98,304</u>	<u>\$ 19</u>	<u>\$ 10,532</u>

Revenue		Debt Service		
Drug Forfeiture	Library	Pool/Fitness Center Debt Service	Non-Voted Debt Service	Total
\$ 430	\$ 14,996	\$ 20,531	\$ -	\$ 158,982
-	-	-	-	1,560
-	-	-	-	32,031
<u>\$ 430</u>	<u>\$ 14,996</u>	<u>\$ 20,531</u>	<u>\$ -0-</u>	<u>\$ 192,573</u>
\$ -	\$ -	\$ -	\$ -	\$ 13,238
-	-	-	-	7,365
-0-	-0-	-0-	-0-	20,603
-	-	-	-	135,994
-	-	-	-	19
430	-	-	-	430
-	14,996	-	-	14,996
-	-	20,531	-	20,531
<u>430</u>	<u>14,996</u>	<u>20,531</u>	<u>-0-</u>	<u>171,970</u>
<u>\$ 430</u>	<u>\$ 14,996</u>	<u>\$ 20,531</u>	<u>\$ -0-</u>	<u>\$ 192,573</u>

City of Pleasant Ridge

Nonmajor Governmental Funds

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

Year Ended June 30, 2015

	Special			Pool/Fitness Facility (Operating)
	Major Streets	Local Streets	Tree Planting Beautification	
REVENUES				
Taxes	\$ -	\$ -	\$ -	\$ 163,065
Intergovernmental	114,560	58,812	-	-
Charges for services	-	-	-	33,370
Interest and rents	15	2	-	-
Fines and forfeits	-	-	-	-
TOTAL REVENUES	114,575	58,814	-0-	196,435
EXPENDITURES				
Current				
Public works	55,609	63,743	-	-
Recreation and culture	-	-	-	204,816
Capital outlay	72,600	29,531	-	-
Debt service	-	-	-	13,457
TOTAL EXPENDITURES	128,209	93,274	-0-	218,273
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(13,634)	(34,460)	-0-	(21,838)
OTHER FINANCING SOURCES (USES)				
Transfers in	-	56,000	-	21,560
Transfers out	(56,000)	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(56,000)	56,000	-0-	21,560
NET CHANGE IN FUND BALANCES	(69,634)	21,540	-0-	(278)
Fund balances, beginning of year	116,934	67,154	19	278
Fund balances, end of year	\$ 47,300	\$ 88,694	\$ 19	\$ -0-

Revenue		Debt Service		
Drug Forfeiture	Library	Pool/Fitness Center Debt Service	Non-Voted Debt Service	Total
\$ -	\$ 64,080	\$ 194,237	\$ -	\$ 421,382
-	-	-	-	173,372
-	-	-	-	33,370
-	6	-	-	23
135	-	-	-	135
135	64,086	194,237	-0-	628,282
-	-	-	-	119,352
-	53,721	-	-	258,537
-	-	-	-	102,131
-	-	183,581	13,369	210,407
-0-	53,721	183,581	13,369	690,427
135	10,365	10,656	(13,369)	(62,145)
-	-	-	13,174	90,734
-	-	-	-	(56,000)
-0-	-0-	-0-	13,174	34,734
135	10,365	10,656	(195)	(27,411)
295	4,631	9,875	195	199,381
\$ 430	\$ 14,996	\$ 20,531	\$ -0-	\$ 171,970

City of Pleasant Ridge

Component Unit Fund

BALANCE SHEET - DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

June 30, 2015

ASSETS

Cash and cash equivalents	\$ 73,594
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LIABILITIES

Accounts payable	\$ 52
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FUND BALANCE

Unassigned	73,542
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TOTAL LIABILITIES AND FUND BALANCE	\$ 73,594
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DRAFT

City of Pleasant Ridge

Component Unit Fund

RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF
NET POSITION - DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

June 30, 2015

Total fund balance - governmental fund \$ 73,542

Amounts reported for the governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental fund.

Cost of capital assets	\$ 192,215	
Accumulated depreciation	<u>(31,260)</u>	
Capital assets, net		<u>160,955</u>
Net position of governmental activities		<u><u>\$ 234,497</u></u>

DRAFT

City of Pleasant Ridge

Component Unit Fund

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Year Ended June 30, 2015

REVENUES	
Taxes	\$ 76,058
Interest	13
Other	<u>1,668</u>
TOTAL REVENUES	77,739
EXPENDITURES	
Current	
Community and economic development	32,115
Capital outlay	40,735
Debt service	<u>20,900</u>
TOTAL EXPENDITURES	<u>93,750</u>
NET CHANGE IN FUND BALANCE	(16,011)
Fund balance, beginning of year	<u>89,553</u>
Fund balance, end of year	<u><u>\$ 73,542</u></u>

DRAFT

City of Pleasant Ridge

Component Unit Fund

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES -
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Year Ended June 30, 2015

Net change in fund balance - governmental fund	\$ (16,011)
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Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in the governmental fund. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Depreciation expense	(6,176)
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Repayment of long-term debt and borrowing of long-term debt is reported as expenditures and other financing sources in the governmental fund, but the repayment reduces long-term liabilities and the borrowings increase long-term liabilities in the statement of net position. In the current year, these amounts consist of:

Note principal retirement	<u>20,000</u>
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Change in net position of governmental activities	<u><u>\$ (2,187)</u></u>
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*23925 Woodward Avenue
Pleasant Ridge, Michigan 48069*

**Public Hearing and Regular City Commission Meeting
November 10, 2015**

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.

Public Discussion

Mr. Ted Zachary, 68 Devonshire, presented a few of "Ted's tips." One was to place your phone number inside your hats, gloves, or personal belongings in case you lose them. Also, your vehicle's tires should be checked every 3 months, especially with the changes in weather. This will ensure better gas mileage and less pollution. Commissioner Foreman added that better tire maintenance will make them last longer to also save the environment. Any suggestions for terrific tips can be emailed to wprrtv@yahoo.com.

Public Hearing - Consumers Energy Ordinance

Mayor Metzger opened the public hearing at 7:36 p.m.

With no comments or discussion, Mayor Metzger closed the public hearing at 7:37 p.m.

Commissioner Krzysiak inquired of Ms. Ursula Warren, Consumers Energy representative, as to the 30-year duration of the contract. Ms. Warren replied that it is easier on the City and Consumers Energy for a longer contract due to the fact that the infrastructure does not change, and there is a clause that allows either party to revoke the contract at any time. Mr. Need added that with a 60-day written notice the contract may be revoked. Consumers Energy is the entity that delivers the gas to the City, but there are other options to choose from as far as suppliers. Authorized vendors can be reviewed on the Michigan Public Service Commissions website. Commissioner Krzysiak inquired as to a franchise fee being assessed as part of this contract, and Ms. Warren responded that Consumers Energy pays property taxes, currently at the rate of \$43,000/year, so there are no franchise fees.

15-3214

Motion by Commissioner Perry, second by Commissioner Scott, to grant to Consumers Energy Company, its successors and assigns, the right, power and authority to lay, maintain, and operate gas mains, pipes, and services on, along, across and under the highways, streets, alleys, bridges, waterways, and other public places, to do a local gas business in the City of Pleasant Ridge, Oakland County, Michigan, for a period of thirty (30) years.

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

2015 Centennial Home Recognition

Mr. John Wright, 10 Kenberton Drive, Pleasant Ridge Historical Commission, presented 10 awards to homeowners who have “100-year-old” homes in the City, which now has 27 total. The awards went to: Burkes, 15 Elm Park Boulevard; Zupans, 18 Kenberton Drive; Ellisons, 23 Oakdale Boulevard; Mesters, 70 Oakdale Boulevard; Churches, 15 Poplar Park Boulevard; Litners, 20 Poplar Park Boulevard; Roemers, 22 Poplar Park Boulevard; Sargents, 40 Ridge Road; Breitmeyer/Jones, 50 Ridge Road; and Wachlers, 56 Ridge Road.

Governmental Reports

Sgt. Robert Ried reported that one of the officers, while near the area, assisted on a CPR run at the Detroit Zoo in which the man did survive. There have been several reports from thefts from cars, all of which were unlocked, and Sgt. Ried reminded everyone to lock their cars. More reports are being filed on identity theft and Sgt. Ried suggested that you contact your banking institution regarding credit alerts. Sgt. Ried reminded residents to call the police on anything suspicious. It is good to turn on your porch lights and keep your doors locked at your home. Motion sensor lights are highly recommended. Mayor Metzger added that having the city well lit will help deter problems.

Commissioner Krzysiak commended Sgt. Ried and the Pleasant Ridge Police Department for their efforts not only in the City, but with the neighboring communities as well.

Commissioner Foreman inquired as to what the official end time is for Halloween. Sgt. Ried did not know if there was a specific end time, and Clerk Drealan added that the City has no formal time period dedicated for Halloween.

Election Report and Certification - General Election held Tuesday, November 3, 2015

City Clerk Drealan reported that 27-percent of the registered voters turned out for the election, and the Commissioners Krzysiak and Perry were unopposed and reelected, and the Ferndale School millage passed. Mayor Metzger added that Pleasant Ridge had the highest turnout and “yes” votes for the school millage than the other communities.

15-3215

Motion by Commissioner Foreman, second by Commissioner Scott, that the Official Certification and Election Report of the City General Election be received and filed.

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

Administration of the Oath of Office to City Commissioners Jason Krzysiak & Ann Perry

City Clerk administered the oath to both Commissioners Krzysiak and Perry upon their reelection to the Pleasant Ridge City Commission.

City Commissioner Liaison Reports

Commissioner Scott reported that the Historical Commission is already planning the 2016 Home & Garden Tour on June 4th. Any resident interested in having their home on the tour should contact the Historical Commission. The next meeting will be Wednesday, December 2, 2015.

Commissioner Krzysiak reported the Artist Market will be November 13-14. Friday will be the opening event at 6:00 p.m., \$5.00. The Pleasant Ridge Tree Lighting Ceremony will be Monday, December 7th, at 6:00 p.m., in Memorial Park.

Commissioner Foreman reported that the millage has been renewed for Ferndale Schools and thanked the residents for supporting the schools. The School Board will have a vacant position open as of January 1, 2016 and is seeking applicants to fill this vacancy. Interested persons can email schoolboard@ferndaleschools.org, or contact the School Board offices. The Ferndale School Marching Band took first place in the fourth flight of the State Marching Band Competition at Ford Field. The adult talent show raised over \$1,300. DVDs of this event are available at \$10/each. You can contact Amy Tarrant 248-890-6805. On November 12, 13 & 14, Treat Dreams in Ferndale will host a special promotion in which the 5th graders from JFK created their own flavors. A portion of the sales will be donated to the PTA of the elementary school.

Commissioner Perry reported that the Planning Commission/DDA met on October 26th. The Planning Commission established a public hearing to solicit public comments on the updates to the Zoning Ordinance which includes the proposed exterior design standards. Details are in the Planning Commission packet starting on page 5, under "Meetings" of the City's Website. The Planning Commission endorsed the Woodward Avenue Complete Streets Plan. The DDA began discussions on banners for the light poles on Woodward Avenue. The next meeting is set for December 14th, combining both November and December due to the holidays.

2015 Community Pool Season

Assistant City Manager Scott Pietrzak provided a summary of the 2015 Community Pool Season. Since 2004, 9,257,500 gallons have been used at the pool. It holds 253,000 gallons, an equivalent of what it takes an average household to use in 2.5 years. Over 220,000 swimmers have attended the pool since 2004, with the lowest turnout in 2014 due to weather. The administration spends about 1,400 hours to oversee the pool; the six lifeguards have about 927 hours; and 24 regular staff has about 3,100 hours. There were no contamination problems for the fifth consecutive summer, and there were no serious safety incidents. The End of Season Pool Party was August 29th, unfortunately a cooler day, but a success. Commissioner Foreman commended Pietrzak and the staff for their efforts in not only maintaining the pool, for the lessons as well. Foreman inquired if there were any adult swims and if that is something that will be hosted in the future. Pietrzak explained that a lot depends on the weather, and that there was a staff transitioning stage this year that those dates were not added to the calendar. Next summer may provide more adult swim dates/times. The pool will open again May 27th, 2016.

Consent Agenda

15-3216

Motion by Commissioner Perry, second by Commissioner Foreman, that the Consent Agenda, be approved, as recommended.

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

City Commission Organizational Items

15-3217

Motion by Commissioner Foreman, second by Commissioner Scott, that Items 15a through 15t regarding the organization of the 2015-2017 Pleasant Ridge City Commission be approved.

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

Establishment of a Retiree Health Care Savings Program

City Manager Breuckman explained that the City no longer offers retirement health care benefits to new administrative employees. MERS offers a Health Care Savings Program (HCSP) to allow current employees to contribute to a savings account for their future retirement health care costs. Any City contributions towards this benefit are something that may be discussed in the future.

15-3218

Motion by Commissioner Perry, second by Commissioner Foreman, that the Resolution for the MERS Retiree Health Care Savings Trust, be approved, as recommended.

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

Establishment of a Retiree Health Care Savings Trust with MERS

City Manager Breuckman explained that the City has commitments to provide health care for past retirees and to the police by contract. Retirement health care is referred to as "Other Post-Employment Benefits (OPEB)," and starting in this budget year the OPEB liability will be reported on financial statements, currently at \$4.4 million. An established trust will allow the City to put money into the trust that is then invested by MERS. The City will have four options of contributions, which are: Basic Employer Contributions; Mandatory Salary Reduction Contributions; Mandatory Leave Conversion Contributions; or Employee Contributions. At this time, staff is proposing to set up the HCSP and to make it available to employees to contribute to at their discretion (option 4). Implementing options 1-3 will be evaluated as part of a larger, ongoing benefits evaluation as the City works through the best way to deal with its ongoing pension and OPEB liabilities in a fair and equitable way that balances the bottom line with the financial well-being of the City employees. Mayor Metzger commented that the City is paying more for retirees than current employees, 185 versus 150.

15-3219

Motion by Commissioner Foreman, second by Commissioner Scott, that the Resolution for the MERS Retiree Health Care Savings Trust be approved, as recommended.

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

2015 City Street Tree Planting Manual

City Manager Breuckman presented a PowerPoint on the 2015 City Street Tree Planting Manual. Street trees provide value (10 to 18% increase of property values) and beauty. The Urban Forestry requires diversity and sustainability, and having the right tree for the right place. The recommendations are that no tree species by more than 10-percent around the city; unified tree plantings on the street; and have the proper tree selection by street. The 10-20-30 Rule should be followed: No more than 10-percent of the same species; 20-percent of the same genera; 30-percent of the same family. The existing diversity in the City is out of alignment and 50-percent are Maple trees. Breuckman reviewed each type of tree on the city streets. The streets targeted for 2016 are West Cambridge and Oxford. The cooperative tree purchase program would be \$125 per resident and the city covering the remaining costs (approximately \$150-\$200). The City will plant the trees according to the tree manual. Residents do not get to choose the tree types that will be planted in front of their home.

Commissioner Foreman inquired if it would be beneficial to mix up the trees on a city street, and Breuckman explained in order to get the true totality of a beautiful tree effect you must have the same tree on the street. Commissioner Perry inquired if the approval of the planting manual will also include the prioritization. Breuckman explained that the prioritization will be reviewed every year by the City on an as-needed basis of trees on individual streets. Commissioner Krzysiak inquired about the 50-ft. spacing of tree placement and the time period it would take to achieving the maximum trees to be planted, and Breuckman explained it could be a span of 10 years. Trees will only be replaced when they have died off or knocked down through storms; no healthy trees will be taken down and replaced. There are some streets, like Indiana, that will require some removal and replanting to improve the street's tree beauty. Krzysiak commended Breuckman and staff for performing the 6-month inventory of all the city trees, and feels that residents should have the opportunity to review the manual before it is voted upon. Commissioner Scott inquired when the plantings would begin, and Breuckman responded that it would be in the spring of 2016, but the orders of the trees need to be made in December 2015. Commissioner Perry asked if residents are able to purchase their own trees, and Breuckman responded that residents are able to purchase on their own any type of tree they would like to have planted in front of their home. Mayor Metzger agreed that the residents should have an opportunity to review the proposed plan, and also commended Breuckman and the staff for the tree inventory review. Krzysiak suggested the document be on the City's website, and Foreman added that it be on the Facebook page as well.

15-3220

Motion by Commissioner Krzysiak, second by Commissioner Foreman, that the 2015 City Street Tree Planting Manual be postponed until the December 2015 City Commission meeting, and allow the residents to review the proposed manual either via the City's Website or Facebook page.

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

Woodward Avenue Action Association Complete Streets Plan Endorsement

City Manager Breuckman reported that the WA3's complete streets plan for Woodward is complete and has been adopted by their board. WA3 is requesting that the local communities endorse the plan to demonstrate support for it to MDOT. The Planning Commission recommended that the City Commission endorse the plan at their October 26, 2015 meeting. Commissioner Krzysiak

would like to have this plan made available on the City's Website for residents to review, especially since Pleasant Ridge has its own section of Woodward outlined in the document.

15-3221

Motion by Commissioner Perry, second by Commissioner Scott, that the Resolution regarding the Woodward Avenue Action Association Complete Streets Plan endorsement be approved.

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

Update Regarding the Woodward/Main Street/696 Traffic Study

City Manager Breuckman presented a PowerPoint on the traffic study. There were similar traffic volumes before and during the study, thus, no diversion of traffic. There were no cycle failures in that all vehicles in queue served by the signal of each cycle. The intersection functioned at level of service B before and during the study and there was stable traffic flow with only slight delays. The level of service function conclusions were: Very little impact of the proposed lane reduction; operations remain at good level of service; improves non-motorized conditions; and a merging issue existed that can be addressed at the permanent design phase. Ridge Road has the highest daily traffic volume and highest measured speeds in which 82.4-percent of the cars that travel on Ridge speed, even in the school zone. The lanes on Ridge are 13 ft. wide and interstate lanes are 12 ft. Excessive lane width is attributed to higher speeds, and lanes that are 9-10 ft. wide are appropriate for lower speed travel. Commissioner Perry inquired if there would be a few island areas constructed on Ridge Road, and Breuckman explained that it is difficult to do the mid-block crossings on Ridge due to driveways and other intersections. Other methods are being reviewed, such as, edge striping. Commissioner Foreman inquired if there will be some type of adjustment made at Ridge and Elm Park, and Breuckman explained there could possibly be a mini-roundabout constructed to slow traffic down. Breuckman further explained that the next steps will be to work directly with MDOT as to what the process will be on Woodward. Ridge Road is the City's road, so work can begin on that project.

City Manager's Report

City Manager Breuckman reported that the City is working a local street calming manual in order to reduce speeds on local streets. Residents could request a study/test for their street.

Breuckman reported that there will be openings on the Planning Commission/DDA after December. Any residents interested can find the application on the City's Website.

Breuckman reported that the Dog Town Hall meeting will be January 19, 2016. Information will be available on the City's Website.

Other Business

Commissioner Foreman inquired if the new city staff person could come to a meeting in the near future in order for the Commissioners to be able to meet the new person and put a face with a name. Foreman did not acknowledge the members of the Beautification Committee at the awards presentation last month, and wanted to commend Priscilla Eggen, Cathie Gillis, Jenifer Kueber, Dave Laidlaw, Jean Russell, and Jan Treuter for their contributions. Foreman mentioned the Maplefield sidewalk repairs have been completed and is a very nice finished project, and commended Breuckman for the sidewalk program implementation.

Commissioner Scott reported that there is one open position on the Historical Commission at the beginning of next year. Contact the City if you are interested in being a part of the Historical Commission.

Commissioner Krzysiak reported that the next book for the Book Club will be “The Story of Edgar Sawtelle” by David Wroblewski and will be discussed on Monday, November 30th, at 7:00 p.m., Community Center. Any suggestions for books in 2016 are encouraged and can be emailed to Krzysiak at his city email address.

Mayor Metzger encouraged residents to check out the The Little Lending Libraries that have been installed in Hessell Park, one at Flynn Field, and one on Sylvan Street, and adding books are very welcomed.

With no further business or discussion, Mayor Metzger adjourned the meeting at 9:32 p.m.

Mayor Kurt Metzger

Amy M. Drealan, City Clerk
/mat

November 2015

ACCOUNTS PAYABLE

PAYROLL LIABILITIES	\$	6,160.76
TAX LIABILITIES	\$	208,353.26
ACCOUNTS PAYABLE	\$	330,111.95
TOTAL	\$	544,625.97

PAYROLL

November 10, 2015	\$	37,319.53
November 25, 2015	\$	28,225.57
TOTAL	\$	65,545.10

**CHECK REGISTER FOR CITY OF PLEASANT RIDGE
PAYROLL LIABILITIES
NOVEMBER 2015**

PG 1

Check Date	Check	Vendor Name	Description	Amount
11/10/2015	1531	MIFOP	UNION DUES-NOV 2015	\$ 188.00
11/10/2015	1532	MISDU	FOC DEDUCTIONS	\$ 224.60
11/10/2015	1533	M&T BANK-ICMA - 401a	RETIRMENT CONTRIBUTIONS	\$ 1,345.44
11/10/2015	1534	ICMA RETIREMENT TRUST - 457	RETIRMENT CONTRIBUTIONS	\$ 1,453.85
11/25/2015	1537	MISDU	FOC DEDUCTIONS	\$ 224.60
11/25/2015	1538	M&T BANK-ICMA - 401a	RETIRMENT CONTRIBUTIONS	\$ 1,230.44
11/25/2015	1539	ICMA RETIREMENT TRUST - 457	RETIRMENT CONTRIBUTIONS	\$ 1,493.83
TOTAL PAYROLL LIABILITIES				<u>\$ 6,160.76</u>

**CHECK REGISTER FOR CITY OF PLEASANT RIDGE
TAX LIABILITIES
NOVEMBER 2015**

PG 2

Check Date	Check	Vendor Name	Description	Amount
11/11/2015	2335	CITY OF PLEASANT RIDGE-DDA	2015 TAX COLLECTIONS TO 11-5-2015	3,138.20
11/11/2015	2336	CITY OF PLEASANT RIDGE-GEN	2015 TAX COLLECTIONS TO 11-5-2015	98,168.35
11/11/2015	2337	FERNDALE PUBLIC SCHOOL	2015 TAX COLLECTIONS TO 11-5-2015	42,246.17
11/11/2015	2338	OAKLAND COUNTY TREASURER	2015 TAX COLLECTIONS TO 11-5-2015	64,800.54
TOTAL TAX LIABILITIES				<u><u>\$ 208,353.26</u></u>

CITY OF PLEASANT RIDGE CHECK REGISTER
ACCOUNTS PAYABLE
NOVEMBER 12, 2015

PG 3

Check Date	Check	Vendor Name	Description	Amount
11/12/2015	19974	21ST CENTURY MEDIA-MICHIGAN	PRINTING OF LEGAL ADS	670.32
11/12/2015	19975	ACCUSHRED, LLC	CITY SHREDDING SERVICES	55.00
11/12/2015	19976	ANDERSON, ECKSTEIN & WESTRICK	OXFORD RECONSTRUCTION PROJECT	7,432.15
11/12/2015	19977	ARROW UNIFORM RENTAL	MAT RENTALS & JANITORIAL SUPPLIES	947.28
11/12/2015	19978	BARRY'S LET'S RENT IT	GAINBORO PARK PROJECT	1,111.40
11/12/2015	19979	BOSTON MUTUAL LIFE INS. CO.	HEALTH CARE BENEFITS	170.50
11/12/2015	19980	BRILAR	DPW CONTRACT	42,253.10
11/12/2015	19981	BS&A SOFTWARE	SOFTWARE RENEWAL AND SUPPORT	3,046.00
11/12/2015	19982	CARLA KRZYSIAK	YOGA CLASSES	432.00
11/12/2015	19983	CITY OF BERKLEY	OCTOBER DISPATCH SERVICES	3,454.61
11/12/2015	19984	CITY OF HUNTINGTON WOODS	CITY ATTORNEY CONTRACT	8,159.78
11/12/2015	19985	COMMUNITY MEDIA NETWORK	CITY COMMISSION MEETING RECORDING	200.00
11/12/2015	19986	CONSUMERS ENERGY	CITY UTILITY SERVICES	309.51
11/12/2015	19987	CREGGER COMPANY	RETURN OF BOND - 21 AMHERST	5,000.00
11/12/2015	19988	DAIGNEAULT SPORTS	SPRING/SUMMER SPORTS	1,362.70
11/12/2015	19989	EUGENE LUMBERG	CITY ATTORNEY CONTRACT	531.25
11/12/2015	19990	FIRING LINE	POLICE DEPARTMENT SUPPLIES	570.00
11/12/2015	19991	GINA FURNARI	SWIM TEAM SUPPLIES	137.61
11/12/2015	19992	GREAT AMERICA	TELEPHONE SYSTEM	433.00
11/12/2015	19993	HARLEY EILLIS	COMPLETE STREET STUDY	8,668.65
11/12/2015	19994	INTERMEDIA	TELEPHONE	134.21
11/12/2015	19995	J & J AUTO TRUCK CENTER	POLICE CAR MAINTENANCE	59.55
11/12/2015	19996	JANI-KING OF MICHIGAN, INC	JANITORIAL CLEANING CONTRACT	2,161.00
11/12/2015	19997	JOHN URSU	OXFORD SPRINKLER REIMBURSEMENT	122.00
11/12/2015	19998	KENNETH APPLEWHITE	DJ FOR HALLOWEEN PARTY	200.00
11/12/2015	19999	KENNETH BORYCZ	MECHANICAL INSPECTOR SERVICES	240.00
11/12/2015	20000	MELANIE SEVALD	CSF CLASS	1,008.00
11/12/2015	20001	NELSON BROTHERS PLUMBING	BOND RETURN - 4 DEVONSHIRE	5,000.00
11/12/2015	20002	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIPS	47,277.25
11/12/2015	20003	PAM KAMPF	PILATES CLASS	408.00
11/12/2015	20004	PRINTING SYSTEMS, INC.	ELECTION SUPPLIES	402.29
11/12/2015	20005	SCHEER'S ACE HARDWARE	BUILDING MAINTENANCE	42.34
11/12/2015	20006	SCORE SPORTS	YOUTH SOCCER UNIFORMS	440.42
11/12/2015	20007	SOCRRA	REFUSE COLLECTION CONTRACT	7,396.00
11/12/2015	20008	SOCWA	WATER SERVICE FOR OCTOBER	14,565.33
11/12/2015	20009	STATE OF MICHIGAN	WATER QUALITY TESTING	1,263.26
11/12/2015	20010	TOSHIBA FINANCIAL SERVICES	COPIER LEASE CONTRACTS	2,310.01
11/12/2015	20011	VARSITY SHOP	SWIM TEAM ITEMS	8,138.29
11/12/2015	20012	WEB MATTERS BY KRISTIE	NOVEMBER WEBSITE HOSTING	102.45
11/12/2015	20013	WEX BANK	FUEL PURCHASES FOR POLICE CARS	1,095.34

Total for 11-12-15

\$ 177,310.60

CITY OF PLEASANT RIDGE CHECK REGISTER
ACCOUNTS PAYABLE
NOVEMBER 18, 2015

PG 4

Check Date	Check	Vendor Name	Description	Amount
11/18/2015	20014	ADKISON, NEED & ALLEN P.L.L.C.	CITY ATTORNEY CONTRACT	1,853.00
11/18/2015	20015	ARROW UNIFORM RENTAL	MAT RENTALS & JANITORIAL SUPPLIES	234.59
11/18/2015	20016	BCBS OF MICHIGAN	HEALTH CARE BENEFITS	28,267.62
11/18/2015	20017	CITY OF FERNDALE	FIRE CONTRACT PAYMENT	21,381.72
11/18/2015	20018	CITY OF ROYAL OAK	WATER AND SEWER MAINTENANCE	4,371.89
11/18/2015	20019	GAS & SUPPLY	RECREATION SUPPLIES	200.00
11/18/2015	20020	LEGAL SHIELD	PRE PAID LEGAL SERVICES	25.90
11/18/2015	20021	NYE UNIFORM	POLICE DEPARTMENT UNIFORM	15.50
11/18/2015	20022	PK CONTRACTING	WOODWARD PEDESTRIAN STUDY	6,206.90
11/18/2015	20023	PLANTE & MORAN PLLC	CITY ACCOUNTING SERVICES	5,339.00
11/18/2015	20024	SOCRRA	REFUSE COLLECTION CONTRACT	228.34
11/18/2015	20025	TASER INTERNATIONAL	POLICE DEPARTMENT SUPPLIES	2,748.95
11/18/2015	20026	ZOGICS	WELLNESS CENTER SUPPLIES	414.80

Total for 11-18-15

\$ 71,288.21

CITY OF PLEASANT RIDGE CHECK REGISTER
ACCOUNTS PAYABLE
Electronic Payments & P-Card Transactions

PG 5

Check Date	Check	Vendor Name	Description	Amount
11/11/2015	182	ACME PARTY SUPPLIES	RECREATION PROGRAM SUPPLIES	895.00
11/11/2015	183	AIR TIME	RECREATON PROGRAM SUPPLIES	304.00
11/11/2015	184	AMAZON.COM	RECREATION PROGRAM SUPPLIES	1,192.75
11/11/2015	185	AMAZON.COM	RECREATION PROGRAM SUPPLIES	703.87
11/11/2015	186	ANITAS KITCHEN	MEETING SUPPLIES	80.78
11/11/2015	187	AT&T MOBILITY	TELEPHONE SERVICES	263.69
11/11/2015	188	AT&T MOBILITY	TELECOMMUNICATION SERVICES	774.98
11/11/2015	189	B&H PHOTO	REC PROGRAM SUPPLIES	894.40
11/11/2015	190	BEST BUY	OFFICE AND COMPUTER SUPPLIES	103.62
11/11/2015	191	BEST BUY	COMPUTER SUPPLIES	1,683.44
11/11/2015	192	BUBBLE SOCCER	RECREATION EVENT SUPPLIES	592.81
11/11/2015	193	CHICKEN SHACK	MEETING SUPPLIES	151.99
11/11/2015	194	COMCAST	TELECOMMUNICATION SERVICES-REC	547.11
11/11/2015	195	COMCAST	TELECOMMUNICATIONS-REC	295.20
11/11/2015	196	DICKS SPORTING GOODS	SPORTS PROGRAM SUPPLIES	538.41
11/11/2015	197	DUNKIN DONUTS	MEETING SUPPLIES	18.01
11/11/2015	198	ENDICIA	OFFICE SUPPLIES-REC	15.95
11/11/2015	199	FERNDALE FOODS	MEETING SUPPLIES	54.12
11/11/2015	200	FERNDALE FOODS	RECREATON PROGRAM SUPPLIES	40.83
11/11/2015	201	FOWLING	RECREATION PROGRAM SUPPLIES	600.00
11/11/2015	202	GORDON FOOD CENTER	RECREATION PROGRAM SUPPLIES	232.56
11/11/2015	203	HOME DEPOT CREDIT SERVICES	POOL MAINTENANCE SUPPLIES	204.30
11/11/2015	204	HOME DEPOT CREDIT SERVICES	POOL MAINTENANCE SUPPLIES	307.55
11/11/2015	205	INTEGRATED SAFETY & SEC	RECREATION PROGRAM SUPPLIES	827.80
11/11/2015	206	JAX KAR WASH	POLICE VEHICLE MAINTENANCE	59.94
11/11/2015	207	JAX KAR WASH	POLICE VEHICLE MAINTENANCE	19.98
11/11/2015	208	JAX KAR WASH	POLICE VEHICLE MAINTENANCE	19.98
11/11/2015	209	JAX KAR WASH	POLICE VEHICLE MAINTENANCE	19.98
11/11/2015	210	JIMMY JOHNS	MEETING SUPPLIES	135.57
11/11/2015	211	JOANNE FABRICS	RECREATION PROGRAM SUPPLIES	126.26
11/11/2015	212	KIDCHECK	RECREATION PROGRAM	45.00
11/11/2015	213	KIDCHECK	RECREATON PROGRAM SUPPLIES	45.00
11/11/2015	214	KROGER	SWIM TEAM SUPPLIES	1,140.60
11/11/2015	215	LAZER WARP	SUMMER PROGRAM SUPPLIES	396.00
11/11/2015	216	LOWE'S	POOL MAINTENANCE SUPPLIES	74.03
11/11/2015	217	MAILCHIMP	REC OPERATING SUPPLIES	25.00
11/11/2015	218	MAILCHIMP	RECREATION SOFTWARE	15.00
11/11/2015	219	MEIJER	RECREATION & MTG SUPPLIES	872.38
11/11/2015	220	MICRO CENTER	COMPUTER SUPPLIES	261.78
11/11/2015	221	MICRO CENTER	COMPUTER SUPPLIES	116.58
11/11/2015	222	MICROSOFT	POOL SOFTWARE SUPPLIES	268.33
11/11/2015	223	MICROSOFT	COMPUTER SOFTWARE SUPPLIES	66.00
11/11/2015	224	MOBIL FLEET	ICE PURCHASES-RECREATION PROG	7.50
11/11/2015	225	MOTOR CITY MEATBALL	SWIM TEAM SUPPLIES	1,331.15
11/11/2015	226	MUNICIPAL EMP.RETIREMENT SYST.	RETIREMENT CONTRIBUTIONS	20,272.46
11/11/2015	227	NEW YORK BAGEL	SWIM TEAM SUPPLIES	658.87
11/11/2015	228	NIGHT AND DAY PRODUCTION	RECREATION PROGRAM SUPPLIES	500.00
11/11/2015	229	OBERWEIS	RECREATION EVENT SUPPLIES	525.00
11/11/2015	230	PAINT WITH A TWIST	RECREATION PROGRAM	50.00
11/11/2015	231	PANDORA	MUSIC SERVICES-WELLNESS CENTER	24.95
11/11/2015	232	PANDORA	MUSIC SERVICES-WELLNESS CENTER	79.84
11/11/2015	233	PARTY CITY	RECREATION EVENT SUPPLIES	55.04
11/11/2015	234	PHOTODEX	RECREATION PROGRAM SUPPLIES	69.95
11/11/2015	235	POTBELLYS SANDWICH SHOP	MEETING SUPPLIES	81.20
11/11/2015	236	PUNCHBOWL	PROGRAM SUPPLIES	29.99
11/11/2015	237	PUNCHBOWL	COMPUTER SOFTWARE	29.99
11/11/2015	238	RED OAKS	RECREATION PROGRAM SUPPLIES	442.00
11/11/2015	239	ROUGE ESTATE LLC	RECREATION PROGRAM	266.00
11/11/2015	240	SKATE WORLD	SUMMER PROGRAM EVENT	348.00
11/11/2015	241	SOCCER WORLD	SPORTS PROGRAM SUPPLIES	260.72
11/11/2015	242	STAPLES BUSINESS DELIVERY	OFFICE SUPPLIES	82.77
11/11/2015	243	TARGET STORES	RECREATION PROGRAM SUPPLIES	1,400.29
11/11/2015	244	TARGET STORES	RECREATION PROGRAM SUPPLIES	727.22
11/11/2015	245	TENNY PLUMBING	BUILDING MAINTENANCE-4 RIDGE	31.75
11/11/2015	246	TERRY PFEIL	RECREATION PROGRAM SUPPLIES	165.00
11/11/2015	247	UNIVERSAL PLUMBING	BUILDING REPAIRS 4 RIDGE	62.81
11/11/2015	248	VIKTOR	OFFICE SUPPLIES	150.00
11/11/2015	249	WALMART	RECREATION PROGRAM SUPPLIES	497.27
11/11/2015	250	WHEN I WORK	POOL SCHEDULING PROGRAM	39.00
11/11/2015	251	WHEN I WORK	POOL SCHEDULING PROGRAM	39.00

CITY OF PLEASANT RIDGE CHECK REGISTER
ACCOUNTS PAYABLE
Electronic Payments & P-Card Transactions

PG 6

Check Date	Check	Vendor Name	Description	Amount
11/11/2015	252	XFER COMMUNICATIONS	COMPUTER & NETWORK SUPPORT	117.60
11/11/2015	253	XFER COMMUNICATIONS	TELECOMMUNICATION SERVICES	545.00
11/11/2015	254	XFER COMMUNICATIONS	TELECOMMUNICATION SERVICES	186.50
11/12/2015	255	ADOBE SYSTEMS INC	COMPUTER SOFTWARE MAINTENANCE	52.99
11/12/2015	256	ADOBE SYSTEMS INC	SOFTWARE PURCHASES	52.99
11/12/2015	257	COMCAST	TELECOMMUNICATION SERVICES	75.13
11/12/2015	258	COMCAST	TELECOMMUNICATION SERVICES	75.13
11/12/2015	259	COMCAST	TELECOMMUNICATION SERVICES	74.98
11/12/2015	260	DTE ENERGY	UTILITIES SERVICES	8,335.49
11/12/2015	261	MI ASSOCIATION OF PLANNING	WORKSHOP REG-BREUCKMAN	59.00
11/12/2015	262	MI ASSOCIATION OF PLANNING	WORKSHOP REGISTRATION-SCOTT	59.00
11/12/2015	263	MSFT	COMPUTER SOFTWARE CHARGES	9.54
11/12/2015	264	MSFT	COMPUTER SOFTWARE MAINTENANCE	108.00
11/12/2015	265	MSFT	OFFICE 365 EMAILS	108.00
11/12/2015	266	MSFT	OFFICE 365 EMAILS	9.00
11/12/2015	267	POSTMASTER	POSTAGE REPLENISHMENT	665.00
11/12/2015	268	QUILL CORPORATION	OFFICE SUPPLIES	164.41
11/12/2015	269	QUILL CORPORATION	OFFICE SUPPLIES	393.39
11/12/2015	270	STAMPS.COM	SERVICE CHARGES	15.99
11/12/2015	271	STAMPS.COM	SERVICE CHARGES	15.99
11/12/2015	272	STAMPS.COM	SERVICE CHARGES	15.99
11/12/2015	273	WOW! BUSINESS	TELECOMMUNICATION SERVICES	247.27
11/12/2015	274	WOW! BUSINESS	TELECOMMUNICATION SERVICES	247.27
11/12/2015	275	XFER COMMUNICATIONS	TELECOMMUNICATION SERVICES	139.65
11/12/2015	276	XFER COMMUNICATIONS	TELECOMMUNICATION SERVICES	545.00
11/12/2015	277	XFER COMMUNICATIONS	TELECOMMUNICATION SERVICES	169.50
11/12/2015	278	XFER COMMUNICATIONS	TELECOMMUNICATION SERVICE	545.00
11/12/2015	279	XFER COMMUNICATIONS	TELECOMMUNICATION SERVICES	190.50
11/16/2015	280	CAPITAL ONE COMMERCIAL	REC PRG, OFFICE, MEETING SUPPLIES	3,028.53
11/16/2015	281	CAPITAL ONE COMMERCIAL	REC PRG, OFFICE, MEETING SUPPLIES	6,314.08
11/16/2015	282	ANCHOR INDUSTRIES INC	POOL MAINTENANCE SUPPLIES	1,223.78
11/16/2015	283	AT&T MOBILITY	TELECOMMUNICATION SERVICES	759.27
11/16/2015	284	CHICKEN SHACK	SWIM TEAM SUPPLIES	546.39
11/16/2015	285	DICKS SPORTING GOODS	SUMMER SPORTS SUPPLIES	133.20
11/16/2015	286	DUNKIN DONUTS	MEETING SUPPLIES	9.46
11/16/2015	287	GORDON FOOD CENTER	MEMORIAL DAY CEREMONY	191.45
11/16/2015	288	HOME DEPOT CREDIT SERVICES	POOL MAINTENANCE SUPPLIES	291.48
11/16/2015	289	HY TEK SPORTS SOFTWARE	POOL SOFTWARE MAINTENANCE	393.53
11/16/2015	290	JIMMY JOHNS	MEETING SUPPLIES	78.28
11/16/2015	291	JOANNE FABRICS	SUMMER PROGRAM SUPPLIES	122.90
11/16/2015	292	KIDCHECK	SUMMER PROGRAM SUPPLIES	45.00
11/16/2015	293	LIFEGUARD MA	POOL/SWIM TEAM SUPPLIES	1,112.80
11/16/2015	294	LOWE'S	BUILDING MAINTENANCE SUPPLIES	291.81
11/16/2015	295	MAILCHIMP	SOFTWARE MAINTENANCE	15.00
11/16/2015	296	MICHAEL'	SUMMER PROGRAM SUPPLIES	79.84
11/16/2015	297	MSFT	COMPUTER SOFTWARE MAINTENANCE	49.00
11/16/2015	298	MSFT	COMPUTER SOFTWARE SUPPLIES	17.00
11/16/2015	299	NEW YORK BAGEL	SWIM TEAM SUPPLIES	136.20
11/16/2015	300	OFFICE DEPOT	OFFICE SUPPLIES	40.25
11/16/2015	301	PARTY CITY	RECREATION PROGRAM SUPPLIES	24.33
11/16/2015	302	PARTY CITY	VOLUNTEERS DINNER SUPPLIES	125.31
11/16/2015	303	PEAK SOFTWARE SYSTEMS, INC	RECREATION SOFTWARE MAINTENANCE	937.00
11/16/2015	304	PUNCHBOWL	SOFTWARE MAINTENANCE	29.99
11/16/2015	305	RUSH ORDER TEES	POOL SUPPLIES	391.73
11/16/2015	306	STAPLES BUSINESS DELIVERY	OFFICE SUPPLIES	148.37
11/16/2015	307	TARGET STORES	SUMMER PROGRAM SUPPLIES	113.68
11/16/2015	308	VISCOUNT	POOL MAINTENANCE SUPPLIES	118.21
11/16/2015	309	WHEN I WORK	POOL SCHEDULING SOFTWARE	39.00
11/16/2015	310	AMAZON.COM	RECREATION AND POOL SUPPLIES	990.96
11/16/2015	311	BATTERIES PLUS - 377	POOL MAINTENANCE SUPPLIES	41.33
11/16/2015	312	BED BATH AND BEYOND	RECREATION PROGRAM SUPPLIES	169.46
11/16/2015	313	BEST BUY	COMPUTER MAINTENANCE	105.99
11/16/2015	314	BUBBLE SOCCER	RECREATION PROGRAM SUPPLY	197.60
11/16/2015	315	COMCAST	TELECOMMUNICATION SUPPLIES	311.68
11/16/2015	316	DICKS SPORTING GOODS	RECREATION PROGRAM SUPPLIES	67.28
11/16/2015	317	DUNHAMS	SUMMER SPORTS PROGRAMS	40.25
11/16/2015	318	DUNKIN DONUTS	MEETING SUPPLIES	13.58
11/16/2015	319	FERNDAL FOODS	RECREATION PROGRAM SUPPLIES	10.95
11/16/2015	320	GORDON FOOD CENTER	RECREATION PROGRAM SUPPLIES	349.21
11/16/2015	321	GOSO	RECREATION PROGRAM SUPPLY	350.00

CITY OF PLEASANT RIDGE CHECK REGISTER
ACCOUNTS PAYABLE
Electronic Payments & P-Card Transactions

PG 7

Check Date	Check	Vendor Name	Description	Amount
11/16/2015	322	HOME DEPOT CREDIT SERVICES	POOL MAINTENANCE SUPPLIES	311.25
11/16/2015	323	JOANNE FABRICS	RECREATION PROGRAM SUPPLIES	134.31
11/16/2015	324	KIDCHECK	RECREATION PROGRAM SOFTWARE	45.00
11/16/2015	325	KROGER	RECREATION PROGRAM SUPPLIES	315.00
11/16/2015	326	MAILCHIMP	COMPUTER SOFTWARE MAINTENANCE	15.00
11/16/2015	327	MEIJER	RECREATION PROGRAM SUPPLIES	348.05
11/16/2015	328	MISS DIG SYSTEM, INC	MISS DIG ANNUAL FEE	460.23
11/16/2015	329	MOTOR CITY MEATBALL	SWIM TEAM SUPPLIES	250.00
11/16/2015	330	MSFT	COMPUTER SOFTWARE MAINTENANCE	66.00
11/16/2015	331	OAKLAND COUNTY TREASURER	CONCESSIONS REGISTRATION	443.75
11/16/2015	332	OFFICE DEPOT	OFFICE SUPPLIES	257.39
11/16/2015	333	PANDORA	WELLENES CENTER SUPPLIES	49.90
11/16/2015	334	PARTY CITY	RECREATION PROGRAM SUPPLIES	77.20
11/16/2015	335	POSTMASTER	POSTAGE	475.00
11/16/2015	336	PUNCHBOWL	RECREATION SOFTWARE MAINTENANCE	29.99
11/16/2015	337	RUSH ORDER TEES	SUMMER PROGRAM SUPPLIES	1,226.82
11/16/2015	338	SOCCER WORLD	SUMMER SPORTS SUPPLIES	322.43
11/16/2015	339	TARGET STORES	RECREATION PROGRAM SUPPLIES	558.90
11/16/2015	340	WALGREENS	RECREATION PROGRAM SUPPLIES	41.31
11/16/2015	341	WALMART	RECREATION PROGRAM SUPPLIES	109.79
11/16/2015	342	WHEN I WORK	POOL STAFF SCHEDULING PROGRAM	39.00

Total for Electronic Payments

\$ 81,513.14



City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk
To: Jim Breuckman, City Manager
Date: December 8, 2015
Re: 2016 Federal Poverty Guidelines

The City Commission is required to adopt guidelines which set income levels in order for the Board of Review to consider poverty exemption applications. The income levels for a poverty exemption shall not be set lower by a city than the Federal Poverty Guidelines updated annually by the United States Department of Health and Human Services.

I have attached a copy of the Resolution which includes current Federal Poverty Guidelines for your review. The resolution applies to any and all Poverty Exemption Requests at the City's 2016 Board of Review Hearings.

Please contact me should you require any additional information.



*23925 Woodward Avenue
Pleasant Ridge, Michigan 48069*

A RESOLUTION TO ESTABLISH POLICY AND GUIDELINES FOR USE BY THE BOARD OF REVIEW FOR GRANTING POVERTY EXEMPTIONS

WHEREAS, Section 7(u) of Act 206 Michigan Public Acts of 1893, as amended by Act 390 of Michigan Public Acts of 1994 (“Section 7(u) of the General Property Tax Act”), requires the governing body of the local assessment unit to determine the policy and guidelines for granting exemptions from property taxes for principal residences of persons in poverty (“poverty exemptions”), and

WHEREAS, the State Tax Commission has interpreted Section 7(u) of the General Property Tax and provided guidance as to the contents of the policy and guidelines applicable to a poverty exemption, and

WHEREAS, the City desires to comply with Section 7(u) of the General Property Tax Act and the guidance of the State Tax Commission,

NOW, THEREFORE BE IT RESOLVED THAT the following policy and guidelines are hereby adopted and shall be followed by the City’s Board of Review in granting poverty exemptions:

1. The total annual income for all members of the taxpayer’s family unit shall not exceed the federal poverty income standards established annually by the U.S. Department of Health and Human Services. For determinations regarding the 2016 property tax assessments, total annual income of the taxpayer seeking a poverty exemption shall not exceed the following:

Size of Family Unit	Poverty Guidelines
1	\$11,770
2	\$15,930
3	\$20,090
4	\$24,250
5	\$28,410
6	\$32,570
7	\$36,730
8	\$40,890
For each additional person, add	\$4,160

This table shall be revised annual in accordance with federal poverty income standards.

2. The maximum total value of assets of a taxpayer seeking a poverty exemption, other than a motor vehicle, personal property and the homestead being claimed, shall not exceed:

- a. \$5,000 for the taxpayer individually; and
- b. \$50,000 for the taxpayer's entire household.

These asset value limitations shall be revised annually in accordance with the applicable Cost of Living Adjustments including the Consumers Price Index of the U.S. Department of Labor.

3. The Board of Review shall follow the policy and guidelines set forth above when granting and denying poverty exemptions. The same standards shall apply to each taxpayer within the City claiming the poverty exemption for the assessment year. However, if the Board of Review determines that there are substantial and compelling reasons that impose serious hardship imposed by serious medical conditions, which warrant a deviation from the policy and guidelines, and these reasons are communicated in writing to the taxpayer claiming the exemption, such reasons constitute sufficient grounds upon which to grant a poverty exemption to a taxpayer even when the taxpayer does not satisfy the federal poverty income standards and/or the asset level established by the City in accordance with Section 7u(5) of the General Property Tax Act.

4. In addition to the requirements set forth above, to be eligible for a whole or partial exemption for the poverty exemption, a person shall do all the following on annual bases:

- (a) Own and occupy a principal residence the property, for which the exemption is requested;
- (b) File a claim with the Board of Review after January 1st, but before the day prior to the last day of the Board of Review on an application form provided by the Assessor, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns, filed in the immediately preceding year or the current year;
- (c) Produce a valid driver's license or other form of identification, if required by the Board of Review; and
- (d) Produce a deed, land contract or other evidence of ownership of the property for which an exemption is requested, if required by the Board of Review.

5. For the purposes of determining eligibility for a poverty exemption, the term "principal residence" of the taxpayer shall mean the principal residence as the term is defined in Section 7(d) of the General Property Tax Act.

6. The policy and guidelines for granting poverty exemptions and the application form to apply for such exemptions shall be made available to the public by the Assessor.

7. Except as otherwise provided above, taxpayers applying for a poverty exemption shall satisfy all requirements of Section 8(u) of the General Property Tax Act and State Tax Commission Bulletin No. 5 of 1995.

BE IT FURTHER RESOLVED that the State Equalized Value (SEV) on the property for which consideration is requested will not be reduced to an amount which is less than the amount which will generate property taxes equal to 3½% of the applicants' total household income plus the amount of the anticipated Michigan Income Tax household property tax credit.

Adopted: Yeas:
 Nays:
 Absent:

IN WITNESS WHEREOF, I, Amy M. Drealan, duly certified Clerk of the City of Pleasant Ridge, do hereby attest that the Foregoing is a true and accurate copy of a Resolution adopted By the Pleasant Ridge City Commission at its Regular Meeting held Tuesday, December 8, 2015.

Amy M. Drealan, City Clerk



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
 To: City Commission
 Date: December 3, 2015
 Re: House Bill 4425 Restricting Local Control Over Speed Limits

Overview

The House of Representatives is considering a package of bills which would alter the Michigan Vehicle Code. Of particular concern to Pleasant Ridge is House Bill 4425 which would require that speed limits be set on all streets based on the 85th percentile of the speed of free-flowing traffic under ideal conditions on the fastest portion of the street segment.

The implications of this bill are of concern to Pleasant Ridge.

Background

Perhaps the most notable example of why this bill would be problematic for Pleasant Ridge is Ridge Road, where the City would be forced to set a 35 mile per hour speed limit based on the observed 85th percentile speed of 32.9 mph. Ridge Road is problematic because its current design facilitates and encourages high vehicle speeds.

In order to fully understand the issue, it is important to highlight a few traffic engineering concepts:

Design Speed is the speed at which the design criteria are expected to make drivers feel safe and comfortable traveling.

Target (Posted) Speed is the speed limit. This is the speed that policymakers is appropriate for the street based on a number of considerations, including the context in which the street exists.

Operating Speed is the observed speed at which drivers travel.

Ideally, design, posted, and operating speeds are consistent with each other and with the intuition of drivers, designers, and enforcement personnel. Problems occur when there is a misalignment of Design, Posted, and Operating speeds¹. Most often this occurs because the design speed differs from the target speed of the street. It is not uncommon for the design speed of streets to be 10 mph higher than the target (or posted) speed in order to build in a “safety factor.” In reality, this practice can make drivers intuitively feel comfortable traveling at speeds above the posted limit.

¹ Source: Traffic Engineering Handbook, 6th Edition, Institute of Transportation Engineers

Further, research indicates that there is a weak relationship between design speed (which should be informed by the target speed), and actual operating speed.² This means that even if a street is designed to match a desired target speed, in practice drivers may travel faster than intended. If a local municipality cannot enforce its target (posted) speed limit it can create a situation where the local community has to accept higher than desired speeds. The same study concluded that:

Most agencies report using the 85th percentile speed as the basis for their speed limits, so the 85th percentile speed and speed limits should be closely matched. However, a review of available speed studies demonstrates that the 85th percentile speed is only used as a “starting point,” with the posted speed limit being almost always set below the 85th percentile value by as much as 8 to 12 mph.

Ridge Road Example

Ridge Road, with its 14-foot wide lanes does not have the design characteristics of a 25 mph street. The high observed speeds on Ridge are evidence of this. Under the proposed House Bill 4425, we would be required to set the speed limit on Ridge to 35 mph.

Under HB4425, in order to reduce the speed limit on Ridge Road the City would be forced to undertake design interventions to reduce the design speed on the street. While such design interventions are a much more reliable way of influencing driver speeds, and while we are already testing out pilot projects that do just that, this Bill would reduce our ability to lower the speed limit proactively based on local context. Pleasant Ridge, and many cities in the State, will not have the financial resources available to fix poorly-designed streets to result in target speeds as established by posted limits meaning that we would have to live with higher than desirable speed limits on our streets until we could assemble the financial resources to pay for the reconstruction and re-design of our streets.

Requested Action

City Commission approval of the attached resolution to our State representatives urging them to reject proposed House Bill 4425 as an unnecessary and dangerous infringement on local control.

G:\City Commission Files\Agenda Files\2015\2015.12\HB 4425 Resolution\2015.12.03 HB4425 Resolution Agenda Summary.docx

² Design Speed, Operating Speed, and Posted Speed Practices, National Cooperative Highway Research Program. Available at: http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_504.pdf



City of Pleasant Ridge

Resolution Opposing House Bill 4425

- Whereas** The Michigan House of Representatives is considering House Bill 4425, which, if passed into law, would dramatically impact the ability of local units to set safe and context sensitive speed limits within their municipal boundaries, and
- Whereas** traffic safety is among the most significant and important services provided to local citizens by local government, and
- Whereas** the 85th percentile approach to setting speed limits is a useful tool to understand speeds on local streets, the authoritative traffic engineering handbooks recognize that it is not the sole criterion for establishing speed limits and that context is also an important consideration, and
- Whereas** each community is best suited to understand local conditions that place children, disabled, senior and other vulnerable populations in harm's way, and any attempt to diminish our safety is seen as a serious threat to our ability to preserve local safety.

Now Therefore Be It Resolved, that the Pleasant Ridge City Commission implores our State Representative Robert Wittenberg, State Senator Vincent Gregory, Governor Rick Snyder, and all the members of the House Committee on Transportation and Infrastructure to reject the unnecessary and dangerous restriction on local control of speed limits and to preserve our reasonable capacity to set and monitor speed limits on local and collector streets.

I Amy M. Drealan, duly certified Clerk of the City of Pleasant Ridge do hereby certify that the foregoing Resolution was adopted by the Pleasant Ridge City Commission at its Regular Meeting held Tuesday, December 8, 2015.

Amy M. Drealan
City Clerk

HOUSE BILL No. 4425

April 14, 2015, Introduced by Rep. Outman and referred to the Committee on Transportation and Infrastructure.

A bill to amend 1949 PA 300, entitled
"Michigan vehicle code,"
by amending section 628 (MCL 257.628), as amended by 2006 PA 85.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 Sec. 628. ~~(1) If the state transportation department and the~~
2 ~~department of state police jointly determine upon the basis of an~~
3 ~~engineering and traffic investigation that the speed of vehicular~~
4 ~~traffic on a state trunk line highway is greater or less than is~~
5 ~~reasonable or safe under the conditions found to exist at an~~
6 ~~intersection or other place or upon a part of the highway, the~~
7 ~~departments acting jointly may determine and declare a reasonable~~
8 ~~and safe maximum or minimum speed limit on that state trunk line~~
9 ~~highway or intersection that shall be effective at the times~~
10 ~~determined when appropriate signs giving notice of the speed limit~~
11 ~~are erected at the intersection or other place or part of the~~

~~highway. The maximum speed limit on all highways or parts of highways upon which a maximum speed limit is not otherwise fixed under this act is 55 miles per hour, which shall be known and may be referred to as the "general speed limit".~~

~~—— (2) If the county road commission, the township board, and the department of state police unanimously determine upon the basis of an engineering and traffic investigation that the speed of vehicular traffic on a county highway is greater or less than is reasonable or safe under the conditions found to exist upon any part of the highway, then acting unanimously they may establish a reasonable and safe maximum or minimum speed limit on that county highway that is effective at the times determined when appropriate signs giving notice of the speed limit are erected on the highway. A township board that does not wish to continue as part of the process provided by this subsection shall notify in writing the county road commission. As used in this subsection, "county road commission" means the board of county road commissioners elected or appointed under section 6 of chapter IV of 1909 PA 283, MCL 224.6, or, in the case of a charter county with a population of 2,000,000 or more with an elected county executive that does not have a board of county road commissioners, the county executive.~~

~~—— (3) If a superintendent of a school district determines that the speed of vehicular traffic on a state trunk line or county highway, which is within 1,000 feet of a school in the school district of which that person is the superintendent, is greater or less than is reasonable or safe, the officials identified in subsection (1) or (2), as appropriate, shall include the~~

~~superintendent of the school district affected in acting jointly in determining and declaring a reasonable and safe maximum or minimum speed limit on that state trunk line or county highway.~~

~~—— (4) In the case of a county highway of not less than 1 mile with residential lots with road frontage of 300 feet or less along either side of the highway for the length of that part of the highway that is under review for a proposed change in the speed limit, the township board may petition the county road commission or in charter counties where there is no road commission, but there is a county board of commissioners, the township board may petition the county board of commissioners for a proposed change in the speed limit. The county road commission or in charter counties where there is no road commission, but there is a county board of commissioners, the township board may petition the county board of commissioners to approve the proposed change in the speed limit without the necessity of an engineering and traffic investigation.~~

(1) THE STATE TRANSPORTATION DEPARTMENT AND THE DEPARTMENT OF STATE POLICE SHALL JOINTLY DETERMINE ANY MODIFIED MAXIMUM OR MINIMUM SPEED LIMITS ON LIMITED ACCESS FREEWAYS OR TRUNK LINE HIGHWAYS CONSISTENT WITH THE REQUIREMENTS OF THIS SECTION. A PUBLIC RECORD OF A TRAFFIC CONTROL ORDER ESTABLISHING A MODIFIED SPEED LIMIT AUTHORIZED UNDER THIS SUBSECTION SHALL BE FILED AT THE OFFICE OF THE COUNTY CLERK OF THE COUNTY IN WHICH THE LIMITED ACCESS FREEWAY OR TRUNK LINE HIGHWAY IS LOCATED, AND A CERTIFIED COPY OF A TRAFFIC CONTROL ORDER SHALL BE EVIDENCE IN EVERY COURT OF THIS STATE OF THE AUTHORITY FOR THE ISSUANCE OF THAT TRAFFIC CONTROL ORDER.

1 (2) THE COUNTY ROAD COMMISSION AND THE DEPARTMENT OF STATE
2 POLICE SHALL JOINTLY DETERMINE ANY MODIFIED SPEED LIMITS ON COUNTY
3 HIGHWAYS CONSISTENT WITH THE REQUIREMENTS OF THIS SECTION. A PUBLIC
4 RECORD OF A TRAFFIC CONTROL ORDER ESTABLISHING A MODIFIED SPEED
5 LIMIT AUTHORIZED UNDER THIS SUBSECTION SHALL BE FILED AT THE OFFICE
6 OF THE CLERK OF THE COUNTY IN WHICH THE COUNTY HIGHWAY IS LOCATED,
7 AND A CERTIFIED COPY OF THE TRAFFIC CONTROL ORDER SHALL BE EVIDENCE
8 IN EVERY COURT OF THIS STATE OF THE AUTHORITY FOR THE ISSUANCE OF
9 THAT TRAFFIC CONTROL ORDER.

10 (3) A LOCAL ROAD AUTHORITY SHALL DETERMINE ANY MODIFIED SPEED
11 LIMITS ON LOCAL HIGHWAYS CONSISTENT WITH THE REQUIREMENTS OF THIS
12 SECTION. A PUBLIC RECORD OF A TRAFFIC CONTROL ORDER ESTABLISHING A
13 MODIFIED SPEED LIMIT AUTHORIZED UNDER THIS SUBSECTION SHALL BE
14 FILED AT THE OFFICE OF THE CITY OR VILLAGE OR ADMINISTRATIVE OFFICE
15 OF THE AIRPORT, COLLEGE, OR UNIVERSITY IN WHICH THE LOCAL HIGHWAY
16 IS LOCATED, AND A CERTIFIED COPY OF THE TRAFFIC CONTROL ORDER SHALL
17 BE EVIDENCE IN EVERY COURT OF THIS STATE OF THE AUTHORITY FOR THE
18 ISSUANCE OF THAT TRAFFIC CONTROL ORDER.

19 (4) A SPEED LIMIT ESTABLISHED UNDER THIS ACT SHALL BE THE
20 EIGHTY-FIFTH PERCENTILE SPEED OF FREE-FLOWING TRAFFIC UNDER IDEAL
21 CONDITIONS ON THE FASTEST PORTION OF A HIGHWAY SEGMENT, ROUNDED TO
22 THE NEAREST MULTIPLE OF 5 MILES PER HOUR. IN NO EVENT SHALL A SPEED
23 LIMIT ESTABLISHED UNDER THIS ACT BE LOWER THAN THE SEVENTY-FIFTH
24 PERCENTILE OF THE SPEED OF FREE-FLOWING TRAFFIC UNDER IDEAL
25 CONDITIONS ON THE FASTEST PORTION OF A HIGHWAY SEGMENT. IF THE
26 ROUNDING OF THE SPEED LIMIT TO THE NEAREST MULTIPLE OF 5 MILES PER
27 HOUR RESULTS IN A SPEED LIMIT OF LESS THAN THE SEVENTY-FIFTH

1 PERCENTILE OF THE SPEED OF FREE-FLOWING TRAFFIC UNDER IDEAL
2 CONDITIONS ON THE FASTEST PORTION OF THAT HIGHWAY SEGMENT, THE NEXT
3 HIGHER MULTIPLE OF 5 MILES PER HOUR SHALL BE DESIGNATED AS THE
4 SPEED LIMIT.

5 (5) IF A HIGHWAY SEGMENT INCLUDES 1 OR MORE FEATURES WITH A
6 DESIGN SPEED THAT IS LOWER THAN THE EIGHTY-FIFTH PERCENTILE OF THE
7 SPEED OF FREE-FLOWING TRAFFIC UNDER IDEAL CONDITIONS ON THE FASTEST
8 PORTION OF THAT HIGHWAY SEGMENT, THE ROAD AUTHORITY MAY POST
9 ADVISORY SIGNS.

10 (6) ~~(5)~~ If upon investigation the state transportation
11 department or county road commission and the department of state
12 police find it in the interest of public safety, they may order the
13 township, board, or city, or village officials to erect and
14 maintain, take down, or regulate the speed ~~control~~ **LIMIT** signs,
15 signals, or devices as directed, and in default of an order the
16 state transportation department or county road commission may cause
17 the designated signs, signals, and devices to be erected and
18 maintained, taken down, regulated, or controlled, in the manner
19 previously directed, and pay for the erecting and maintenance,
20 removal, regulation, or control of the sign, signal, or device out
21 of the highway fund designated.

22 ~~—— (6) A public record of all speed control signs, signals, or~~
23 ~~devices authorized under this section shall be filed in the office~~
24 ~~of the county clerk of the county in which the highway is located,~~
25 ~~and a certified copy shall be prima facie evidence in all courts of~~
26 ~~the issuance of the authorization. The public record with the~~
27 ~~county clerk shall not be required as prima facie evidence of~~

~~authorization in the case of signs erected or placed temporarily for the control of speed or direction of traffic at points where construction, repairs, or maintenance of highways is in progress, or along a temporary alternate route established to avoid the construction, repair, or maintenance of a highway, if the signs are of uniform design approved by the state transportation department and the department of state police and clearly indicate a special control, when proved in court that the temporary traffic control sign was placed by the state transportation department or on the authority of the state transportation department and the department of state police or by the county road commission or on the authority of the county road commission, at a specified location.~~

(7) SIGNS POSTED UNDER THIS SECTION SHALL CONFORM TO THE MICHIGAN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

~~(8) (7)~~ A person who fails to observe an authorized **VIOLATES A** speed or traffic control sign, signal, or device **LIMIT ESTABLISHED UNDER THIS SECTION** is responsible for a civil infraction.

~~(8) Except as otherwise provided in this section, the maximum speed limit on all freeways shall be 70 miles per hour except that if the state transportation department and the department of state police jointly determine upon the basis of an engineering and traffic investigation that the speed of vehicular traffic on a freeway is greater or less than is reasonable or safe under the conditions found to exist upon a part of the freeway, the departments acting jointly may determine and declare a reasonable and safe maximum or minimum speed limit on that freeway that is not more than 70 miles per hour but not less than 55 miles per hour and~~

~~that shall be effective when appropriate signs giving notice of the speed limit are erected. The minimum speed limit on all freeways is 55 miles per hour except if reduced speed is necessary for safe operation or in compliance with law or in compliance with a special permit issued by an appropriate authority.~~

~~— (9) The maximum rates of speed allowed under this section are subject to the maximum rates established under section 629b, section 627(5) to (7) for certain vehicles and vehicle combinations, and section 629(4).~~

~~— (10) Except for the general speed limit described in subsection (1), speed limits established pursuant to this section shall be known as absolute speed limits.~~

(9) AS USED IN THIS SECTION:

(A) "COUNTY ROAD COMMISSION" MEANS ANY OF THE FOLLOWING:

(i) THE BOARD OF COUNTY ROAD COMMISSIONERS ELECTED OR APPOINTED UNDER SECTION 6 OF CHAPTER IV OF 1909 PA 283, MCL 224.6.

(ii) IN THE CASE OF THE DISSOLUTION OF THE COUNTY ROAD COMMISSION UNDER SECTION 6 OF CHAPTER IV OF 1909 PA 283, MCL 224.6, THE COUNTY BOARD OF COMMISSIONERS.

(iii) IN THE CASE OF A CHARTER COUNTY WITH A POPULATION OF 1,500,000 OR MORE WITH AN ELECTED COUNTY EXECUTIVE THAT DOES NOT HAVE A BOARD OF COUNTY ROAD COMMISSIONERS, THE COUNTY EXECUTIVE.

(iv) IN THE CASE OF A CHARTER COUNTY WITH A POPULATION OF MORE THAN 750,000 BUT LESS THAN 1,000,000 WITH AN ELECTED COUNTY EXECUTIVE THAT DOES NOT HAVE A BOARD OF COUNTY ROAD COMMISSIONERS, THE DEPARTMENT OF ROADS.

(B) "DESIGN SPEED" MEANS THAT TERM AS USED AND DETERMINED

1 UNDER "A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS", SIXTH
2 ED., 2011, ISSUED BY THE AMERICAN ASSOCIATION OF STATE HIGHWAY AND
3 TRANSPORTATION OFFICIALS.

4 (C) "LOCAL ROAD AUTHORITY" MEANS THE GOVERNING BODY OF A CITY,
5 VILLAGE, AIRPORT, COLLEGE, OR UNIVERSITY.

6 (D) "TRAFFIC CONTROL ORDER" MEANS A DOCUMENT FILED WITH THE
7 PROPER AUTHORITY THAT ESTABLISHES THE LEGAL AND ENFORCEABLE SPEED
8 LIMIT FOR THE HIGHWAY SEGMENT DESCRIBED IN THE DOCUMENT.



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: November 10, 2015
Re: Street Tree Planting Manual

Overview

City Staff has prepared an updated Street Tree Manual to guide the future planting and care of our City's street trees.

Background

In 2001-2003, an Enhancement Master Plan Committee developed a tree planting guide for the City which was ultimately adopted by the City Commission. That guide set forth a range of recommended trees and a plan by which a limited number of varieties of tree would be planted along each street in the community. Over the past 12 years the City has experienced environmental stresses such as the Emerald Ash Borer, along with numerous strong storms that felled dozens of large, mature street trees.

As the City will be starting to plant street trees this coming spring, the time was right for a re-examination of the 2003 tree planting guide. The result is the attached Tree Planting Manual for the City which offers an examination of the City's existing tree stock, an expanded and updated list of approved street trees for use in the City, and a tree planting plan establishing which types of tree will be planted on each street throughout the community.

The recommendations of the updated tree planting manual are consistent with the 2003 guide, and are not a departure from that earlier guide. Rather the currently proposed version is an update and expansion on the original tree guide to account for changes over time in urban forestry practice and to reflect changed circumstances due to environmental changes such as the appearance of the Emerald Ash Borer after the adoption of the original tree planting guide.

The updated version does not change or alter the essential recommendations of the original guide.

One notable new item will be the implementation of a cooperative street tree purchase program for residents who desire a new tree in front of their house. This program is outlined in detail in the manual, and will be discussed at the meeting on November 10.

Requested Action

City Commission approval of the proposed 2015 Street Tree Planting Manual.



City of Pleasant Ridge Street Tree Manual

Adopted: , 2015

City of Pleasant Ridge Street Tree Manual

Adopted by the City Commission _____, 2015

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1. Introduction

1.1 Version History

This is an updated version of the City's tree planting guide. The guide was originally developed by an Enhancement Master Plan Committee beginning in 2001 and was adopted by the Planning Commission and City Commission in 2003. This version is an update and expansion on the original tree guide to account for changes over time in urban forestry practice and to reflect changed circumstances due to environmental changes such as the appearance of the Emerald Ash Borer after the adoption of the original tree planting guide.

This updated version does not change or alter the essential recommendations of the original guide.

1.2 Introduction

A desirable urban environment includes an abundance of trees. The City of Pleasant Ridge enjoys a wealth of beautiful shade trees, many of them several hundred years old. Even street names in Pleasant Ridge illustrate the tremendous importance of trees in setting the ambiance of the City – Maplefield, Oakdale, Poplar Park, Elm Park, Oakland Park, and Sylvan.

In 2001 the City Commission established an Enhancement Master Plan Committee at the administration's recommendation. The Committee included one member from the Planning, Recreation, Historical Commissions, the Garden Club, the Pleasant Ridge Foundation and City Manager. The purpose of the Committee was to consider certain improvements and enhancements to the City's green space. IN 2001 the Enhancement Master Plan Committee submitted a grant application to the State of Michigan for improvements to the parkland on the west side of Woodward Avenue from Ten Mile Road south to Memorial Park. In December 2001, the Administration recommended the Committee focus on guidelines for a long-term citywide tree planting program. Once completed, the Street Tree Planting Guide served as the basis for street tree plantings.

In 2008, and again in 2015, comprehensive street tree inventories were completed for the City. These inventories have served as a basis for updating the recommendations for tree plantings contained in this guide.

1.3 Basis for Recommendations

Important considerations when formulating tree planting recommendations is the amount of space available for planting trees in the berme, soil type, and presence of overhead utilities. It is important to choose the right tree for the location after taking into consideration the conditions present along the various streets in Pleasant Ridge.

Once the baseline conditions are established along each street, the next step is to consider the diversity of plantings throughout the community. Research indicates that a thriving tree population that is resilient to pests and disease should adhere to the 10-20-30 rule for diversity: no more than 10% of the urban forest should be of the same species, no more than 20% should be of the same genera, and no more than 30% should be of the same family.

Finally, once the baseline conditions are determined this guide proceeds to aesthetic considerations for where trees should be planted throughout the City.

2. Tree Inventory

City-wide tree inventories were completed in 2008 and 2015. The following table lists the inventory of trees by street in 2015, along with the total number of trees present in 2015 and 2008 for comparison purposes over time.

Table 1. Tree Inventory by Street, 2015

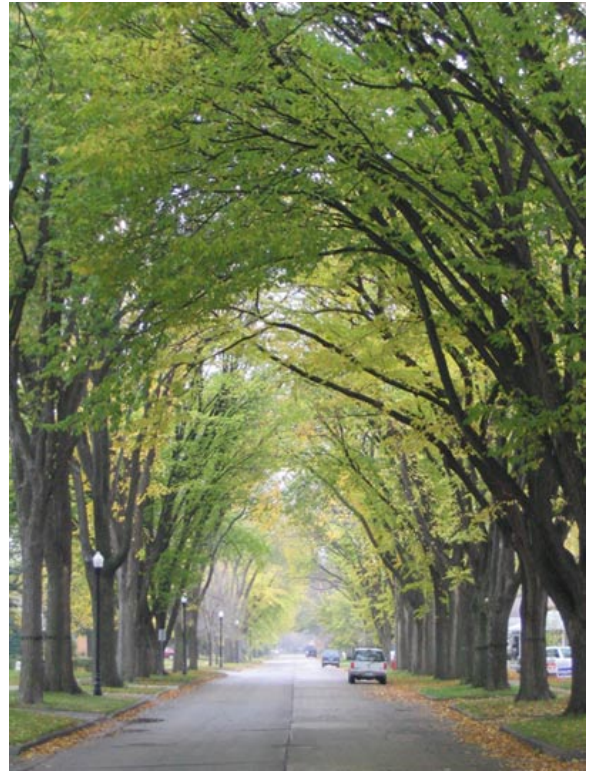
	Ash	Elm	Linden	Locust	Maple	Silver Maple	Oak	Plane Tree	Other	Total (2015)	Total (2008)	Avg. Spacing
Amherst	5	2	17	1	54	3	2	0	1	85	83	48
Bermuda	0	0	0	0	0	1	0	0	13	14	14	84
Cambridge E	3	1	10	6	18	1	29		3	71	67	62
Cambridge W	4	3	8	0	20	0	0	0	2	37	44	95
Devonshire	5	7	7	2	47	0	7	0	4	79	82	53
Elm Park Avenue	1	5	2	3	24	0	5	0	10	50	49	53
Elm Park Blvd.	10	11	3	4	41	2	9	1	7	88	98	55
Fairwood	5	7	7	9	37	1	11	0	3	80	83	49
Hanover	12	0	10	2	22	0	0	0	0	46	46	58
Indiana	0	0	0	1	2	0	1	0	60	64	61	63
Kenberton	0	6	0	0	17	0	10	0	19	52	57	51
Kensington	4	3	26	1	35	1	6	0	2	78	82	55
Maplefield	2	4	11	4	54	20	4	3	3	105	108	44
Maywood	5	3	5	3	50	1	3	2	3	75	76	55
Millington	0	8	4	1	16	0	2	1	1	33	32	55
Norwich	2	3	11	3	9	3	3	0	3	37	37	72
Oakdale	1	9	1	1	75	10	14	0	20	131	134	44
Oakland Park	2	9	4	1	69	0	13	2	2	102	97	58
Oxford	4	1	5	1	50	0	9	1	0	71	77	50
Poplar Park	4	4	15	3	31	2	10	4	0	73	86	54
Ridge	0	0	0	0	6	0	2	0	1	9	11	263
Sylvan	3	4	13	4	46	0	6	0	5	81	59	52
Wellesley	3	5	10	7	42	0	9	2	2	80	80	52
Woodside Park	4	11	8	2	15	3	13	1	6	63	69	50
Woodward	0	3	0	36	0	0	3	0	7	49	33	70
Woodward Hts.	4	1	14	2	34	7	0	3	0	65	76	54
Total										1,718	1,741	

3. Aesthetic Considerations

3.1 Landscape Design

Oftentimes the difference between a good and a great street is the care and consideration given to the selection of street trees. Great, memorable streets most often feature one type of tree that grows to a majestic height planted in parallel rows, forming a canopy over the street. Some of the most famous streets in the great cities of the world – the Champs Elysees in Paris, Unter den Linden in Berlin, and Central Park in New York – are planted in this manner. But it was not only the great cities that were planted in this way – in the 19th and early 20th century most towns and cities across the United States featured formal plantings of one species.

The reason for this type of regimented planting along streets is based on the fact that trees provide architectural form and organization to space. Their spreading branches create a canopy that forms a ceiling for an outdoor room and the vertical trunks form conceptual walls to frame an outdoor space. Street trees should be carefully selected for their ability to arch across the street and meet the canopy of trees planted on the other side to create the cathedral of trees effect. Tree species that do not spread out sufficiently to create a ceiling should not be used for street tree plantings.



Example of uniform, single-species tree plantings in a formal arrangement lining a street edge.

3.2 Diversity

One of the most commonly used street trees in the 19th and early 20th century was the American elm. After the Dutch elm disease ravaged the streetscape of many American towns and cities, practice moved away from formalized, single species plantings and towards using a diversity of species. However, while a mixed collection of species provides some insurance against disease and infestation, it does not create the same level of beauty that formalized, single-species plantings creates. Mixtures of trees do not create the connected canopy that is so beloved on great streets. In Pleasant Ridge, one has only to walk down East Cambridge to experience a mature canopy that envelops the street.

While single-species tree plantings along a single street does create a risk that a blight could wipe out the entire tree canopy, such blights are rare. It is also true that in the long run, all trees age and have to be replaced eventually, and in that process there is more than one way to introduce variety. Experienced gardeners will tell you that working with Mother Nature always involves dealing with problems and change. In the end, having a stand of trees that creates a great street for decades but has to eventually be replaced is better than never having a great street at all.

Instead of planting a variety of trees along every street, it is the recommendation of this guide to use trees of the same species within each block in the City, and to introduce variety by using different tree species on different blocks. This provides harmony and coherent unity to create elegant, canopied streets, while still providing a variety of species within the City as a whole. In this manner, if a future blight does strike the City, certain blocks will suffer but the remaining blocks will retain their beautiful canopy.

4. Tree Diversity Analysis

Diseases such as the Dutch elm disease and pests such as the Asian Long Horned Beetle and Emerald Ash Borer have each decimated the urban forest over the past century when they have been present. These threats illustrate the need to promote a diversity of species so that a City’s urban forest is not exposed to undue risk of loss due to one particular disease or pest.

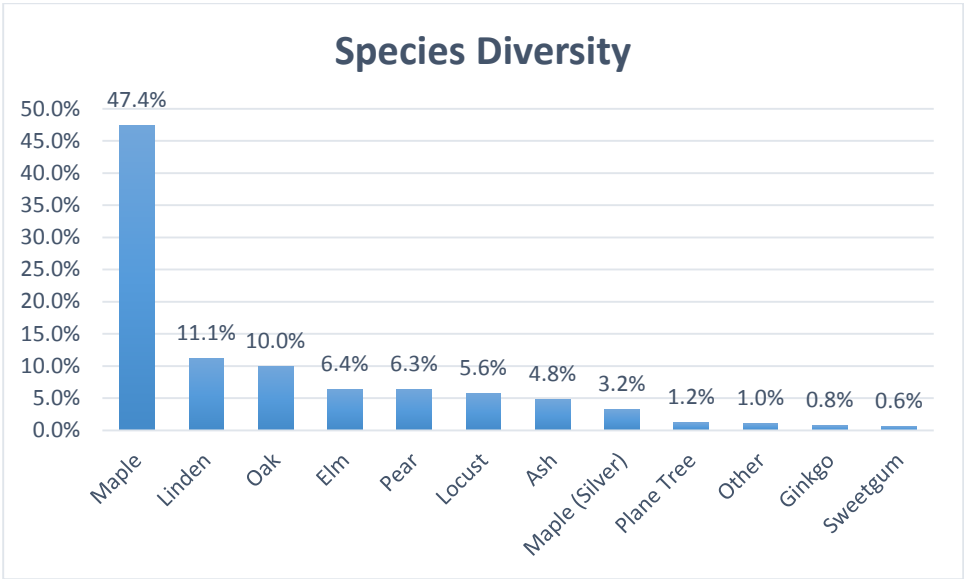
4.1 10-20-30 Rule

Research indicates that a thriving tree population that is resilient to pests and disease should adhere to the 10-20-30 rule for diversity: no more than 10% of the urban forest should be of the same species, no more than 20% should be of the same genera, and no more than 30% should be of the same family. As a practical matter, given the small size of Pleasant Ridge, the focus of the recommendations in this tree guide is ensuring compliance with the 10 and 20 parts of the 10-20-30 rule. This means that no more than 20% of Pleasant Ridge’s tree canopy should be made up of maples, oaks, elms, etc., and no more than 10% of trees should be of a specific species such as Red Maple, Swamp White Oak, etc.

4.2 City-Wide Tree Diversity

The following chart summarizes Pleasant Ridge’s tree species diversity from the 2008 street tree inventory, updated in 2015. The inventory shows that Pleasant Ridge’s street trees are dominated by Maple trees. This means that Pleasant Ridge is exposed to potential Maple tree diseases or non-native insects. The Asian Long Horned Beetle (ALB) primarily damages and kills maple trees, and also elm, horsechestnut, sycamore, and birch trees. If the ALB makes it to Southeast Michigan Pleasant Ridge is at risk of a devastating tree loss due to our over-reliance on maple trees along our streets and in our parks.

Figure 1. City-Wide Tree Species Diversity, 2015



A key recommendation of this guide is that Maple Street and park tree plantings be limited only to recommended areas so that over time the diversity of species is restored to a more optimal condition where maple trees make up not more than 20% of all trees. It is recommended that other species be planted to reduce the prominence of Maple trees in Pleasant Ridge’s tree portfolio.

4.3 Tree Diversity by Street

The following table lists the composition of street trees along each street in the City. While a diversity of species is a city-wide goal, it is desirable for one species to account for 50% or more of trees along any one street so long as that 10-20-30 rule is adhered to for all street trees in the City. As discussed in the prior aesthetic considerations section, there is reason for planting trees of all one type along individual streets within the City for reasons of design and beauty.

The following table can provide guidance for which types of tree are prevalent along streets in the City. If a street already has a high percentage of one kind of (non-Maple) tree, it makes sense to plant more of that kind of tree to supplement the existing aesthetic character of the street.

Table 2. Tree Diversity by Street, 2015

	Ash	Elm	Linden	Locust	Maple	Silver Maple	Oak	Plane Tree	Other
Amherst	5.9%	2.4%	20.0%	1.2%	63.5%	3.5%	2.4%	0.0%	1.2%
Bermuda	0.0%	0.0%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	92.9%
Cambridge E	4.2%	1.4%	14.1%	8.5%	25.4%	1.4%	40.8%	0.0%	4.2%
Cambridge W	10.8%	8.1%	21.6%	0.0%	54.1%	0.0%	0.0%	0.0%	5.4%
Devonshire	6.3%	8.9%	8.9%	2.5%	59.5%	0.0%	8.9%	0.0%	5.1%
Elm Park Avenue	2.0%	10.0%	4.0%	6.0%	48.0%	0.0%	10.0%	0.0%	20.0%
Elm Park Blvd.	11.4%	12.5%	3.4%	4.5%	46.6%	2.3%	10.2%	1.1%	8.0%
Fairwood	6.3%	8.8%	8.8%	11.3%	46.3%	1.3%	13.8%	0.0%	3.8%
Hanover	26.1%	0.0%	21.7%	4.3%	47.8%	0.0%	0.0%	0.0%	0.0%
Indiana	0.0%	0.0%	0.0%	1.6%	3.1%	0.0%	1.6%	0.0%	93.8%
Kenberton	0.0%	11.5%	0.0%	0.0%	32.7%	0.0%	19.2%	0.0%	36.5%
Kensington	5.1%	3.8%	33.3%	1.3%	44.9%	1.3%	7.7%	0.0%	2.6%
Maplefield	1.9%	3.8%	10.5%	3.8%	51.4%	19.0%	3.8%	2.9%	2.9%
Maywood	6.7%	4.0%	6.7%	4.0%	66.7%	1.3%	4.0%	2.7%	4.0%
Millington	0.0%	24.2%	12.1%	3.0%	48.5%	0.0%	6.1%	3.0%	3.0%
Norwich	5.4%	8.1%	29.7%	8.1%	24.3%	8.1%	8.1%	0.0%	8.1%
Oakdale	0.8%	6.9%	0.8%	0.8%	57.3%	7.6%	10.7%	0.0%	15.3%
Oakland Park	2.0%	8.8%	3.9%	1.0%	67.6%	0.0%	12.7%	2.0%	2.0%
Oxford	5.6%	1.4%	7.0%	1.4%	70.4%	0.0%	12.7%	1.4%	0.0%
Poplar Park	5.5%	5.5%	20.5%	4.1%	42.5%	2.7%	13.7%	5.5%	0.0%
Ridge	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	22.2%	0.0%	11.1%
Sylvan	3.7%	4.9%	16.0%	4.9%	56.8%	0.0%	7.4%	0.0%	6.2%
Wellesley	3.8%	6.3%	12.5%	8.8%	52.5%	0.0%	11.3%	2.5%	2.5%
Woodside Park	6.9%	19.0%	13.8%	3.4%	25.9%	5.2%	22.4%	1.7%	1.7%
Woodward	0.0%	6.1%	0.0%	73.5%	0.0%	0.0%	6.1%	0.0%	14.3%
Woodward Hts.	6.2%	1.5%	21.5%	3.1%	52.3%	10.8%	0.0%	4.6%	0.0%
TOTAL:	4.8%	6.4%	11.1%	5.6%	47.4%	3.2%	10.0%	1.2%	10.3%

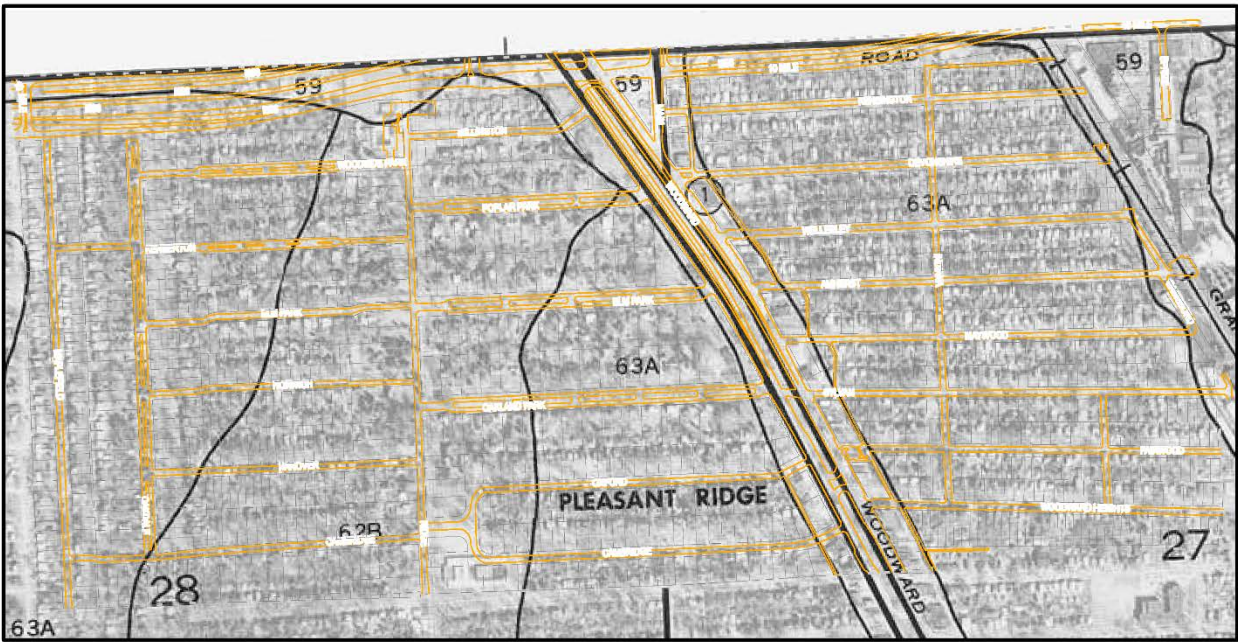
5. Planting Conditions Analysis

The following map and table summarize the planting conditions present in Pleasant Ridge. The information includes soil type, the width of berms and boulevard islands, and presence of overhead utilities.

5.1 Soils

The following is an excerpt from the Soil Survey of Oakland County published by the United States Department of Agriculture (1982). The map shows that the highest land in the City, which runs along the ridge from which Pleasant Ridge takes its name, consists of 62B Spinks complex soils. The west and center/east edges of town sit on 63A – Thetford complex soils. These two soil types are commonly found together.

Figure 2. Oakland County Soil Survey - Pleasant Ridge Area



	62B – Spinks	63A – Thetford
Soil Character	Loamy sand	Loamy sand
Water Table Depth	>6 feet	1 – 2 feet (February – May)
Permeability	6 – 20 inches per hour	2 – 6 inches per hour
Available Water Capacity	0.08 – 0.10 inches (relatively low)	0.10 – 0.13 inches (relatively low)
pH	5.1-7.8 5.1 – 7.3 at <2 feet depth 5.6 – 7.8 at >2 feet depth	5.6 – 8.4 5.6 – 7.8 at <4 feet depth 7.4 – 8.4 at >4 feet depth
Common Hardwood Trees	Green ash, thornless honeylocust, white oak, and sugar maple	Green ash, littleleaf linden, American basswood, American beech, Carolina poplar, and red maple

The preceding table shows that soils in Pleasant Ridge are characterized as loamy sand. These soils drain quickly and do not retain a large amount of water, meaning that the soils will not hold a large amount of water during dry periods for plant growth. Spinks soils are acidic to neutral, while Thetford soils are acidic to slightly alkaline at depths greater than 4 feet, while they are alkaline at depths greater than 4 feet.¹

¹ Soil pH is a measure of the acidity or alkalinity of a soil. On the pH scale, 7.0 is neutral, below 7.0 is acid, and above 7.0 is basic or alkaline. A pH range of 6.8 to 7.2 is termed near neutral.

Pleasant Ridge's water tables are not necessarily in line with those indicated in the table due to localized effects of 696 and the Woodward underpass. The excavation and drainage systems associated with those projects has anecdotally lowered the water table in parts of Pleasant Ridge below what is typical for Spinks and Thetford loamy sand soils.

5.2 Width of Tree Lawn and Boulevard Islands

The width of the tree lawn (the area between the sidewalk and the street) is one of the most important determining factors in choosing the right tree for the location. Generally, 7-8 feet is cited as the minimum tree lawn width necessary to ensure trees reach their maximum potential, and also to provide ample space between the tree and the surrounding street and sidewalk.

Another consideration for choosing the right kind of tree for the tree lawn is the root characteristics of the tree. Some trees have roots that grow close to the surface and are prone to lifting sidewalks.

However, certain trees will do better in a narrow planting area than others. Given that Pleasant Ridge has many streets that have a tree lawns that are 5 feet wide, careful consideration must be given to the type of tree planted. Trees that are hardy and will tolerate narrow tree planting strips, and that do not have notable surface root patterns are the best suited trees to narrow planting strips.

The table at right shows the width of tree lawns and boulevard islands. The data in the table will serve as a basis for the recommended trees for each street later in this document.

	Tree Lawn Width	Boulevard Island Width
Amherst	10 feet	--
Bermuda	4.5 feet	--
Cambridge E	10 feet	--
Cambridge W	5.5 feet	--
Devonshire	9 feet	--
Elm Park Avenue	5 feet	--
Elm Park Boulevard	10 feet	28 feet
Fairwood	10 feet	--
Hanover	5.5 feet	--
Indiana	5 feet	--
Kenberton	3.5 feet	6.5 feet
Kensington	9 feet	--
Maplefield	11 feet	--
Maywood	10 feet	--
Millington	5 feet	--
Norwich	5.5 feet	--
Oakdale	5.5 feet	14 feet
Oakland Park	10 feet	28 feet
Oxford	10 feet	--
Poplar Park	10 feet	28 feet
Ridge	4 feet	--
Sylvan	9 feet	--
Wellesley	9 feet	--
Woodside Park (Blvd area)	8 feet	13 feet
Woodside Park (E&W ends)	5 feet (w) 10 feet (e)	--
Woodward	--	--
Woodward Heights	11 feet	--

5.3 Overhead Utilities

The presence of overhead utilities (specifically electrical transmission lines) is a limitation for what is and is not appropriate plantings. For the most part, overhead utility lines run along the rear property line of most properties in the City and thus do not impact street tree plantings.

There are a few streets where overhead electrical lines run alongside the street, limiting planting options for that location:

- The west side of Ridge
- The east side of Indiana
- The west side of Bermuda
- The north side of Kenberton to the east of Oakdale

Trees planted underneath overhead electrical lines should be ornamental and selected such that they will not achieve a height of more than 25 feet at maturity.

6. List of Approved Street Trees

6.1 Approved Canopy Street Trees

The following table lists trees that are approved for street tree use in Pleasant Ridge. These trees have been selected based on their strength and wind resistance, suitability for Pleasant Ridge's USDA plant hardiness zone (6a), tolerance for urban conditions (compacted soils, salt spray, etc.), appropriateness for the sandy loam soil types found in Pleasant Ridge, general lack of fruit or other debris, and aesthetic character and form.

In the following table, the family of each tree is listed. The genera of each tree is determined by the first part of its scientific name, and each line is a species. The City will only plant the trees listed in the following table. Residents may plant trees in the tree lawn as long as they are listed in the following table. Trees that are not listed in the below table may not be used for street tree plantings unless reviewed and approved by the City prior to planting.

Table 3. Approved Canopy Street Trees

Species	Common Name	Form	Family	Fall Color	Min. Strip Width	Environmental Tolerances	Notes/Suggested Cultivars
<i>Acer x freemani</i> ²	Autumn Blaze Maple	Rounded	Aceraceae	Red	5 ft.		
<i>Acer platanoides</i> ^{2, 3}	Norway Maple	Rounded	Aceraceae	Red	5 ft.		Crimson king Emerald queen
<i>Acer saccharum</i> ²	Sugar Maple	Rounded	Aceraceae	Red	5 ft.		
<i>Ginkgo biloba</i>	Ginkgo	Upright	Ginkgoaceae	Yellow	5 ft.	Salt, drought, high wind, pollution, high pH	'Autumn gold' or 'Presidential gold' Male variety only
<i>Gleditsia triacanthos</i>	Honeylocust	Rounded	Fabaceae	Yellow	8 ft.	Wet, salt, drought, high wind, pollution, high pH	'Skyline' Thornless varieties only
<i>Liquidambar styraciflua</i>	Sweetgum	Upright	Hamamelidaceae	Red	10 ft.	Wet, salt, drought	'Rotundiloba'
<i>Platanus x acerfolia</i>	London Planetree	Rounded	Platanaceae	Yellow	10 ft.	Wet, salt, drought, high wind, pollution and high pH	
<i>Quercus acutissima</i>	Sawtooth Oak	Rounded	Fagaceae	Yellow	8 ft.		
<i>Quercus bicolor</i>	Swamp White Oak	Rounded	Fagaceae	Yellow	8 ft.	Wet, drought	
<i>Quercus imbricaria</i>	Shingle Oak	Rounded	Fagaceae	Yellow	8 ft.		
<i>Quercus shumardii</i>	Shumard Oak	Rounded	Fagaceae	Maroon	8 ft.		
<i>Quercus rubra</i>	Red Oak	Rounded	Fagaceae	Maroon	8 ft.	Salt	
<i>Tilia americana</i>	American Linden	Rounded	Linden	Yellow	5 ft.	Shade and high pH	'Redmond'
<i>Tilia x euclora</i>	Crimean Linden	Rounded	Linden	Yellow	5 ft.	Pollution	
<i>Tilia tomentosa</i>	Silver Linden	Rounded	Linden	Yellow	5 ft.	Salt, shade	'Green Mountain'
<i>Ulmus americana</i>	American Elm	Vase-like	Ulmaceae	Yellow	5 ft.	Wet, salt, drought, shade, high pH	'Accolade' 'Dananda Charm' 'Pioneer'
<i>Ulmus parvifolia</i>	Lacebark Elm	Vase-like	Ulmaceae	Yellow	8 ft.	Pollution, drought	'Allee'
<i>Zelkova serrata</i>	Japanese Zelkova	Vase-like	Ulmaceae	Red/ Bronze	5 ft.	Drought, high wind, pollution, high pH	'Green Vase' 'Halka'

² Due to the large number of maples (*Acer*) that make up the City's tree canopy, new maples should not be planted until enough other types of tree have been planted such that maples make up less than 20% of all street trees.

³ Norway maple is considered by some to be invasive in a forest environment because its vigorous reproduction can out-compete native species, however it is hardy and well adapted for use as a street tree in an urban environment and is already prevalent in Pleasant Ridge and surrounding communities.

6.2 Approved Small Street Trees

The following Table 4 lists approved ornamental trees. These trees may be used under overhead utility or power lines due to their compact nature. These trees may also be used as decorative elements in boulevard islands in the same manner as the crabapple trees were used in the past.

Table 4. Approved Small Street Trees

Scientific Name	Common Name	Form	Growth Rate	Fall Color	Environmental Tolerances	Notes/Suggested Cultivars
Amelanchier sp.	Serviceberry	Rounded	Slow	Red/Yellow	Wet, shade	'Trazam' 'Cumulus' 'Autumn Brilliance' Choose single-stem form
Cercis Canadensis	Eastern redbud	Rounded	Medium	Yellow	Salt, shade, high pH	
Cornus kousa	Kousa dogwood	Rounded	Medium	Red		Choose single-stem form
Cornus mas	Cornelian cherry dogwood	Rounded	Medium	Yellow	Salt	Choose single-stem form
Malus sp.	Crabapple	Rounded	Medium	Yellow		
Syringa reticulata	Japanese tree lilac	Rounded	Medium	Yellow	Salt, drought, high pH	'Ivory Silk'

6.3 Diversity Considerations

The 10-20-30 rule for diversity in an urban forest stipulates that no more than 10% of the tree canopy be made up of one species, no more than 20% be made up of one genera, and no more than 30% be made up of one family. The above table includes trees from 9 families, which provides enough flexibility to meet the 30% family diversity rule. The more challenging diversity rule will be the 10% species and 20% genera. For example, while there are 5 oak species in the above list, if each species were planted to 10% it would result in 50% of street trees comprising of Oaks from the genus *Quercus*. For that reason, all oak trees should account for no more than 20% of street trees in Pleasant Ridge.

The following Table 5 lists the maximum percentage of trees by genera and species:

Table 5. Genera & Species Diversity Summary

Genera	Species	Common Name	Maximum Percentage	Current Percentage
Acer	platanoides saccharum	Crimson King Maple Sugar Maple	20% maximum for all Maple species together	47%
Celtis	occidentalis	Hackberry	10% maximum	0%
Ginkgo	bilboa	Ginkgo	10% maximum	1%
Gleditsia	triacanthos	Honeylocust	10% maximum	6%
Liquidambar	styraciflua	Sweetgum	10% maximum	1%
Platanus	x acerfolia	London Plane Tree	10% maximum	1%
Quercus	acutissima bicolor imbricaria rubra shumardii	Sawtooth Oak Swamp White Oak Shingle Oak Red Oak Shumard Oak	20% maximum for all Oak species together	10%
Tilia	americana x euclora tomentosa	American Linden Crimean Linden Silver Linden	20% maximum for all Linden species together	11%
Ulmus	americana parvifolia	American Elm Lacebark Elm	20% for all Elm species together	6%
Zelkova	serrata	Japanese Zelkova	10%	0%

7. Tree Planting Plan

7.1 Tree Planting Recommendations by Street

This section presents specific recommendations for which type of tree to plant along each block within the City.

Following is a summary of the recommendations made previously in this guide:

- Strive to have at least one street tree on each side of the street for every 50 feet, with each residential property in the City having at least one street tree. Street trees may be spaced as close as 40 feet in optimal conditions. Note that achieving one street tree for every 50 feet would require a total of about 2,050 street trees, while the City currently has 1,718 street trees, requiring an additional 332 trees to be planted.
- No one tree species (i.e. Sugar Maple) should account for more than 10% of all trees in the City, and no one tree genus (i.e. Maple trees) should account for more than 20% of all trees in the City.
- Maple tree plantings shall be suspended throughout the City until Maples comprise 20% or less of all street trees.
- Use one or two tree species planted at regular intervals along each block within the City. Introduce variety and diversity by blocks, rather than planting a variety of tree species within each block.
- Select tree species that are suited to the planting conditions that exist on each block within the City. These conditions include the width of the berm, the presence or absence of overhead utilities, and soil conditions.

Table 6 on the following page lists the tree species selected for each street based on the above considerations.

Table 6. Tree Recommendations by Street

Street	Street Length	Berme Width	Recommended Species
Amherst	2,080 feet	10 feet	American Linden (west of Indiana) Ginkgo (east of Indiana)
Bermuda	585 feet	4.5 feet	Japanese Tree Lilac
Cambridge E	2,230 feet	10 feet	Swamp White Oak (west of house #28) Red Oak (east of house #28)
Cambridge W	1,750 feet	5.5 feet	American Linden (west of house #128) Lacebark Elm (east of house #128)
Devonshire	2,080 feet	9 feet	Crimean Linden (west of Indiana) Sugar Maple (east of Indiana)
Elm Park Avenue	1,325 feet	5 feet	Japanese Zelkova
Elm Park Boulevard	1,450 feet	10 feet	American Elm (hybrids)
Fairwood	1,950 feet	10 feet	Red Oak (west of Bermuda) Honeylocust (east of Bermuda)
Hanover	1,325 feet	5.5 feet	Japanese Zelkova
Indiana	2,000 feet	5 feet	Kousa Dogwood (north of Amherst) Serviceberry (south of Amherst)
Kenberton	1,325 feet	3.5 feet	Ginkgo
Kensington	2,135 feet	9 feet	American Linden (west of Indiana) Autumn Blaze Freeman Maple (east of Indiana)
Maplefield	2,335 feet	11 feet	American Elm (hybrids) (north of house #80) London Plane Tree (south of house #80)
Maywood	2,080 feet	10 feet	Autumn Blaze Freeman Maple (west of Indiana) Sweetgum (east of Indiana)
Millington	900 feet	5 feet	American Elm (hybrids)
Norwich	1,325 feet	5.5 feet	Crimean Linden
Oakdale	2,075 feet	5.5 feet	Lacebark Elm
Oakland Park	1,720 feet	10 feet	Swamp White Oak (west of house #20) Shumard Oak (east of house #20)
Oxford	1,780 feet	10 feet	Autumn Blaze Freeman Maple
Poplar Park	1,140 feet	10 feet	London Plane Tree
Ridge	2,370 feet	4 feet	Ginkgo
Sylvan	2,125 feet	9 feet	Japanese Zelkova (west of Indiana) Silver Linden (east of Indiana)
Wellesley	2,080 feet	9 feet	Shumard Oak (west of Indiana) Japanese Zelkova (east of Indiana)
Woodside Park	1,325 feet	8 feet	Sawtooth Oak
Woodward	2,850 feet	--	Honeylocust (north of Sylvan) Ginkgo (south of Sylvan)
Woodward Heights	1,775 feet	11 feet	London Plane Tree (west of Bermuda) Sweetgum (east of Bermuda)

7.2 Existing Street Tree Average Spacing

The following table lists streets in descending order by density of trees, based on the average spacing of street trees on the street. It is the City's goal to have one street tree for at least every 50 feet on each side of every street (which equals at least one street tree per lot).

Table 7. Current Average Spacing of Trees by Street

Street	Street Length	Existing Trees	Current Average Spacing ⁴
<i>Residential Streets</i>			
Cambridge W	1,750 feet	37	95
Norwich	1,325 feet	37	72
Cambridge E	2,230 feet	71	62
Hanover	1,325 feet	46	58
Oakland Park	1,720 feet	102	58
Elm Park Boulevard	1,450 feet	88	55
Kensington	2,135 feet	78	55
Millington	900 feet	33	55
Maywood	2,080 feet	75	55
Poplar Park	1,140 feet	73	54
Woodward Heights	1,775 feet	65	54
Devonshire	2,080 feet	79	53
Elm Park Avenue	1,325 feet	50	53
Sylvan	2,125 feet	81	52
Wellesley	2,080 feet	80	52
Kenberton	1,325 feet	52	51
Oxford	1,780 feet	71	50
Woodside Park	1,325 feet	63	50
Fairwood	1,950 feet	80	49
Amherst	2,080 feet	85	48
Maplefield	2,335 feet	105	44
Oakdale	2,075 feet	131	44
<i>Other Streets</i>			
Ridge	2,370 feet	9	263
Bermuda	585 feet	14	84
Woodward	2,850 feet	49	70
Indiana	2,000 feet	64	63

When determining the priority for street tree plantings, the following will be considered:

- *Density of Existing Trees.* Streets with lower density (or a greater existing average spacing) should be prioritized higher.
- *Coordination with Upcoming Street Projects.* New street tree plantings should occur after the conclusion of street reconstruction projects, which can impact the root system of existing trees. Tree planting projects for Norwich, Hanover, Ridge, Indiana, and Bermuda should occur after those streets are rebuilt.
- *Existing Mature Canopy.* Streets with a mature canopy, such as Cambridge east of Ridge Road, may be lowered down the priority list for two reasons: 1) creating a canopy on streets where one

⁴ The average spacing is calculated by multiplying the length of the street by two, and then dividing by the number of existing trees. The accounts for the fact that street trees are planted on both sides of the street. For boulevard streets, the boulevard islands are also added into the horizontal length of the street to account for the fact that the boulevard islands add space for one (Woodside, Oakdale) or two (Oakland Park, Elm Park, Poplar Park) additional rows of trees on the street. The Kenberton boulevard islands are not large enough to accommodate canopy trees.

does not exist is an important goal, and 2) a mature tree canopy creates an understory environment where new trees have to grow in shade. Many trees do not thrive in this environment when planted as street trees with all of the other attendant stresses. Supplemental tree plantings on streets with mature tree canopies should occur in areas that receive direct sunlight for at least part of the day.

- *Residential Streets.* Residential streets have a different character and need for street trees compared to “other” streets. Woodward has different requirements and considerations when planting street trees, while Indiana and Bermuda have limitations with overhead power lines making them more appropriate locations for ornamental street tree plantings. Ridge has overhead power lines on the west side of the street and a narrow planting area for many segments on the east side of the street.

7.3 Resident Cooperative Street Tree Planting Program

Residents who desire a street tree on streets lower down the priority list may be able to cooperatively purchase a tree for their tree lawn as part of the City’s annual planting work. The resident would pay 1/3 to 1/2 of the cost of the tree, with the City covering the rest of the cost. The City can get better pricing by purchasing and installing trees in volume. It is expected that the cost to each resident would be between \$100 and \$125 to participate in a cooperative tree purchase.

Contact City Hall to inquire about the availability of this program. Please note that residents will not be able to select the type of tree that is planted in front of their house – the type of tree that will be planted will be in accordance with the tree planting recommendations in Table 6 on page 12. If a resident desires a specific type of tree, they may be able to plant that tree at their own expense with prior City approval.

8. Maintenance

8.1 Young tree care

Young trees require special care for the first few years after they are transplanted:

1. Watering. Initially, watering is the key to survival. New trees typically require at least 60 days of watering to establish, although this may vary depending on the time of year they are planted.
2. Mulching. Much can be applied to the growing space around a newly planted tree to ensure that no weeds grow, that the tree is protected from mechanical damage, and the growing space is moist. Mulch should be applied in a thin layer – 1 to 2 inches. Mulch should not touch the tree or be piled up in volcanoes or greater than 2 inches in depth. Mulch that is too deep and touching the tree can harm or kill a tree.
3. Pruning. Young trees can be pruned frequently to improve tree form or structure. Generally, young trees should be pruned every three years to ensure that they develop proper structural form.

8.2 Standard Pruning Cycle

The City should seek to maintain a regular pruning cycle for established trees. Regular pruning will clean the tree, raise the crown, remove deadwood and improve its structure. Over time, regular pruning of trees will improve tree health and prevent small problems from becoming large ones. Generally the recommended routine pruning cycle for trees is five years, but for a City with as many trees as Pleasant Ridge this would be cost prohibitive.

Based on pruning work that has been completed in the past 3 years, Pleasant Ridge is currently on a 12-year pruning cycle to complete a pass through the entire City. It is the City's goal to reduce this to an eight-year pruning cycle, financial resources permitting.

Adhering to an eight-year pruning cycle would require the City to prune about 250 trees per year.

9. Tree Fact Sheets

Information sheets are provided for all of the approved canopy and ornamental trees from section 6 of this manual. The fact sheets are reproduced from Street Tree Factsheets published by the Municipal Tree Restoration Program supported by the USDA Forest Service in 1993. The Michigan DNR was a participating agency in the effort.

City of Pleasant Ridge Citywide Tree Planting Guide

A desirable urban environment includes an abundance of trees. The City of Pleasant Ridge enjoys a wealth of beautiful shade trees, many of them several hundred years old. Even street names in Pleasant Ridge illustrate the tremendous importance of trees in setting the ambiance of the City – Maplefield, Oakdale, Poplar Park, Elm Park, Oakland Park and Sylvan.

In 2001, the City Commission established an Enhancement Master Plan Committee at the Administration's recommendation. The Committee includes one member from the Planning, Recreation, Historical Commissions, the Garden Club, the Pleasant Ridge Foundation and City Manager. The purpose of the Committee is to consider certain improvements and enhancements to the city's green space. In 2001, the Enhancement Master Plan Committee submitted a grant application to the State of Michigan for improvements to the parkland on the west side of Woodward Avenue from Ten Mile Road south to Memorial Park. In December of 2001, the Administration recommended the Committee focus on guidelines for a long-term citywide tree planting program. Once complete, the Citywide Tree Planting Guide will be included as an addendum to the City's Master Plan.

The City has seven streets with boulevards. The boulevards vary in width from approximately 12' to the narrowest one at less than 9'. In order to establish guidelines suitable for each street, the City was divided into five zones; Zone A) wide boulevard streets, Zone B) narrow boulevard streets, Zone C) non-boulevard with wide berme, Zone D) non-boulevard with narrow berme, and, Zone E) non-boulevard with no defined berme area. Parks and open spaces will be studied and guidelines established at a later date.

Zone A - Wide Boulevard Streets

Elm Park Avenue (<i>between Woodward and Ridge</i>)	3 Varieties of trees
Oakland Park Avenue	3 Varieties of trees
Oakdale Boulevard	4 Varieties of trees
Poplar Park Avenue	2 Varieties of trees

- Ornamental trees planted at the ends of each boulevard in clusters of 3-5.
- Large primary trees to be planted in a staggered pattern on each side of the boulevard. Trees must be a minimum of 4-5’ from the back of boulevard curb.
- When selecting a tree, the shape should be ‘spreading’ or ‘vase’ in order to effectuate a canopy over the street and boulevard.
- No more than three or four different varieties of trees should be planted to effectuate a ‘uniform’ look on the street.

Zone B - Narrow Boulevard Streets

Woodside Park Boulevard	2 Varieties of trees
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- Small, ornamental trees planted at the ends of each boulevard in clusters of 3-5.
- Larger trees planted along the center of each boulevard.
- No more than two different varieties of trees should be planted to effectuate a ‘uniform’ look on the street.

Kenberton Drive	2 Varieties of trees
------------------------	----------------------

- Small, ornamental trees planted at the ends of the each boulevard in clusters of 3-5.

Zone C - Non-Boulevard/Wide Berme

Cambridge Boulevard (<i>Woodward Avenue to Maplefield</i>)	3 Varieties
Millington Road	2 Varieties
Oxford Boulevard	3 Varieties

- Trees should be planted an equal distance from the back of curb to effectuate a straight line of trees along the berme (sight line).
- Recommend species with tall branching level (30’ or above) to avoid low hanging branches over sidewalks and street.
- Shape should be ‘spreading’ or ‘vase’ for canopy effect.
- No more than three different varieties of trees should be planted to effectuate a ‘uniform’ look on the street.

Zone D - Non-Boulevard/Narrow Berme

Amherst Road	3 Varieties of trees
Bermuda Avenue	1 Variety of tree/monoculture
Devonshire Road	3 Varieties of trees
Elm Park Boulevard <i>(between Ridge and Oakdale)</i>	2 Varieties of trees
Fairwood Boulevard	3 Varieties of trees
Hanover Avenue	2 Varieties of trees
Indiana Avenue	1 Variety of trees/monoculture
Kensington Boulevard	3 Varieties of trees
Maplefield Road	4 Varieties of trees
Maywood Avenue	3 Varieties of trees
Norwich Road	2 Varieties of trees
Ridge Road	1 Variety of tree/monoculture
Sylvan Avenue	3 Varieties of trees
Wellesley Drive	3 Varieties of trees
Woodward Heights Boulevard	3 Varieties of trees

- Trees should be planted an equal distance from the back of curb to effectuate a straight line of trees along the berme.
- Recommend species with tall branching level (30’ or above) to avoid low hanging branches over sidewalks and street.
- Shape should be ‘spreading’ or ‘vase’ for canopy effect.
- No more than two-three different varieties should be planted to effectuate a ‘uniform’ look on the street.

Zone E - Non Boulevard/no defined berme

Kenberton Drive <i>(between Oakdale and Maplefield)</i>	1 Variety of tree/monoculture
Gainsboro Avenue	1 Variety of tree/monoculture

- Trees should be planted an equal distance from the back of curb to effectuate a straight line of trees along the berme.
- Recommend species with tall branching level (30’ or above) to avoid low hanging branches over sidewalks and street.
- Shape should be ‘spreading’ or ‘vase’ for canopy effect.
- One species of tree should be planted to effectuate a monoculture on the street.

When selecting trees to purchase in quantity or individually, the City Administration should consider the condition of each street with respect to loss and health of the trees on a specific street. Special attention should be paid to those streets that endure a high volume of traffic, also known as the gateway streets, to ensure the City’s character and integrity is reflected in the landscape (e.g., Fairwood, Woodward Heights, Oxford, Oakland Park, Millington).

The approved aesthetic look for the streets throughout the city is a ‘Canopy’ tree, which is described above as ‘spreading’ and ‘vase’ shaped. A limited number of species is recommended for each street and are defined on the attached Diagram.

The City has been able to maintain a good distribution of shade and decorative trees over the years, in spite of diseases and natural calamities. However, it is critical for the City to engage in a systematic program of tree spraying and other care measures. Further, native trees must be augmented by planting of young trees by the City, developers or private owners.

Attached is a recommended list of trees to be planted throughout the City.

<i>Adopted by the Enhancement Master Plan Committee</i>	<i>June 2003</i>
<i>Adopted by the Planning Commission</i>	<i>July 2003</i>
<i>Approved by the City Commission</i>	<i>August 2003</i>
 <i>Reviewed and amended by Enhancement Committee</i>	 <i>January 2007</i>



Tree Planting Guide
Recommended Variety of Trees (2003)

American Elm	“Accolade”	Bred to be disease resistant Susceptible to Elm Leaf Beetle
	“Homestead”	Bred to be disease resistant Susceptible to Elm Leaf Beetle
	“Commemoration”	Bred to be disease resistant Susceptible to Elm Leaf Beetle
	“Dante Charm”	good canopy

European Beech	“Rivers Purple Beech”	Holds color well all summer-large Low growing branches
	“Cuprea” Copper Beech	Outstanding speciman wounding bark leads to heartrot

Red Maple	“Autumn Blaze”	Fast growing, good street tree
	“Marmo”	Brilliant fall color

Northern Red Oak		Oaks are massive and majestic Slower growth
Swamp White Oak		
White Oak		

White Ash	“Autumn Purple”	Adaptable; outstanding fall color
		Easy to establish
		Current issues w/Ash trees

Kentucky Coffee		Hardy and can survive harsh winter
		More attractive as tree ages

Ginko Biloba		virtually pest-free; resistant to storms
		Hardy street and residential tree

Zone A – Wide Boulevard

Elm
Oak trees

Zone B – Narrow Boulevard

Elm
Kentucky Coffee

Zone C – Non-Boulevard/Wide Bermes

Zone D – Non-Boulevard/Narrow Bermes

Elm
Kentucky Coffee
Red Maple

Zone E – None Boulevard/no defined berme

Kenberton (between Oakdale and Maplefield)	1 variety - monoculture
Gainsboro	1 variety – monoculture

Parks and Open Space

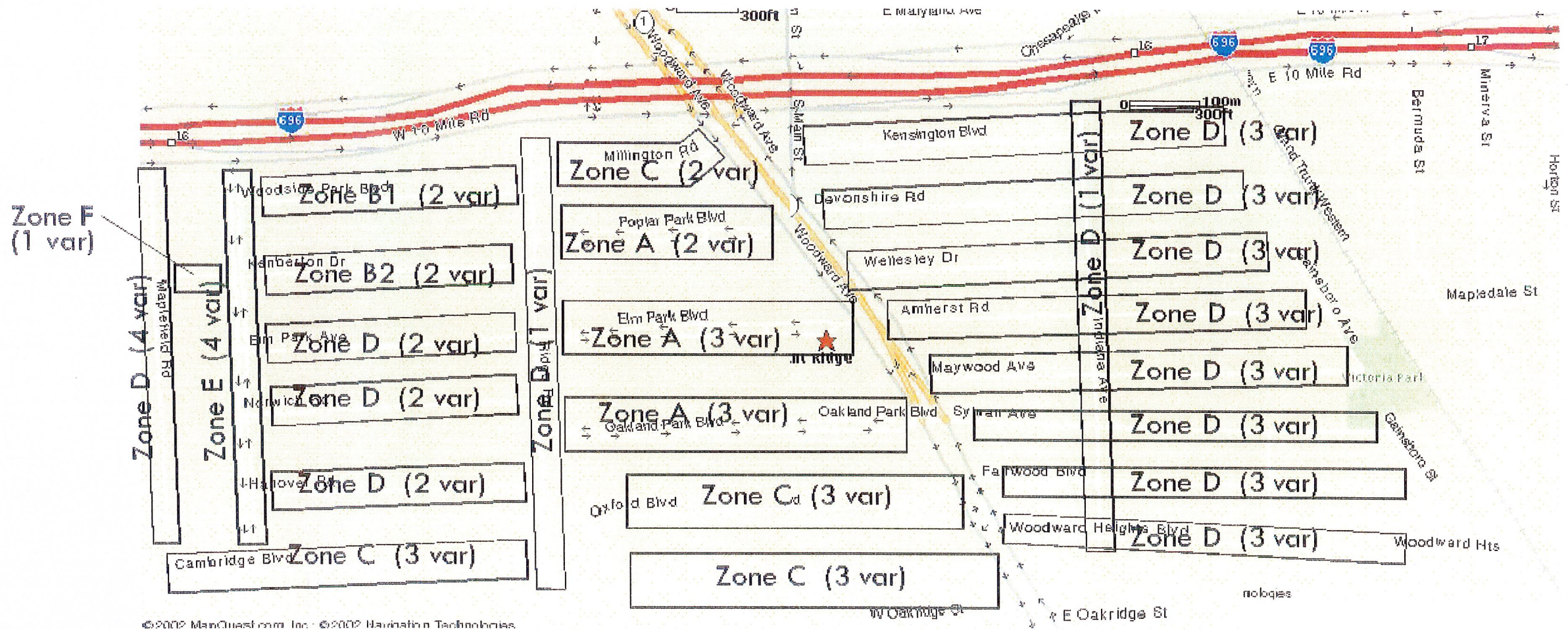
Beech
Copper Beech
Redbud
White Dogwood

Boulevard ends

Crab – Sugartyme
Prairiefire

Serviceberry

Redbud



Enhancement Master Plan Committee Tree Planting Diagram



City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk
 To: Jim Breuckman, City Manager
 Date: December 8, 2015
 Re: 2016 CDBG Program

In order to qualify for Federal funding through the Community Development Block Grant (CDBG) Program, a Public Hearing must be held and a resolution adopted by the governing body to approve the application and Subrecipient agreement. Pleasant Ridge qualifies for \$6,000 in CDBG funds, which is the minimum funding level. Since the City receives funding at the minimum level, all the funds must be programed into one designated category.

It has been increasingly difficult to find an appropriate way to spend the City's eligible CDBG funds. Several years ago, the City's low/moderate income area was eliminated and the city lost its ability to designate funds for programs such as sidewalk repairs, tree planting, and street improvements, which require at least a portion of the project be in the low/mod area. Listed below is the program category and recommended funding for the 2016 Program year. This is the same program the City funded in 2015.

**Public Services/ - \$6,000
 Senior Services**

Public Service funds are designated to provide seniors, age 62 and above, transportation services for the Senior Travel Club, meals at the 50+ club events and other related workshops geared towards residents 62 and above. This program also may be used for the reasonable costs of overall program management, coordination, monitoring and evaluation for the program.

The City could designate our funding to other programs such as HAVEN or Oakland County Home Improvement. However, this would result in the City forfeiting our entire \$6,000 allocation to outside entities. Therefore, it is staff's recommendation that we continue to designate the money for Public Services/Senior Services.

Requested Action

After the public hearing, City Commission approval of the 2016 Community Development Block Grant (CDBG) Community Application and Subrecipient Agreement.



LAW OFFICES

ADKISON, NEED & ALLEN

PROFESSIONAL LIMITED LIABILITY COMPANY

PHILLIP G. ADKISON
KELLY A. ALLEN
SALAM F. ELIA
LINDA S. MAYER
GREGORY K. NEED
G. HANS RENTROP

OF COUNSEL:
KEVIN M. CHUDLER

39572 Woodward, Suite 222
Bloomfield Hills, Michigan 48304
Telephone (248) 540-7400
Facsimile (248) 540-7401
www.ANAfirm.com

November 25, 2015

VIA ELECTRONIC MAIL

Mr. James Breuckman, City Manager
City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Re: Municipal Civil Infractions

Dear Mr. Breuckman:

As requested, I have prepared proposed amendments to the City Code regarding the municipal civil infraction process. The City has the option to designate many of its ordinances as decriminalized municipal civil infractions, as opposed to criminal misdemeanors. While there are currently some provisions in the City Code that do so, the Code lacks a civil infraction process. Some of the current ordinance designations are inconsistent with state law and others may not be appropriate or as intended. Thus, I recommend these amendments, and that the Commission review this matter and, if they agree with this approach, schedule these amendments for public hearing.

A. Materials included with this letter are the following:

1. A proposed amendment to Chapter 2 of the City Code to clarify which City officials may issue appearance tickets for violations of City ordinances (whether or not the Commission decides to move forward with the civil infraction process, I recommend this amendment be adopted);
2. A proposed amendment to Chapter 28 to add a new section specifically dealing with civil infractions and creating a Municipal Civil Infractions Bureau (discussed below); and
3. A listing of City Ordinances, stating whether violations of each are currently classified as a misdemeanor or some form of civil infraction indicating the current penalty, and this office's recommendation as to any changes in classification.

Note that in some cases these designations are mandatory per state law. One list is for Chapter 42 (Penal Code) only, and the other for the remaining ordinances.

B. Next Steps:

1. The Commission should review these materials and, if agreeable, set a date for a public hearing.
2. If the Commission is agreeable to the process but has substantive comments on the ordinance language, then we would prepare revised language, and then set the public hearing date later.
3. Conduct public hearing.
4. Adopt the proposed amendments.
5. Review the list of ordinances and penalties, determine which should remain misdemeanors and which should be categorized as civil infractions, and determine that the penalties are still appropriate.

If the Commission would prefer to review this in a workshop session, I would be happy to attend.

C. Explanation of violation options and civil infraction process.

Generally speaking, there are four different categories for violations of State law or City ordinance:

1. **Felonies.** The most serious type of crime, including murder, kidnapping, etc. Felonies are all prosecuted as violations of State law through the County Prosecutor's office.
2. **Misdemeanors.** These are also considered crimes, but of a less serious nature than felonies. Misdemeanors are categorized as such according to their lesser penalty than for felonies. A misdemeanor violation can be punished by a fine of up to \$500.00 and imprisonment for up to 90 days (93 for a few violations). Any offense which carries a greater penalty is a felony. Misdemeanors can be prosecuted under City Ordinance, through the local prosecutor, or as a violation of a corresponding state law in some circumstances.
3. **Traffic Civil Infractions.** For years, violations of the Michigan Vehicle Code and Michigan Traffic Code have been considered civil infractions pursuant to state law. The City has adopted the necessary code provisions to implement these. I do not see any need to change any of those provisions.

4. **Municipal Civil Infractions.** This is the category being addressed in the memo. A city may choose to designate violations of several of their ordinances as municipal civil infractions, as opposed to criminal misdemeanors.

There are several advantages to decriminalizing ordinances, particularly those dealing with building and zoning regulations. The burden of proof on the prosecutor is reduced, making it easier to establish an ordinance violation. The prohibition against self-incrimination does not apply, and a defendant may be required to testify at a civil infraction hearing. Formal or informal hearings are used in lieu of full trials, which allows for a quicker, efficient and more inexpensive process. Many communities find it undesirable to label individuals who have violated the zoning ordinance or building codes as criminals. The stigma of a criminal conviction and resulting problems for defendants convicted of a crime is removed as to civil infraction violations.

In addition, the city has the option to establish a Municipal Civil Infractions Bureau, which would allow it to retain more fines and costs in certain instances. The purpose of this bureau (proposed to be the City Clerk in these amendments) is simply to accept admissions of responsibility for municipal civil infractions for which a notice has been issued, prior to any court proceedings. By doing so, the City is allowed to keep all of the fines. This is a voluntary option for the offender. They can always, if they wish, contest the citation, in which case the matter would then automatically move to the district court to be prosecuted the same as any other ordinance violation. The cost to establish the Bureau would be minimal.

D. Current Code provisions.

Currently, Section 1-7 (c) of the City Code establishes as a default proposition that anything not identified as a misdemeanor is a civil infraction. However, the Code fails to include any provisions for processing a civil infraction violation. Moreover, some ordinances, including the Zoning Ordinance, specifically provide for misdemeanor penalties. In most communities, the Zoning Ordinance is the type of ordinance for which violations are civil infractions, for the reasons described above. Thus, at a minimum, I recommend that the Commission review the ordinances to determine their proper classification.

In addition, the Code currently establishes a series of penalties for civil infractions. There is a default penalty provision in Section 1-7 and some areas where different penalties are provided for specific ordinances. These are itemized in the ordinance listing.

The Code currently provides the following general fine schedule for civil infractions:

1. First Offense: \$50.00;
2. First repeat offense within one year: \$250.00; and

3. Second repeat offense, or any subsequent repeat offense, within one year: not more than \$500.00.

As the listing of general ordinances notes, there are a few instances where the Code deviates from this general section. You had asked whether this fine schedule is appropriate. I have reviewed some schedules from surrounding communities and our fees are generally in line, except that the \$50.00 first offense is on the low side. I include with these materials the fee schedules from Berkley, Huntington Woods, Ferndale and Bloomfield Hills for comparison. Most communities, including those attached, provide for between \$100.00 and \$200.00 for a first offense, although Huntington Woods has a couple exceptions, as noted, that are smaller. We may want to consider increasing the first offense fine.

E. A summary of the amendments follows:

1. The proposed amendments to Chapter 2 clarify which City officials may issue appearance tickets for violations of City ordinances: the City Manager, Code Enforcement Officer, Building Official, Recreation Director (for violations of the chapter dealing with park rules and regulations), police officers, and such other officers, inspectors, or City public servants as designated by the City Manager. Whether or not the Commission moves forward with the civil infraction amendments, I recommend the Commission adopt these. Currently, Section 2-31 is somewhat confusing as to who can issue appearance tickets, municipal civil infractions, citations, or notices. The amendment will clarify which individuals may do so.
2. The amendments to Chapter 28 add a new section specifically dealing with civil infractions.
 - a. Section 28-1 lists definitions.
 - b. Section 28-2 creates the Municipal Ordinance Violation Bureau, proposed to be the City Clerk, who is authorized to accept admissions of responsibilities and fines for civil infractions.
 - c. Section 28-3 sets forth the specific process to initiate and process a civil enforcement action.
 - d. Section 28-4 states that the individuals who may issue appearance tickets per Section 2-33 may also enforce municipal civil infraction violations.
 - e. Section 28-5 specifies the purpose and location of the Municipal Ordinance Violations Bureau. Section 28-7 sets forth the authority of the Bureau.

- f. Section 28-10 incorporates, by reference, the default penalties for civil infraction violations as noted above. These were approved when the City adopted its Codification Ordinance.
 - g. The balance of this Section sets forth some additional remedies to the City, including injunctive relief in certain circumstances, and the ability for the City to have a lien against property to pay delinquent civil fines.
3. The amendments to Chapter 42 confirm that all violations of this Chapter are misdemeanors. Most of these ordinances are also violations of the State Penal Code and, thus, must be classified as misdemeanors. Because of this, the default provision of Section 1.7 is overridden for those ordinances. Confusion is present because there are some ordinances in Chapter 42 that are specifically designated as misdemeanors, even though that designation is unnecessary. There are others, as noted on the listing, that are civil infractions by default; although in some cases (i.e. fighting, prowling, etc.) it would appear that they should remain misdemeanors. Whether or not the other amendments are adopted, I recommend adoption of new Section 42.10 to clarify and remove any inconsistency.

In addition, the City Commission may want to consider making misdemeanors some ordinances that are currently civil infractions by default, for example Section 74-29 (tampering with water system).

I look forward to discussing these items with you.

Very truly yours,

ADKISON, NEED & ALLEN, P.L.L.C.



Gregory K. Need.

/mms

Enc.

cc: Amy Drealan

Chapter 2- ADMINISTRATION

Chapter 2 is amended to repeal Section 2-31 and add Sections 2-32 and 2-33 to read as follows:

Sec. 2-31 Repealed.

Sec. 2-32. - Intent and purpose.

It is the intent and purpose of this article to identify and authorize certain public servants of the City to issue and serve appearance tickets as provided by Public Act No. 175 of 1927 (MCL 760.1 et seq. and chapter 87 of Public Act No. 236 of 1961 (MCL 600.8701 et seq.).

Sec. 2-33. - Authorization to issue and serve.

In accordance with the provisions of section 9(c) and 9(f) of Public Act No. 175 of 1927 (MCL 764.9(c), 764.9(f)) and chapter 87 of the Revised Judicature Act (MCL 600.8701 et seq.), the City Manager, Code Enforcement Officer, Building Official, Recreation Director for chapter 46, article III (park rules and regulations), police officers, and such other officers, inspectors or City public servants as designated by the City Manager are authorized to issue and serve appearance tickets, with respect to violations for any City ordinances and any amendments thereto.

Secs. 2-35-50 - Reserved.

A new Chapter 28 is added to read as follows:

Chapter 28- CIVIL INFRACTIONS

ARTICLE I. - MUNICIPAL CIVIL INFRACTIONS

Sec. 28-1. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bureau means the municipal ordinance violations bureau established in sections 28-2 and 28-5.

Municipal civil infraction means a violation of a provision of this Code for which the remedy and/or penalty is prescribed to be a civil fine, or other sanction other than a criminal penalty. A municipal civil infraction is not a lesser included offense of a criminal offense or of an ordinance violation that is not a civil infraction.

Municipal civil infraction determination means a determination that a defendant is responsible for a municipal civil infraction by one of the following:

- (1) An admission of responsibility for the municipal civil infraction.
- (2) An admission of responsibility for the municipal civil infraction, with explanation.
- (3) A preponderance of the evidence at an informal hearing or formal hearing.
- (4) A default judgment for failing to appear at a scheduled appearance.

Municipal ordinance violations notice means a written notice prepared by an authorized official, directing a person to appear at the City ordinance violations bureau for the purpose of paying a civil fine and/or costs for a violation which is prescribed to be a civil infraction.

Responsible or *responsibility* means a determination entered by a court or magistrate that a person is in violation of a provision of this Code prescribed to be a municipal civil infraction.

Violation means any act which is prohibited, made or declared to be unlawful or any offense under this article, including affirmative acts as well as omissions and/or failures to act where the act is required by this Code.

Sec. 28-2. - Municipal ordinance violation bureau established; adoption of regulations and procedures.

A City municipal ordinance violation bureau shall be established and certain regulations and procedures pertaining to municipal civil infractions shall be adopted pursuant to chapter 87 of Public Act No. 236 of 1961 (MCL 600.8701 et seq.).

Sec. 28-3. - Commencement of municipal civil infraction action.

- (a) A municipal civil infraction action may be commenced upon the issuance by an authorized official of the following:
 - (1) A municipal civil infraction citation directing the person alleged to be responsible to appear in court;
 - (2) A municipal civil infraction violation notice directing the person alleged to be responsible to appear at the City ordinance violation bureau; or
 - (3) A complaint filed in a court of competent jurisdiction.
- (b) The form of citations used to charge municipal civil infraction violations shall be in accordance with state law, being MCL 600.8709.
- (c) The basis for issuance of a municipal civil infraction citation shall be as set forth as follows:
 - (1) An authorized official who witnesses a person violate an ordinance, the violation of which is a municipal civil infraction, shall prepare and subscribe, as soon as possible and as completely as possible, an original and three copies of a citation, unless such official issues a municipal civil infraction violation notice.
 - (2) An authorized official may issue a citation to a person if, based upon investigation, the official has reasonable cause to believe that a person is responsible for a municipal civil infraction.
 - (3) An authorized official may issue a citation to a person if, based upon investigation of a complaint by someone who allegedly witnessed the person violate an ordinance, a violation of which is a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction, and if the prosecuting attorney or other attorney for the City for whom the authorized local office is acting approves, in writing, the issuance of a citation.
- (d) Municipal civil infraction citations shall be served in the following manner:

- (1) Except as otherwise provided in subsection (d)(2) of this section, the authorized official shall personally serve a copy of the citation upon the alleged violator.
- (2) A municipal civil infraction action involving the use or occupancy of land, building, or other structure, a copy of the citation need not be personally served upon the alleged violator but may be served upon an owner or occupant of the land, building, or structure by posting a copy on the land or attaching a copy to the building or structure. In addition, a copy of the citation shall be sent by first class mail to the owner of the land, building or structure at the owner's last known address.
- (3) A citation served as provided in subsection (d)(2) of this section, for a violation involving the use or occupancy of land, building or structure, shall be processed in the same manner as a citation served personally upon a violator.

Sec. 28-4. - Ordinance enforcement.

Any person authorized by Section 2.33 to issue and serve appearance tickets is hereby authorized to also perform the following duties:

- (1) Investigation of ordinance violations;
- (2) Issuance and service of municipal ordinance violation notices and municipal civil infraction citations and municipal civil infractions violation notices;
- (3) Appearance in court or other judicial or quasi-judicial proceedings in the administration of this Code.

Sec. 28-5. - Operation of bureau.

- (a) The Bureau is established for the purpose of accepting admissions of responsibility for municipal civil infractions in response to municipal civil infraction violation notices.
- (b) Payments made to the Bureau shall be retained and accounted for as fines and costs, respectively, and shall be deposited into the general fund.
- (c) The Bureau shall be located in the City offices and shall be under the supervision and control of the City Clerk.
- (d) The expense of operating the Bureau shall be borne by the City.

Sec. 28-6. - Service of municipal civil infraction violation notice.

- (a) Except as provided in subsection (b) of this section, an authorized official shall personally serve a copy of the municipal civil infraction violation notice upon the alleged violator.
- (b) In a municipal civil infraction action involving the use or occupancy of land, building or other structure, a copy of the municipal civil infraction violation notice need not be personally served upon the alleged violator but may be served upon an owner or occupant of the land, building, or structure by posting the copy on the land or attaching the copy to the building or structure. In addition, a copy of the notice shall be sent by first class mail to the owner of the land, building or structure at the owner's last known address.

Sec. 28-7. - Authority of Bureau.

- (a) The Bureau is authorized to accept payment of fines and costs in response to municipal civil infraction violation notices, and shall not be authorized to accept monies or omissions of responsibility in response to municipal civil infraction citations.
- (b) The Bureau shall not accept payment of a fine or cost from any person who denies in writing having committed a municipal civil infraction charged in a municipal civil infraction violation notice.
- (c) The Bureau shall not have authority or jurisdiction to determine, or attempt to determine, the truth or falsity of any fact or matter relating to an alleged violation.

Sec. 28-8. - Election of person charged with violation.

- (a) Any person receiving a municipal civil infraction violation notice shall be permitted to dispose of the charge alleged in the notice by making payment of the fine and/or costs to the Bureau. However, a person shall have the right to elect not to have the violation processed by the bureau and have the alleged violation processed in a court of competent jurisdiction. Unwillingness of any person to dispose of a violation at the bureau shall not prejudice the person or in any way diminish the person's rights, privileges and protection accorded by law.
- (b) A person electing to have the alleged violation processed at the Bureau shall appear at the Bureau and pay the specified fine and/or costs within the time specified for appearance in the municipal civil infraction violation notice. Such appearance may be made by mail, in person, or by representation, provided if appearance is made by mail, the person charged in the notice shall have the responsibility for timely delivery of the fine and/or costs within the time specified in the municipal civil infraction violation notice.

Sec. 28-9. - Procedure for persons electing not to respond to municipal civil infraction violation notices.

In the event a person elects not to admit responsibility and pay the specified civil fine and/or costs prescribed for the respective violation, a municipal civil infraction citation may be filed with the district court, in which case a copy of the citation shall be served by first class mail upon the person charged with the municipal civil infraction at such person's last known address. The citation filed with the court shall consist of a sworn complaint containing allegations stated in the municipal ordinance violation notice and shall fairly inform the violator how to respond to the citation.

Sec. 28-10. - Penalties.

- (a) A schedule of civil fines payable to the bureau for admissions of responsibility by persons served with a municipal ordinance violation notice or citation is hereby established. The fines for all ordinances for which the City has authorized civil infraction penalties are set forth in Section 1-7 of this Code, unless a different penalty is specifically provided for a particular civil infraction violation.
- (b) Nothing in this article shall be construed to limit the remedies available to the City in the event of a violation of its ordinances.
- (c) Additional penalties.
 - (1) *Authorization.* In addition to ordering the defendant determined to be responsible for a municipal civil infraction to pay a civil fine, costs, damages, and expenses, the judge or magistrate shall be authorized to issue any judgment, writ or order necessary to enforce, or enjoin violation of, this article.

- (2) *Continuing offense.* Each act of violation and each day upon which any such violation shall occur shall constitute a separate offense.
- (3) *Remedies not exclusive.* In addition to any remedies provided for in this article, any equitable or other remedies available may be sought.
- (4) *Judge or magistrate.* The judge or magistrate shall also be authorized to impose costs, damages, and expenses as provided by law.
- (5) *Default on payment of fines and costs.* A default in the payment of a civil fine, costs, damages, or expenses ordered under this section, or an installment of the fine, costs, damages or expenses as allowed by the court, may be collected by the City by a means authorized for the enforcement of a judgment under chapter 40 or 60 of the Revised Judicature Act of 1961, Public Act No. 236 of 1961 (MCL 600.101 et seq.).
- (6) *Failure to comply with judgment or order.* If a defendant fails to comply with an order or judgment issued pursuant to this section within the time prescribed by the court, the court may proceed under subsection (d)(8) of this section.
- (7) *Failure to appear in court.* A defendant who fails to answer a citation or notice to appear in court for a violation of this article is guilty of a misdemeanor, punishable by a fine of not more than \$500.00, plus costs and/or imprisonment not to exceed 90 days.
- (8) *Civil contempt.*
 - a. If a defendant defaults in the payment of a civil fine, costs, damages, expenses, or installment as ordered by the district court, upon motion of the City or upon its own motion, the court may require the defendant to show cause why the defendant should not be held in civil contempt and may issue a summons, order to show cause, or bench warrant of arrest for the defendant's appearance.
 - b. If a corporation or an association is ordered to pay a civil fine, costs, damages, or expenses, the individuals authorized to make disbursements shall pay the fine, costs, damages, or expenses, and their failure to do so shall be civil contempt unless they make the showing required in this subsection.
 - c. Unless the defendant shows that the default was not attributable to an intentional refusal to obey the order of the court, or to a failure on his part to make a good faith effort to obtain the funds required for payment, the court shall find that the default constitutes a civil contempt and may order the defendant committed until all or a specified part of the amount due is paid.
 - d. If it appears that the default in the payment of a civil fine, costs, damages, or expenses does not constitute civil contempt, the court may enter an order allowing the defendant additional time for payment, or reducing the amount of payment or of each installment.
 - e. The terms of imprisonment on civil contempt for nonpayment of a civil fine, costs, damages, or expenses shall be specified in the order of commitment and shall not exceed one day for each \$30.00 due. A person committed for nonpayment of a civil fine, costs, damages, or expenses shall be given credit toward payment for each day of imprisonment and each day of detention in default of recognizance before judgment at the rate of \$30.00 per day.

- f. A defendant committed to imprisonment for civil contempt for nonpayment of a civil fine, costs, damages or expenses shall not be discharged from custody until one of the following occurs:
 - 1. Defendant is credited with the amount due pursuant to subsection (d)(8)e of this section.
 - 2. The amount due is collected through execution of process or otherwise.
 - 3. The amount due is satisfied pursuant to a combination of subsections (d)(8)f.1 and 2 of this section.
- g. The civil contempt shall be purged upon discharge of the defendant pursuant to subsection (d)(8)f of this section.

(9) *Lien against land, building or structure.* If a defendant does not pay a civil fine, costs or installment ordered under this section within 30 days after the date upon which the payment is due for a violation of this ordinance involving the use or occupation of land, a building or other structure, the City may obtain a lien against the land, building, or structure involved in the violation by *recording* a copy of the court order requiring payment of the fine and costs with the register of deeds for the county. The court order shall not be recorded unless a legal description of the property is incorporated in or attached to the court order.

- a. The lien is effective immediately upon recording of the court order with the register of deeds.
- b. The court order recorded with the register of deeds shall constitute the pendency of the lien. In addition, a written notice of lien shall be sent by the City by first class mail to the owner of record of the land, building, or structure at the owner's last known address.
- c. The lien may be enforced and discharged by the City in the manner described by its Charter, by the general property tax act, Public Act No. 206 of 1893 (MCL 211.1 et seq.), or by an ordinance duly passed by the City. However, property is not subject to sale under section 60 of Public Act No. 206 of 1893 (MCL 211.60), for nonpayment of a civil fine or costs or an installment ordered under this section, unless the property is also subject to sale under Act No. 206 of Public Acts of 1893 for delinquent property taxes.
- d. A lien created under this section has priority over any other lien unless one or more of the following apply:
 - 1. The other lien is a lien for taxes or special assessments.
 - 2. Federal law provides the other lien has priority.
 - 3. The other lien is recorded before the lien under this section is recorded.
- e. The City may institute an action in a court of competent jurisdiction for collection of the fines and costs imposed by a court order for a violation of this article. However, an attempt by the City to collect the fines or costs does not invalidate or waive the lien upon the land, building, or structure.

- f. A lien provided for by this subsection shall not continue for a period longer than five years after a copy of the court order imposing a fine or cost is recorded unless within that time an action to enforce the lien is commenced.

Chapter 42 – OFFENSES AND MISCELLANEOUS PROVISIONS

A new Section 42-10 is added to read as follows:

Sec. 42-10. – Violations

Any violation of Chapter 42 of this Code is hereby declared to be a misdemeanor, unless a particular offense is specifically designated as a municipal civil infraction.

PLEASANT RIDGE - ORDINANCE VIOLATIONS
(Except Chapter 42 – Penal Code)

City Code	Kind of Violation	Applicable Penalty	City Attorney Recommendation
		*The default penalty in Section 1.7 applies for all the listed ordinances, unless a different penalty is set forth in this chart.	*Maintain current status unless change noted below.
Chapter 1 – General Provisions, Default Provisions	Civil Infractions Sec 1-7: violations not declared misdemeanors are municipal civil infractions.	Unless otherwise provided in the Code: <ul style="list-style-type: none"> • First offense: \$50.00 • First repeat offense: \$250.00 • Second or subsequent repeat offense within one year: \$500.00 	
Chapter 1 – General Provisions, Default Provisions	Misdemeanors	\$500 fine or imprisonment up to 93 days, except as otherwise provided in the Code	
Chapter 2 – Administration	N/A	N/A ¹	
Chapter 6 – Advertising	Civil Infraction by default		
Chapter 10 – Animals	Civil Infraction by default		
Chapter 14 – Buildings and Building Regulations	Civil Infraction by default		
Chapter 18 – Businesses <ul style="list-style-type: none"> • Article II - Business Registration • Article III - Licensure of Landlords • Article IV - Peddlers, Solicitors and Transient Merchants 	<ul style="list-style-type: none"> • Civil Infraction by default • Misdemeanor • Mostly Civil Infractions, except for Sec. 18.131 (Display), which is misdemeanor 		Change all to Civil Infractions

¹ Administrative provisions only, no penalties provided

City Code	Kind of Violation	Applicable Penalty	City Attorney Recommendation
<ul style="list-style-type: none"> Article V - Secondhand Goods Article VI - Liquor Control 	<ul style="list-style-type: none"> Civil Infraction by default N/A¹ 		
Chapter 22 – Cable Communications	Violations limited to liquidated damages as provided by ordinance		
Chapter 26 – Charitable Solicitations	Misdemeanor by default		
Chapter 30 – Community Development	N/A		
Chapter 34 – Environment	Civil Infraction by default		
Chapter 38 – Fire Prevention and Protection <ul style="list-style-type: none"> Article I – In General² Article II – Fire Protection Code 	<ul style="list-style-type: none"> Civil Infraction by Default Misdemeanor 	\$300.00 per day	
Chapter 40 – Human Rights	Civil Infraction by default	\$500.00 maximum fine	
Chapter 42 – Offenses and Miscellaneous Provisions	See separate chart		
Chapter 46 – Parks and Recreation	Civil Infraction by default		

¹ Administrative provisions only, no penalties provided

² Includes sections: Obstruction of fire hydrants, Starting fires by smoking, and Smoke detectors

Chapter 50 – Planning	N/A	¹	
Chapter 58 – Solid Waste	Civil Infraction by default		
Chapter 62 – Streets, Sidewalks and Other Public Places	Civil Infraction by default		
Chapter 66 – Subdivisions			
Article II – Partition of Platted Land	Civil Infraction by default		
Chapter 70 – Traffic and Vehicles Article II – Michigan Vehicle Code Article III – Uniform Traffic Code	Sec 70-48 – Weight restrictions: Civil Infraction Sec 70-49 – Commercial parking residential areas: Civil Infraction Sec 70-51 – Bicycle license required: Civil Infraction Sec 70-52 – Pedestrians soliciting rides or business: Misdemeanor Sec 70-53 – Parking on lawn extensions: Misdemeanor Sec 70-54 – Parking during sever snow and ice conditions: Civil Infraction Sec 70-55 – Penalties: Civil Infraction	<ul style="list-style-type: none"> • Community service <360 hours • Imprisonment < 180 days • Fine >\$200, <\$700 \$25.00 Uniform Traffic Code penalties adopted by reference (70-55)	
Chapter 74 – Utilities • Article I – In General	• N/A		
Chapter 74 – Utilities • Article II – Water • Article III – Sewers • Article V – Wastewater Discharge Control • Article VI – Groundwater Wells	<ul style="list-style-type: none"> • Civil Infraction by default • Civil Infraction by default • Misdemeanor <ul style="list-style-type: none"> • Civil Infraction by default 		Consider making Sec. 74-29, tampering with water system, a misdemeanor.
Chapter 78 – Vegetation	Civil Infraction by default		
Chapter 82 - Zoning	Misdemeanor		Change to Civil Infraction

¹ Administrative provisions only, no penalties provided

CHAPTER 42 – PENAL CODE

Article	Section/Division	Kind of Violation/Penalty (Pursuant to state law, any offense that is a misdemeanor under state law must be a misdemeanor in our Code. The default provisions of civil infractions applies to a few of the offenses listed below, for which there is no corresponding state law provision.) (Default penalty in Section 1.7 applies unless noted below.)	City Attorney Recommendation
GENERAL (proposed new Section 42-10)			Adopt this to provide that all offenses that are state law misdemeanors are specifically stated as such in Code
Article I - In General	Sec. 42-1. Inciting, inducing or exhorting commission of offense	Misdemeanor	
	Sec. 42-2. False alarm of fire	Misdemeanor	
	Sec. 42-3. False report of crime		
	Sec. 42-4. Interference with police or fire departments		
	Sec. 42-5. Abandonment of refrigerators and other airtight containers		
	Sec. 42-6. Loitering		
	Sec. 42-7. Begging		
	Sec. 42-8. Voyeurism		

Article	Section/Division	Kind of Violation/Penalty (Pursuant to state law, any offense that is a misdemeanor under state law must be a misdemeanor in our Code. The default provisions of civil infractions applies to a few of the offenses listed below, for which there is no corresponding state law provision.) (Default penalty in Section 1.7 applies unless noted below.)	City Attorney Recommendation
	Sec. 42-9. Street games	No corresponding state law provision- Civil Infraction by default	Change to Misdemeanor
	Secs. 42-10 - 42-36. Reserved		
Article II - Offenses Against Persons	Sec. 43-37. Assault and battery		
	Sec. 42-38. Domestic violence		
	Sec. 42-39. Fighting	No corresponding state law provision- Civil Infraction by default	Change to Misdemeanor
	Sec. 42-40. Language		
	Sec. 42-41. Telecommunications harassment	Misdemeanor	
	Secs. 42-42 - 42-70. Reserved		
Article III - Offenses Against Property	Sec. 42-71. Destruction of property		
	Sec. 42-72. Larceny		
	Sec. 42-73. Fraudulent schemes		
	Sec. 42-74. Trespass	Misdemeanor	
	Sec. 42-75. Prowling	No corresponding state law provision- Civil Infraction by default	Change to Misdemeanor
	Secs. 42-76 - 42-93. Reserved		

Article	Section/Division	Kind of Violation/Penalty (Pursuant to state law, any offense that is a misdemeanor under state law must be a misdemeanor in our Code. The default provisions of civil infractions applies to a few of the offenses listed below, for which there is no corresponding state law provision.) (Default penalty in Section 1.7 applies unless noted below.)	City Attorney Recommendation
Article IV - Offenses Against Public Peace	Sec. 42-94. Disturbing the peace		
	Sec. 42-95. Discharging weapons		
	Sec. 42-96. Throwing projectiles		
	Sec. 42-97. Fireworks	Civil Infraction by state law-fine of not more than \$500 for each violation	
	Sec. 42-98. School premises -Remaining thereon after order to leave	Misdemeanor	
	Sec. 42-99. Same - Disturbance of school programs	Misdemeanor	
	Sec. 42-100. Unlawful assembly		
	Secs. 42-101 - 42-128. Reserved		
Article V - Offenses Against Morals	Sec. 42-129. Gambling		
	Sec. 42-130. Prostitution, solicitation and illegal acts		
	Sec. 42-131. Indecent exposure		
	Secs. 42-132 - 42-160. Reserved		
Article VI - Offenses Involving Minors	Division 1 – Generally		
	Division 2 – Parental Responsibility	Civil Infraction by default	Consider changing to misdemeanor

Article	Section/Division	Kind of Violation/Penalty (Pursuant to state law, any offense that is a misdemeanor under state law must be a misdemeanor in our Code. The default provisions of civil infractions applies to a few of the offenses listed below, for which there is no corresponding state law provision.) (Default penalty in Section 1.7 applies unless noted below.)	City Attorney Recommendation
	Division 3 - Curfew	Under 17: Probate Court, Juvenile Division Over 17: Misdemeanor	
	Division 4 – Street Trades	Under 17: Probate Court, Juvenile Division Over 17: Civil Infraction by default	
Article VII - Controlled Substances	Sec. 42-283. Possession, sale, distribution generally		
	Sec. 42-284. Possession of drug paraphernalia by authorized person		



City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk
To: City Commission
Date: December 8, 2015
Re: Freedom of Information Act (FOIA) Policies and Guidelines

The City Attorney has prepared FOIA policies and guidelines. The City Commission must consider and adopt these documents in order for the City to remain compliant under the law. Mr. Need will answer any questions you may have regarding any of this information.

Request Action

The City Commission approved the proposed FOIA policies and guidelines as presented.

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

CITY OF PLEASANT RIDGE
Michigan Freedom of Information Act
Procedures And Guidelines

Section 1: General Policies

The Assistant City Manager is designated as the FOIA Coordinator. The City Manager is authorized to designate other City staff to act on his or her behalf to accept and process written requests for the City's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a City spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review City spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with staff to develop administrative rules for handling spam and junk-mail so as to protect City systems from computer attacks which may be imbedded in an electronic FOIA request.

The City Manager may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The City is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other City staff is obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the City on file for a period of at least one year.

Upon request by visitors to the City offices and in response to written requests for information the City shall provide a copy of these Procedures and Guidelines and the written Public Summary to the public without charge.

The Procedures and Guidelines and the City's written Public Summary shall be maintained on the City's website at <http://www.cityofpleasantridge.org/>. A link to those documents may be provided instead of providing paper copies of those documents.

Section 2: Requesting a Public Record

A request for a public record need not be made on a specific form, however the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City may be submitted on the City's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the City on the FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the City's website, where practicable and to the best ability of the employee receiving the request, the requesting person shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable City personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to Pleasant Ridge City Hall. Requests may also be submitted electronically by facsimile (fax) and electronic mail (email). Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The City shall comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by City on a regular basis. A subscription is valid for up to six (6) months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator shall deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the City shall issue a response within five (5) business days of receipt of a FOIA request. If a request is received by fax, email, or other electronic transmission, the request is deemed to have been received on the following business day.

The City shall respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the City needs an additional ten (10) business days to respond for a total of no more than fifteen (15) business days. Only one such extension is permitted.

- Issue a written notice indicating that the public record requested is available at no charge on the City's website.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator shall require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the written Public Summary shall be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the written Public Summary are maintained on the City's website at <http://www.Cityofpleasantridge.org/>, a link to the Procedures and Guidelines and the written Public Summary may be provided instead of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50.00 or less, the requester shall be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50.00 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the City may require a good-faith deposit pursuant to paragraph (d) of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the City to process the request and also provide a best efforts estimate of a time frame it will take the City to provide the records to the requestor. The best efforts estimate shall be nonbinding on the City. It shall be made in good faith and shall be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator shall issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the City; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the City Manager or seek judicial review in the Oakland County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.

- The Notice of Denial shall be signed by the FOIA Coordinator or the Coordinators designee.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, instead of issuing a Notice of Denial, indicate that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The City shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The City Manager is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect City records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal City operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor may be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the City in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator shall require a deposit of one hundred (100%) percent of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than one hundred five (105%) of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the City's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the City; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator shall not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the City;
- The City is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the City.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee shall not be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs. Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services compared to the costs of the City’s usual FOIA requests, not compared to the City’s operating budget.

The following factors shall be used to determine an unreasonably high cost to the City:

- Volume of the public record requested.
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one City department or whether various City offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The City may charge the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City.

- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs shall be calculated based on the following requirements:

- All labor costs will be estimated and charged in fifteen (15) minute increments, with all partial time increments rounded down. If the time involved is less than fifteen (15) minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The City may add up to fifty (50%) percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (six times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested shall be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The City will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the City's technology infrastructure.

The cost to provide paper copies of records shall be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed ten cents (\$.10) per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The City will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor shall be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the City shall:

- Reduce the labor costs by five (5%) percent for each day the City exceeds the time permitted under FOIA up to a fifty (50%) percent maximum reduction, if any of the following applies:
 - The City's late response was willful and intentional,
 - The written request conveyed a request for information within the first two hundred fifty (250) words of the body of a letter facsimile, email or email attachment, or
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The City Commission may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator shall discount the first twenty (\$20.00) dollars of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the City twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator shall discount the first twenty (\$20.00) dollars of the processing fee for a request from:

- A nonprofit organization formally designated by the State to carry out activities under subtitle C of the Federal Developmental Disabilities Assistance and Bill Of Rights Act of 2000, Public Law 106-402, and the Protection And Advocacy For Individuals With Mental Illness Act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients;
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931; and
 - Is accompanied by documentation of its designation by the State, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the City Manager by filing an appeal of the denial with the office of the City Manager.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial.

Within ten (10) business days of receiving the appeal the City Manager shall respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or

- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than ten (10) business days the period during which the City Manager shall respond to the written appeal. The City Manager shall not issue more than one (1) notice of extension for a particular written appeal.

If the City Manager fails to respond to a written appeal, or if the City Manager upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Oakland County Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the City Manager, he or she may file a civil action in Oakland County Circuit Court within one hundred eighty (180) days after the City's final determination to deny the request.

Section 9: Appeal of an Excessive FOIA Processing Fee

“Fee” means the total fee or any component of the total fee calculated under Section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the City to process a FOIA request exceeds the amount permitted by State law or under this policy, he or she must first appeal to the City Manager by submitting a written appeal for a fee reduction to the office of the City Manager.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within ten (10) business days after receiving the appeal, the City Manager will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than ten (10) business days the period during which the City Manager will respond to the written appeal. The City Manager shall not issue more than one (1) notice of extension for a particular written appeal.

Where the City Manager reduces or upholds the fee, the determination shall include a certification from the City Manager that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within forty-five (45) days after receiving notice of the City Manager’s determination of an appeal, the requesting person may commence a civil action in Oakland County Circuit Court for a fee reduction.

If a civil action is commenced against the City for an excess fee, the City is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless one of the following applies:

- The City does not provide for appeals of fees,
- The City Manager failed to respond to a written appeal as required, or

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by the City Commission or the City administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the City Manager subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the City Commission or the City administration, the administrative rule promulgated by the City Manager is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the City Manager pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The City Manager is authorized to modify this policy and all previous policies adopted by the City Commission or the administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to the FOIA, provided that such modifications and rules are consistent with State law. The City Manager shall inform the Commission of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective _____, 2015.

Section 11: Appendix of City FOIA Forms

City: Keep original and provide copy of both sides. Public Summary, to requestor, is available at no charge at the City office upon request and on the City's website: <http://www.PleasantRidge.org>.

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

Detailed Cost Itemization

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for Request No.: _____ Date Request Received: _____

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the City's FOIA Policies and Guidelines.

1. Labor Cost for Copying / Duplication

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This shall not be more than the hourly wage of the City's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments** (15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge.*

Hourly Wage with Fringe Benefit Cost: \$ _____

Multiply the hourly wage by the percentage multiplier: _____ %
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ _____ x _____ Number of increments = \$ _____ Labor Cost

☐ Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

☐ Copying/Duplicating Records Already on City's Website.

1.
Labor Cost

\$ _____

2. Labor Cost to Locate (IF APPLICABLE):

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the City that are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** _____

The City will not charge more than the hourly wage with fringe benefit cost of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments** (15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge.*

Hourly Wage with Fringe Benefit Cost: \$ _____

Multiply the hourly wage by the percentage multiplier: _____ %
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ _____ x _____ Number of increments = \$ _____ Labor Cost

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

2.
Labor Cost

\$ _____

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting) (IF APPLICABLE):

(Fill this out if using a City employee. If contracted, use No. 3b instead).

The City will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the City that are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

This is the cost of labor of a **City employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **City's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments** (15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge.*

Hourly Wage with Fringe Benefit Cost: \$ _____

Multiply the hourly wage by the percentage multiplier: _____ %
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ _____ x _____ Number of increments = \$ _____ Labor Cost

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

3a.
Labor Cost

\$ _____

**3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting)
(IF APPLICABLE):**

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The City will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the City that are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

As this City does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of _____ (currently \$8.15).

Name of contracted person or firm: _____

These costs will be estimated and charged in 15-minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: \$ _____

Charge per increment: \$ _____ x Number of increments _____ = \$ _____ Labor Cost

3b. Labor Cost
\$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

(IF APPLICABLE): If the City has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the City will provide the public records in the specified format and may charge copying costs to provide those copies.

☐ Requestor has stipulated that some / all of the requested records that are already available on the City's website be provided in a paper or non-paper physical digital medium.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 ½ x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided): _____ cents per sheet
- _____

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): \$_____ per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: \$_____

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed** 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A City **must** utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of
Sheets:

x _____ = \$ _____
x _____ = \$ _____

x _____ = \$ _____

No. of Items:

x _____ = \$ _____

Costs:

\$ _____

4. Total
Copy Cost

\$ _____

5. Mailing Cost:

The City will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The City **may** charge for the least expensive form of postal delivery confirmation.
- The City **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp
\$ _____ per pound
\$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

Number of
Envelopes or
Packages:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

Costs:

5. Total
Mailing Cost

\$ _____

☐ * Requestor has requested expedited shipping or insurance

☐ Mailing Records Already on City's Website.

<p><u>Subtotal Fees Before Waivers, Discounts or Deposits:</u></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Estimated Time Frame to Provide Records:</p> <p>_____ (days or date)</p> <p>The time frame estimate is nonbinding upon the City, but the City is providing the estimate in good faith. Providing an estimated time frame does not relieve the City from any of the other requirements of this act.</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Cost estimate <input type="checkbox"/> Bill </div>	<p>1. Labor Cost for Copying: \$ _____</p> <p>2. Labor Cost to Locate: \$ _____</p> <p>3a. Labor Cost to Redact: \$ _____</p> <p>3b. Contract Labor Cost to Redact: \$ _____</p> <p>4. Copying/Duplication Cost: \$ _____</p> <p>5. Mailing Cost: \$ _____</p>	<p>Subtotal Fees: \$ _____</p>
<p>Waiver: <u>Public Interest</u></p> <p>A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the City determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.</p> <p style="text-align: center;"> <input type="checkbox"/> All fees are waived <u>OR</u> <input type="checkbox"/> All fees are reduced by: _____ % </p>	<p>Subtotal Fees After Waiver: \$ _____</p>		
<p>Discount: <u>Indigence</u></p> <p>A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR</p> <p>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:</p> <p style="margin-left: 40px;">(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR</p> <p style="margin-left: 40px;">(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p style="text-align: center;"><input type="checkbox"/> Eligible for Indigence Discount</p>	<p>Subtotal Fees After Discount (subtract \$20): \$ _____</p>		
<p>Discount: <u>Nonprofit Organization</u></p> <p>A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:</p> <p style="margin-left: 40px;">(i) Is made directly on behalf of the organization or its clients.</p> <p style="margin-left: 40px;">(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p style="margin-left: 40px;">(iii) Is accompanied by documentation of its designation by the state, if requested by the City.</p> <p style="text-align: center;"><input type="checkbox"/> Eligible for Nonprofit Discount</p>	<p>Subtotal Fees After Discount (subtract \$20): \$ _____</p>		

<p>Deposit: Good Faith</p> <p>The City may require a good-faith deposit <u>before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00</u>, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit: _____%</p>	<p>Date Paid:</p> <p>_____</p>	<p>Deposit Amount Required:</p> <p>\$ _____</p>
<p>Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full</p> <p>After a City has granted and fulfilled a written request from an individual under this act, if the City has not been paid in full the total amount of fees for the copies of public records that the City made available to the individual as a result of that written request, the City may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:</p> <p>(a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in the City's possession. (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request. (d) Ninety (90) days have passed since the City notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to the City. (f) The City calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</p> <p>A City can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:</p> <p>(a) The individual is able to show proof of prior payment in full to the City, OR (b) The City is subsequently paid in full for the applicable prior written request, OR (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the City.</p>	<p>Date Paid:</p> <p>_____</p>	<p>Percent Deposit Required:</p> <p>_____%</p> <p>Deposit Required:</p> <p>\$ _____</p>
<p>Late Response Labor Costs Reduction</p> <p>If the City does not respond to a written request in a timely manner as required under MCL 15.235(2), the City must do the following:</p> <p>(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the City exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies:</p> <p>(i) The late response was willful and intentional, OR</p> <p>(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</p>	<p>Number of Days Over Required Response Time:</p> <p>_____</p> <p>Multiply by 5%</p> <p>= Total Percent Reduction:</p> <p>_____</p>	<p>Total Labor Costs</p> <p>\$ _____</p> <p>Minus Reduction</p> <p>\$ _____</p> <p>= Reduced Total Labor Costs</p> <p>\$ _____</p>
<p>The Public Summary of the City's FOIA Procedures and Guidelines is available free of charge from: Website: http://www.Pleasant Ridge.org Email: _____ Phone: (248) 541-2901 Address: 23925 Woodward Avenue Pleasant Ridge, Michigan 48069</p> <p style="text-align: right;">Request Will Be Processed,</p> <p>But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered or Mailed</p>	<p>Date Paid:</p> <p>_____</p>	<p>Total Balance Due:</p> <p>\$ _____</p>

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CITY OF PLEASANT RIDGE WRITTEN PUBLIC SUMMARY OF FOIA PROCEDURES & GUIDELINES

Pursuant to the Michigan Freedom of Information Act (FOIA), the following is the City of Pleasant Ridge Written Public Summary of its FOIA Procedures and Guidelines.

1. How do I submit an FOIA request to the City of Pleasant Ridge?

- o Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City of Pleasant Ridge must be submitted in writing.
- o A request must sufficiently describe a public record so as to enable the City to find it.
- o No specific form to submit a written request is required. However, an FOIA Request form for your use and convenience is available on the City's website at www.cityofpleasantridge.org.
- o Written requests can be made in person by delivery to any City office in person or by mail.
- o Requests can also be made by facsimile by calling 248-541-2504.
- o A request may also be submitted by e-mail. To ensure a prompt response, e-mail requests should contain the term "FOIA" or "FOIA Request" in the subject line and be sent to recreation@cityofpleasantridge.org.

Note: If you are serving a sentence of imprisonment in a local, state or federal correctional facility, you are not entitled to submit a request for a public record.

2. What kind of response can I expect to my request?

- o Within 5 business days of receipt of an FOIA request, the City will issue a response. If a request is received by facsimile or e-mail, the request is deemed to have been received on the following business day. The City will respond to your request in one of the following ways:
 - Grant the request.
 - Issue a written notice denying the request.
 - Grant the request in part and issue a written notice denying in part the request.
 - Issue a notice indicating that, due to the nature of the request, the City needs an additional 10 business days to respond.

- Issue a written notice indicating that the public record requested is available at no charge on the City's website.
- o If the request is granted, or granted in part, the City will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available. If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the City will require a deposit before processing the request.

3. What are the City's fee deposit requirements?

- o If the City has made a good faith calculation that the total fee for processing the request exceeds \$50.00, the City will require that you provide a deposit in the amount of 50% of the total estimated fee. When the City requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request following receipt by the City of your deposit.
- o If the City receives a request from a person who has not paid the City for copies of public records made in fulfillment of a previously granted written request, the City will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
 - the final fee for the prior written request is not more than 105% of the estimated fee;
 - the public records made available contained the information sought in the prior written request and remain in the City's possession;
 - the public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
 - 90 days have passed since the City notified the individual in writing that the public records were available for pickup or mailing;
 - the individual is unable to show proof of prior payment to the City; and
 - the City has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- o The City will not require the 100% estimated fee deposit if any of the following apply:
 - the person making the request is able to show proof of prior payment in full to the City;

- the City is subsequently paid in full for all applicable prior written requests; or
- 365 days have passed since the person made the request for which full payment was not remitted to the City.

4. How does the City calculate FOIA processing fees?

- o A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs.
- o The Michigan FOIA statute permits the City to assess and collect a fee for six designated processing components. The City may charge for the following costs associated with processing a request:
 - Labor costs associated with searching for, locating and examining a requested public record.
 - Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed.
 - The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media.
 - The cost of duplication or publication, not including labor, of paper copies of public records.
 - Labor costs associated with duplication or publication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
 - The cost to mail or send a public record to a requestor.
- o Labor Costs
 - Labor costs for searching, locating and examining a requested public record and labor costs for the review of a record to separate and delete information exempt from disclosure from information which is disclosed is estimated and charged in 15 minute increments with all partial time increments rounded down.
 - Labor costs for the duplication or publication, including making paper copies, making digital copies or transferring digital public records to non-paper physical media or through the Internet or other electronic means

when asked for by the requestor, will be charged in 6 minute increments, with all partial time increments rounded down.

- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- o Non-paper Physical Media
 - The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
 - This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- o Paper Copies
 - Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets will reflect the actual cost of reproduction.
 - The City may provide records using double-sided printing, if cost-saving and available.
- o Mailing Costs
 - The cost to mail public records will use a reasonably economical and justified means.
 - The City may charge for the least expensive form of postal delivery confirmation.
 - No cost will be made for expedited shipping or insurance unless requested.

5. How do I qualify for a reduction of the processing fees?

- o The City may waive or reduce the fee associated with a request when City determines that to do so is in the public interest because release of the information is considered as primarily benefitting the general public.
- o The City will waive the first \$20.00 of the processing fee for a request if you submit an affidavit stating that you are:

- indigent and receiving specific public assistance; or
 - if not receiving public assistance, stating facts demonstrating an inability to pay because of indigency.
- o You are not eligible to receive the \$20.00 waiver if you:
- have previously received discounted copies of public records from the City twice during the calendar year; or
 - are requesting information on behalf of other persons who are offering or providing payment to you to make the request.
- o An affidavit is a sworn statement acknowledged before a notary public.
- o The City will waive the processing fee for a nonprofit organization which meets all of the following conditions:
- the organization is designated by the State under federal law to carry out activities under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act;
 - the request is made directly on behalf of the organization or its clients;
 - the request is made for a reason wholly consistent with the provisions of federal law under Section 931 of the Mental Health Code; and
 - the request is accompanied by documentation of the organization's designation by the State.

6. How may I challenge the denial of a public record or an excessive fee?

o Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may file an appeal of the denial with the City Manager. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons you are seeking a reversal of the denial.

Within 10 business days of receiving the appeal the City Manager will respond in writing by:

- reversing the disclosure denial;
- upholding the disclosure denial; or

- reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the City Manager, you may file a civil action in Oakland County Circuit Court within 180 days after the City's final determination to deny your request. Should you prevail in the civil action, the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.00

o Appeal of an Excessive FOIA Processing Fee

If you believe that the fee charged by the City to process your FOIA request exceeds the amount permitted by state law, you must first submit a written appeal for a fee reduction to the Office of the City Manager. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the City Manager will respond in writing by:

- waiving the fee;
- reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Manager will respond to the written appeal.

Within 45 days after receiving notice of the City Manager's determination of the processing fee appeal, you may commence a civil action in Oakland County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.00.

Need more details or information?

This is only a summary of the City's FOIA Procedures and Guidelines. For more details and information, a full copy is available at no charge at City Hall and on the City's website, www.cityofpleasantridge.org.