

1. Agenda

Documents: [CITY COMMISSION REGULAR MEETING AGENDA FEBRUARY 22, 2016.PDF](#)

2. City Commission Meeting Minutes January 25, 2016

Documents: [CITY COMMISSION MEETING MINUTES JANUARY 25, 2016.PDF](#)

3. City Commission Meeting Minutes February 1, 2016

Documents: [CITY COMMISSION MEETING MINUTES FEBRUARY 1, 2016.PDF](#)

4. City Commission Meeting Minutes February 8, 2016

Documents: [CITY COMMISSION MEETING MINUTES FEBRUARY 8, 2016.PDF](#)

5. Claims - February 16, 2016

Documents: [CLAIMS - FEBRUARY 16, 2016.PDF](#)

6. Claims - February 19, 2016

Documents: [CLAIMS - FEBRUARY 19, 2016.PDF](#)

7. Appointments Committee Recommendation

Documents: [APPOINTMENTS COMMITTEE RECOMMENDATION.PDF](#)

8. Request To Set Public Hearing For Removal Of Dutch Elm Diseased Trees

Documents: [REQUEST TO SET PUBLIC HEARING FOR REMOVAL OF DUTCH ELM DISEASED TREES.PDF](#)

9. Adoption Of Administrative Policy And Procedure For Public Inspection And Copying Of Public Assessing Records

Documents: [ADOPTION OF ADMINISTRATIVE POLICY AND PROCEDURE FOR PUBLIC INSPECTION AND COPYING OF PUBLIC ASSESSING RECORDS.PDF](#)

10. Award Of Contract CAP1535 2016 Concrete Street Reconstruction

Documents: [AWARD OF CONTRACT CAP1535 2016 CONCRETE STREET RECONSTRUCTION.PDF](#)

11. Award Of Contract CAP1604 And Construction Inspection Services For 2016 East Fourth Street Streetscapes Improvements

Documents: [AWARD OF CONTRACT CAP1604 AND CONSTRUCTION INSPECTION SERVICES FOR 2016 EAST FOURTH STREET STREETSCAPES IMPROVEMENTS.PDF](#)

12. Award Of Contract CAP1606 2016 Sewer And Water Main Improvements

- Documents: [AWARD OF CONTRACT CAP1606 2016 SEWER AND WATER MAIN IMPROVEMENTS.PDF](#)
13. Award Of Contract CAP1607 2016 Water Main Improvements
- Documents: [AWARD OF CONTRACT CAP1607 2016 WATER MAIN IMPROVEMENTS.PDF](#)
14. Award Of Contract CAP1608 2016 Sidewalk Improvement Program
- Documents: [AWARD OF CONTRACT CAP1608 2016 SIDEWALK IMPROVEMENT PROGRAM.PDF](#)
15. Standard Resolution 1 Special Assessment Paving Of South Edison Avenue
16. Standard Resolution 5 Special Assessment Paving Of Fairgrove Avenue
- Documents: [STANDARD RESOLUTION 5 SPECIAL ASSESSMENT PAVING OF FAIRGROVE AVENUE.PDF](#)
17. Approval Of Purchase Orders
- Documents: [APPROVAL OF PURCHASE ORDERS.PDF](#)
18. Approval Of January 2016 Traffic Committee Resolutions
- Documents: [APPROVAL OF JANUARY 2016 TRAFFIC COMMITTEE RESOLUTIONS.PDF](#)
19. Resolution To Support The Michigan Street Lighting Coalition (MSLC) In The Michigan Public Service Commission (MPSC) Directed Collaborative Rate Process With DTE
- Documents: [SUPPORT THE MICHIGAN STREET LIGHTING COALITION IN THE MICHIGAN PUBLIC SERVICE COMMISSION DIRECTED COLLABORATIVE RATE PROCESS WITH DTE.PDF](#)
20. Request To Schedule Special City Commission Meetings (Budget Work Sessions)
- Documents: [REQUEST TO SCHEDULE SPECIAL CITY COMMISSION MEETINGS \(BUDGET WORK SESSIONS\).PDF](#)
21. Recommendation For Clinton River Watershed Council Membership
- Documents: [RECOMMENDATION FOR CLINTON RIVER WATERSHED COUNCIL MEMBERSHIP.PDF](#)
22. Treasury Department Request To Create And Fill A Full-Time Accountant Position
- Documents: [TREASURY DEPARTMENT REQUEST TO CREATE AND FILL A FULL-TIME ACCOUNTANT POSITION.PDF](#)
23. Treasury Department Request To Modify And Fill A Full-Time Cashier Vacancy
- Documents: [TREASURY DEPARTMENT REQUEST TO MODIFY AND FILL A FULL-TIME CASHIER VACANCY.PDF](#)
24. 44th District Court Request To Make The Collections Clerk A Full-Time Position

Documents: [44TH DISTRICT COURT REQUEST TO MAKE THE COLLECTIONS CLERK A FULL-TIME POSITION.PDF](#)

25. Resolution In Opposition To Expansion Of I-75

Documents: [RESOLUTION IN OPPOSITION TO EXPANSION OF I-75.PDF](#)

26. Announcements

Documents: [ANNOUNCEMENTS.PDF](#)

27. January 2016 SOCCRA And SOCWA Quarterly Reports

Documents: [JANUARY 2016 SOCCRA AND SOCWA QUARTERLY REPORTS.PDF](#)



Agenda
Royal Oak City Commission Meeting
February 22, 2016
6:00 p.m. Special Meeting – Strategic Planning
7:30 p.m. Regular Meeting

As a reminder, if you have not already done so, please turn your cellular phones off or to a silent or vibrate mode for the duration of the meeting. This will allow the meeting to proceed without distractions or interruptions. Thank you for your cooperation.

1. Call to Order
2. Invocation Commissioner Mahrle
3. Pledge of Allegiance
4. Public Comment
5. Approval of the Agenda
6. Consent Agenda
 - a. City Commission Meeting Minutes January 25, February 1 Special Meeting (Strategic Planning) and February 8, 2016
 - b. Claims February 16, and February 19, 2016
 - c. Appointments Committee Recommendation
 - d. Request to Set Public Hearing for Removal of Dutch Elm Diseased Trees
 - e. Adoption of Administrative Policy and Procedure for Public Inspection and Copying of Public Assessing Records
 - f. Award of Contract CAP1535 2016 Concrete Street Reconstruction
 - g. Award of Contract CAP1604 and Construction Inspection Services for 2016 East Fourth Street Streetscapes Improvements
 - h. Award of Contract CAP1606 2016 Sewer and Water Main Improvements
 - i. Award of Contract CAP1607 2016 Water Main Improvements
 - j. Award of Contract CAP1608 2016 Sidewalk Improvement Program
 - k. Standard Resolution 1 Special Assessment Paving of South Edison Avenue
 - l. Standard Resolution 5 Special Assessment Paving of Fairgrove Avenue
 - m. Approval of Purchase Orders
7. Approval of January 2016 Traffic Committee Resolutions
8. Resolution to Support the Michigan Street Lighting Coalition (MSLC) in the Michigan Public Service Commission (MPSC) Directed Collaborative Rate Process with DTE
9. Request to Schedule Special City Commission Meetings (Budget Work Sessions)
10. Recommendation for Clinton River Watershed Council Membership
11. Treasury Department Request to Create and Fill a Full-time Accountant Position
12. Treasury Department Request to Modify and Fill a Full-time Cashier Vacancy
13. 44th District Court Request to Make the Collections Clerk a Full-time Position
14. Discussion of Participatory Budgeting and Applications with Community Engagement Projects as Requested by Commissioners Mahrle and Paruch
15. Resolution in Opposition to Expansion of I-75 and Discussion on Legal Options as Requested by Commissioners DuBuc; Mahrle; Paruch and Mayor Pro Tem Fournier.

Non-Action Items

Announcements

January 2016 SOCCRA and SOCWA Quarterly Reports

A special meeting of the Royal Oak City Commission was held on Monday, January 25, 2016, in room 309 of city hall, 211 Williams, Royal Oak. The meeting was called to order by Mayor Ellison at 6:30 p.m. Present were Mayor Ellison, Mayor Pro Tem Fournier, Commissioner Douglas, Commissioner DuBuc, Commissioner Mahrle and Commissioner Poulton. Also present were City Manager Johnson, Interim City Attorney Liss, and City Clerk Halas.

Adjourned to Closed Session

Moved by Commissioner DuBuc
Seconded by Commissioner Fournier

BE IT RESOLVED that the city commission hereby adjourns to closed session for purposes of pending litigation.

ROLL CALL VOTE

AYES: Mayor Pro Tem Fournier, Commissioners Mahrle, Poulton, Douglas, DuBuc and Mayor Ellison

ABSENT: Commissioner Paruch

MOTION ADOPTED

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A regular meeting of the Royal Oak City Commission was held on Monday, January 25, 2016, in the city hall, 211 Williams, Royal Oak. The meeting was called to order by Mayor Ellison at 7:30 p.m.

Commissioner Douglas gave the Invocation. Everyone present gave the pledge of allegiance.

ROLL CALL	PRESENT	ABSENT
Mayor	Ellison	
Mayor Pro Tem	Fournier	
Commissioners	Douglas	Paruch
	DuBuc	
	Mahrle	
	Poulton	

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PUBLIC COMMENT

Mr. Tom Dowell, 3102 Ferris, was opposed to the Main Street diet project. He pointed out the traffic issue on Main Street in Clawson. The traffic backs up during rush hour. It's a bad idea and would discourage visitors.

Mr. Brendan Wehrung, 702 Irving, suggested that any development of an existing parking lot provide 20% more parking spaces than were there now. Has the Rock on Third agreement expired?

Ms. Carol Hennessey, 258 E. 12 Mile Rd, announced that the St. Patrick's Day Parade will be on Saturday, March 12th. They will have a spaghetti dinner fundraiser on Feb. 11th from 5-8 p.m. at the VFW. There will also be a silent auction. For additional information call 248-543-8420.

Ms. Nancy Barnett, 506 N. Troy, spoke about nearly being hit at Woodward and Normandy. After following the woman and approaching her in a parking lot she went to report the incident to the police. The officer at the front desk wouldn't talk to her because he'd already spoken to the other woman. It was wrong that she wasn't allowed to give her side of the story.

Mr. Rick Karlowksi, 419 Virginia, spoke regarding item 10. He opposed exclusive agreements believing they should have competing interests. He also had concerns with item 17.

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APPROVAL OF AGENDA

Item 17 was moved up on the agenda to precede item 10.

Moved by Commissioner DuBuc
Seconded by Commissioner Mahrle

BE IT RESOLVED that the city commission hereby approves the agenda for the January 25, 2016 meeting as amended.

ADOPTED UNANIMOUSLY

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CONSENT AGENDA

Moved by Commissioner Mahrle
Seconded by Commissioner Douglas

BE IT RESOLVED that the city commission hereby approves the consent agenda as follows:

- A. BE IT RESOLVED that the city commission minutes of December 21, 2015, January 9 and 11, 2016 are hereby approved.
- B. BE IT RESOLVED that the claims of January 19 and 22, 2016 audited by the department of finance are hereby approved.
- C. Be it resolved, the city commission approves the following requisitions/purchase orders for fiscal year 2015-16:

Requisition #	R004202
Vendor:	Johnson Sign Co.
Requesting approval for:	\$179,980
Budget:	Requesting budget amendment January 25th
Price Source:	bid by Royal Oak
Department / Fund:	auto parking
Description:	parking structure car counting systems & signage at three parking structures

Requisition #	R004203
Vendor:	Mackay Meters Inc
Requesting approval for:	\$125,730
Budget:	yes
Price Source:	bid by Royal Oak
Department / Fund:	auto parking
Description:	configured pay by space machine, retrofit & parts at Farmers Mkt/Troy Street and 6th/Main lots.

Requisition #	R004204
Vendor:	Traffic & Safety Control Systems
Requesting approval for:	\$262,190

Budget: yes
Price Source: bid by Royal Oak
Department / Fund: auto parking
Description: gate arm & pay to park machine installations at three parking structures.

Requisition # change order
Vendor: CDW Government
Requesting approval for: additional \$35,540 total \$45,070
Budget: yes
Price Source: vendor catalog bid
Department / Fund: IT for fire dept
Description: server backup solution \$34k /the balance for surface pro 4 accessories and three office jet mobile printers.

Requisition # change order
Vendor: Dell Service Sales
Requesting approval for: additional \$3,275 total \$33,465
Budget: yes
Price Source: quote
Department / Fund: IT/ambulance services/public safety
Description: three surface pro 4s with three years of hardware support and accidental damage coverage

- D. Be it resolved, the city commission hereby approves the renewal of the letter of agreement with Counseling Associates for the 2016 calendar year; and

Be it further resolved, the mayor and city clerk are authorized to execute the letter of agreement on behalf of the city.

- E. Be It Resolved, the city commission hereby receives the City of Royal Oak Retirement System's 67th Annual Actuarial (pension) Valuation Report for the year ending June 30, 2015 and receives the retirement board's certification that the city/employer's contributions for fiscal year July 1, 2016 is \$7,009,728.

- F. Be it resolved, that the appointments committee members rotate to Commissioners DuBuc, Douglas and Poulton effective immediately.

ADOPTED UNANIMOUSLY

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**CANTINA DIABLO, 100 S. MAIN
REQUEST TO CHANGE PLAN OF OPERATION**

Moved by Commissioner DuBuc
Seconded by Commissioner Douglas

Be it resolved, the city commission approves the following changes to Royal Oak Good Times Food and Drink, Inc., DBA Cantina Diablo's and Red Fox, at 100 South Main Street, Royal Oak, Michigan plan of operation:

- (1) Decrease the size of its first floor dance floor from 13'X25' to 20'X10',
- (2) Decrease first floor seating from 200 to 196 persons,
- (3) Increase second floor seating from 176 to 178 persons,

- (4) Add an outdoor café with seating for 16 persons,
- (5) Along with its amended plan operation dated December 17, 2015
- (6) Allow the second floor dance floor to be used simultaneously with the first floor dance floor.

AYES: Commissioner Douglas, DuBuc, Mayor Pro Tem Fournier, Commissioner Poulton and Mayor Ellison

NAYS: Commissioner Mahrle

MOTION ADOPTED

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**CANTINA DIABLO, 100 S. MAIN
REQUEST FOR SIDEWALK CAFÉ**

Moved by Commissioner Mahrle
Seconded by Mayor Pro Tem Fournier

Be it resolved, the city commission hereby authorizes the city attorney to prepare a license agreement for Cantina Diablo's at 100 South Main Street permitting an encroachment into the public right-of-way of South Main Street for purposes of an outdoor seating area, provided the petitioner submits a revised café plan for review and approval by the planning division eliminating the second seating area measuring 12 feet 10 ½ inches by 2 feet 4 inches; and

Be it further resolved, the mayor and city clerk are authorized to execute said agreement when prepared.

ADOPTED UNANIMOUSLY

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**SPECIAL EVENT PERMIT
SHAKESPEARE IN THE PARK**

Moved by Commissioner DuBuc
Seconded by Mayor Pro Tem Fournier

Be it resolved, the Mayor and City Clerk are hereby authorized to execute the agreement between the City of Royal Oak and the Water Works Theatre Company, Inc. for Shakespeare in the Park in Royal Oak at Starr Jaycee Park July 15-August 8, 2016; and

Be it further resolved, park pavilion rental fees will be assessed at 50% for the 2016 event; and

Be it finally resolved, Water Works Theatre Company, Inc. will be allowed to sell beer and wine at Starr Jaycee Park to patrons over 21-years-of-age, for one hour only (45 minutes before show time and 15 minutes during intermission), around each of the Shakespeare shows (14 performances), under a temporary state license.

ADOPTED UNANIMOUSLY

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**DISCUSSION OF POLICY FOR SELECTING PREFERRED DEVELOPERS
AND SETTING CRITERIA FOR SELLING CITY-OWNED PROPERTY**

The creation of a policy was briefly discussed. City Manager Johnson was asked to prepare a policy for discussion, possibly at the strategy session.

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600-700 SOUTH MAIN STREET

Moved by Commissioner Mahrle
Seconded by Commissioner DuBuc

Be it resolved, the city commission hereby grants Burton-Katzman's request to be designated the preferred developer of 600 and 700 S. Main for a period of six months; and

Be it further resolved, upon expiration of the six month period (July 25, 2016), Burton-Katzman may approach the city commission for approval of a three month extension to its original request; and

Be it further resolved, city staff shall be prohibited from marketing 600 and 700 S. Main during the initial six month period; and

Be it further resolved, upon expiration of the six month period, this Resolution is rescinded and the City of Royal Oak and Burton-Katzman shall have no obligations to each other with respect to 600 and 700 S. Main unless an extension is granted by the city commission.

ADOPTED UNANIMOUSLY

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REFUND CAPITAL IMPROVEMENT BONDS

Moved by Commissioner Douglas
Seconded by Mayor Pro Tem Fournier

WHEREAS, pursuant to the provisions of Act No. 34, Public Acts of Michigan, 2001, as amended, ("Act 34") the City of Royal Oak, located in Oakland County (the "City") issued its City of Royal Oak Capital Improvement Bonds, Series 2008, dated as of December 23, 2008 (the "2008 Prior Bonds"), in the original principal amount of \$11,825,000 which Prior Bonds were originally issued for the purpose of making improvements within the City; and

WHEREAS, the 2008 Prior Bonds remain outstanding in the aggregate principal amount of \$8,450,000 maturing in various principal amounts on October 1 in the years 2016 through 2028 and bear interest at rates of 5.00% through 6.25%; and

WHEREAS, in addition the City issued its City of Royal Oak Capital Improvement Bonds, Series 2006A, dated as of March 1, 2006 (the "2006A Prior Bonds"), in the original principal amount of \$4,325,000 which 2006A Prior Bonds were originally issued for the purpose of making improvements within the City; and

WHEREAS, the 2006A Prior Bonds remain outstanding in the aggregate principal amount of \$2,795,000 maturing in various principal amounts on May 1 in the years 2016 through 2026 and bear interest at rates of 4.00% through 4.30%; and

WHEREAS, in addition the City issued its City of Royal Oak Capital Improvement Refunding Bonds, Series 2006B, dated as of April 1, 2006 (the "2006B Prior Bonds"), in the original principal amount of \$11,100,000 which 2006B Prior Bonds were originally issued for the purpose of refunding part of the City of Royal Oak Building Authority, Building Authority Bonds, Series 1999 and part of the City of Royal Oak Building Authority, Building Authority Bonds, Series 2001; and

WHEREAS, the 2006B Prior Bonds remain outstanding in the aggregate principal amount of \$8,080,000 maturing in various principal amounts on May 1 in the years 2016 through 2026 and bear interest at rates of 4.125% through 4.375%; and

WHEREAS, hereinafter, the 2008 Prior Bonds, the 2006A Prior Bonds and the 2006B Prior Bonds may be referred to together as (the "Prior Bonds"); and

WHEREAS, pursuant to Act 34 the City is authorized to refund all or any part of its funded indebtedness; and

WHEREAS, the City may call the part of the outstanding 2008 Prior Bonds maturing in the years 2019 through 2022 on October 1, 2018 (the "2008 Prior Bonds to be Refunded"); and

WHEREAS, the City may call the part of the outstanding 2006A Prior Bonds maturing in the years 2017 through 2026 on May 1, 2016 (the "2006A Prior Bonds to be Refunded"); and

WHEREAS, the City may call the part of the outstanding 2006B Prior Bonds maturing in the years 2017 through 2024 on May 1, 2016 (the "2006B Prior Bonds to be Refunded"); and

WHEREAS, the 2008 Prior Bonds to be Refunded, the 2006A Prior Bonds to be Refunded and the 2006B Prior Bonds to be Refunded may hereinafter be referred to together as (the "Prior Bonds to be Refunded"); and

WHEREAS, the City has determined that it is necessary and appropriate at this time to issue a series of refunding bonds pursuant to Act 34 to refund the Prior Bonds to be Refunded.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ROYAL OAK as follows:

1. Issuance of Refunding Bonds. Refunding bonds of the City aggregating in the principal amount not to exceed Eighteen Million Five Hundred Thousand Dollars (\$18,500,000) (the "Refunding Bonds") shall be issued and sold pursuant to the provisions of Act 34, and other applicable statutory provisions, for the purpose of refunding the Prior Bonds to be Refunded (the "Refunded Bonds").

2. Refunding Bond Details. The Refunding Bonds shall be known as "City of Royal Oak Capital Improvement Refunding Bonds, Series 2016". The Refunding Bonds shall be fully registered Refunding Bonds, both as to principal and interest, in any one or more denominations of \$5,000 or a multiple of \$5,000 numbered from 1 upwards as determined by the City Finance Director, regardless of rate and maturity date. The Bonds will be dated as of the date of delivery, or such other date as determined by the City Manager or Finance Director (each, an "Authorized Officer"), be payable on October 1 (or such other date as determined at the time of sale thereof) in the years and in the annual amounts as determined at the time of sale, and be subject to prior redemption as determined at the time of sale of the Bonds. The Bonds shall bear interest at a rate or rates to be determined upon negotiated sale thereof, payable semi-annually on April 1 and October 1, first payable on such date as determined by an Authorized Officer at the time of sale, provided that the interest rate per annum on the Bonds shall not exceed 4.00%. The Bonds shall be sold at a price not less than 99% or more than 104% of their par value and the underwriter's discount shall not exceed 1.00% of the principal amount of the Bonds. The Bonds may be issued as serial or term bonds or both and may be subject to mandatory redemption prior to maturity as determined at the time of sale.

The Refunding Bonds shall be in substantially the form attached hereto as EXHIBIT A with such changes, additions or deletions as are not inconsistent with this resolution.

3. Prior Redemption. The Bonds shall not be subject to optional redemption prior to maturity. The Refunding Bonds maturing prior to October 1, 2026 shall not be subject to

redemption prior to maturity. Refunding Bonds on or after October 1, 2026 shall be subject to redemption prior to maturity at the option of the City, in any order, in whole or in part on any date on or after October 1, 2025. Refunding Bonds called for redemption shall be redeemed at par, plus accrued interest to the date fixed for redemption.

With respect to partial redemptions, any portion of a refunding bond outstanding in a denomination larger than the minimum authorized denomination may be redeemed provided such portion as well as the amount not being redeemed each constitute an authorized denomination. In the event that less than the entire principal amount of a refunding bond is called for redemption, upon surrender of the Refunding Bond to the bond registrar, the bond registrar shall authenticate and deliver to the registered owner of the Refunding Bond a new refunding bond in the principal amount of the principal portion not redeemed.

Notice of redemption shall be sent to the registered holder of each refunding bond being redeemed by first class mail at least thirty (30) days prior to the date fixed for redemption, which notice shall fix the date of record with respect to the redemption if different than otherwise provided in the resolution authorizing the issuance of the refunding bonds. Any defect in such notice shall not affect the validity of the redemption proceedings. Refunding Bonds so called for redemption shall not bear interest after the redemption date, provided funds are on hand with the bond registrar to redeem the same.

4. Payment of Interest and Date of Record. The Refunding Bonds shall bear interest payable October 1, 2016, and semi-annually thereafter on each April 1 and October 1, until maturity, which interest rate shall not exceed 4.00% per annum. Interest shall be mailed by first class mail to the registered owner of each Refunding Bond as of the applicable date of record.

The date of record shall be March 15 with respect to payments to be made on April 1 and September 15 with respect to payments to be made on October 1.

5. Adjustment In Principal Amount: The aggregate principal amount of this issue has been determined as the amount necessary to retire the Prior Bonds to be Refunded and pay the costs associated with the issuance of the Bonds, assuming certain conditions and events existing on the date of sale. Following receipt of bids and prior to final award, an Authorized Officer reserves the right to increase or decrease the aggregate principal amount of any given maturity. The increase or decrease will be in increments of \$5,000 and may be made in any maturity. The purchase price will be adjusted proportionately to the reduction in issue size, but the interest rates specified by the successful bidder for all maturities will not change. The successful bidder may not withdraw the bid as a result of any changes made within these limits.

If no bid results in debt service savings acceptable to the City; the City reserves the right to reject all bids and/or negotiate with one or more of the bidders for the sale of the Bonds.

6. Adjustment of Bond Terms. Each Authorized Officer is hereby authorized to adjust the final Bond details to the extent necessary or convenient to complete the transaction authorized in this Resolution, and in pursuance of the foregoing are each authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of Act 34, including but not limited to, determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, designation of series, the portion or portions of the Prior Bonds to be refunded and other matters, all subject to the parameters established in this Resolution; provided that the principal amount of Bonds issued shall not exceed the principal amount authorized in this resolution, the interest rate per annum on the Bonds shall not exceed four percent per annum (4.00%).

7.(A) Bond Registrar and Paying Agent/Book Entry Depository Trust. The City Finance Director (the "City Finance Director") shall designate, and shall enter into an agreement with, a bond registrar and paying agent for the Refunding Bonds which shall be a bank or trust company located in the State of Michigan which is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The City Finance Director from time to time as required may designate a similarly qualified successor bond registrar and paying agent. If so designated the Refunding Bonds shall be deposited with a depository trustee designated by the City Finance Director who shall transfer ownership of interests in the Refunding Bonds by book entry and who shall issue depository trust receipts or acknowledgments to owners of interests in the Refunding Bonds. Such book entry depository trust arrangement, and the form of depository trust receipts or acknowledgments, shall be as determined by the City Finance Director after consultation with the depository trustee. The City Finance Director is authorized to enter into any depository trust agreement on behalf of the City upon such terms and conditions as the City Finance Director shall deem appropriate and not otherwise prohibited by the terms of this Resolution, which Contract shall be executed by the City Finance Director. The depository trustee may be the same as the Registrar otherwise named by the City Finance Director, and the Refunding Bonds may be transferred in part by depository trust and in part by transfer of physical certificates as the City Finance Director may determine.

(B) Exchange and Transfer of Bonds.

(i) The Refunding Bonds, upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney, at the option of the registered owner thereof, may be exchanged for Refunding Bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Refunding Bonds.

(ii) The Refunding Bonds shall be transferable upon the books of the City, which shall be kept for that purpose by the bond registrar and paying agent, only upon surrender of such Refunding Bonds together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

(iii) Upon the exchange or transfer of the Refunding Bonds, the bond registrar and paying agent on behalf of the City shall cancel the surrendered Refunding Bonds and shall authenticate and deliver to the transferee new Refunding Bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Refunding Bonds. If, at the time the bond registrar and paying agent authenticates and delivers new Refunding Bonds pursuant to this Section, payment of interest on the Refunding Bonds is in default, the bond registrar and paying agent shall endorse upon the new Refunding Bonds the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is _____, _____."

(iv) The City and the bond registrar and paying agent may deem and treat the person in whose name the Refunding Bonds shall be registered upon the books of the City as the absolute owner of such Refunding Bonds, whether such Refunding Bonds shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such Refunding Bonds and for all other purposes, and all payments made to any such registered owner, or upon his or her order, in accordance with the provisions of Section 5 of this Resolution shall be valid and effectual to satisfy and discharge the liability upon such Refunding Bonds to the extent of the sum or sums so paid, and neither the City nor the bond registrar and paying agent shall be affected by any notice to the contrary. The City agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

(v) For every exchange or transfer of the Refunding Bonds, the City or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

(vi) The bond registrar and paying agent shall not be required to transfer or exchange the Refunding Bonds or portion of the Refunding Bonds which has been selected for redemption.

8. Mutilated, Lost, Stolen or Destroyed Refunding Bonds. In the event any Refunding Bond is mutilated, lost, stolen, or destroyed, the Mayor and the City Clerk may, on behalf of the City, execute and deliver, or order the Bond Registrar to authenticate and deliver, a new Refunding Bond having a number not then outstanding, of like date, maturity and denomination as mutilated, lost, stolen, or destroyed.

In the case of a mutilated Refunding Bond, a replacement Refunding Bond shall not be delivered unless and until such mutilated Refunding Bond is surrendered to the Bond Registrar. In the case of a lost, stolen, or destroyed Refunding Bond, a replacement Refunding Bond shall not be delivered unless and until the City and the Bond Registrar have received such proof of ownership and loss and indemnity as they determine to be sufficient, which shall consist at least of (i) a lost instrument Refunding Bond for principal and interest remaining unpaid on the lost, stolen or destroyed Refunding Bond; (ii) an affidavit of the registered owner (or his or her attorney) setting forth ownership of the Refunding Bond lost, stolen or destroyed and the circumstances under which it was lost, stolen or destroyed; (iii) the agreement of the owner of the Refunding Bond (or his or her attorney) to fully indemnify the City and the Bond Registrar against loss due to the lost, stolen or destroyed Refunding Bond and the issuance of any replacement Refunding Bond in connection therewith; and (iv) the agreement of the owner of the Refunding Bond (or his or her attorney) to pay all expenses of the City and the Bond Registrar in connection with the replacement, including the transfer and exchange costs which otherwise would be paid by the City.

9. Execution and Delivery. The Mayor and the City Clerk are hereby authorized and directed to execute the Refunding Bonds for and on behalf of the City by manually executing the same or by causing their facsimile signatures to be affixed. If facsimile signatures are used, the Refunding Bonds shall be authenticated by the Bond Registrar before delivery. The Refunding Bonds shall be sealed with the City's seal or a facsimile thereof shall be imprinted thereon. When so executed and (if facsimile signatures are used) authenticated, the Refunding Bonds shall be delivered to the City Finance Director, who is hereby authorized and directed to deliver the Refunding Bonds to the purchaser upon receipt in full of the purchase price for the Refunding Bonds.

10. Amounts Pledged for Repayment - Limited Tax Full Faith and Credit. The City agrees to pay the principal of and premium, if any, and interest on the Refunding Bonds (and on any additional bonds of equal standing which may be issued by the City) from its general fund. The City hereby pledges its full faith and credit for the payment of the Bonds when due and agrees that it will levy each year such ad valorem taxes as shall be necessary for the payment of such Bonds, which taxes, however, will be subject to applicable constitutional and statutory limitations on the taxing power of the City.

11. Bond Payment Fund. The City shall establish and maintain a bond payment fund (the "Bond Payment Fund") to be used solely for the purpose of (i) paying principal of, premium, if any, and interest on the Refunding Bonds as well as costs, including the fees and expenses of the Bond Registrar, incidental to the Refunding Bonds; (ii) the annual fees and expenses of the escrow agent under an escrow agreement; and (iii) the fees and expenses of the paying agent or paying agents for the Refunding Bonds.

12. Use of Proceeds. The proceeds of the sale of the Refunding Bonds shall be used as follows:

a. There shall next be transferred to an escrow fund (the "Escrow Fund") an amount which will be sufficient to pay when due the principal of, premium, if any, and interest on the Refunded Bonds when due upon redemption; and

b. The balance of the proceeds shall be used to pay some or all of the costs of financing including, but not limited to, publication costs, financial costs, placement agent fees, counsel fees, printing costs, application fees and any other fees or costs incurred in connection with the financing.

13. Escrow Agreement; Redemption of Refunded Bonds. In order that the Refunded Bonds may be properly defeased in accordance with Act 34, the City shall enter into an escrow agreement as may be determined by the City Finance Director (the "Escrow Agreement"), with a bank or trust company designated by the City Finance Director. The Escrow Agreement shall be in substantially the form attached as EXHIBIT C to this Resolution (with such changes, modifications and additions as may be approved by the City Finance Director). The Escrow Agreement shall be completed by the City Finance Director with appropriate figures prior to execution on behalf of the City Finance Director.

Upon execution of the Escrow Agreement and delivery of the Refunding Bonds, the City and/or the escrow agent shall take all necessary steps to cause the Refunded Bonds to be redeemed at the earliest possible redemption date or dates.

14. Investments. Moneys in the Bond Payment Fund may be continuously invested and reinvested in United States government obligations, obligations the principal and interest on which are unconditionally guaranteed by the United States government, or in interest-bearing time deposits selected by the City Finance Director which are permissible investments for surplus funds under Act No. 20, Public Acts of Michigan, 1943, as amended. Such investments shall mature, or be subject to redemption at the option of the holder, not later than the dates moneys in such fund will be required to pay the principal of, premium, if any, and interest on the Refunding Bonds. Obligations purchased as an investment of moneys in the Bond Payment Fund shall be deemed at all times to be a part of such fund, and the interest accruing thereon and any profit realized from such investment shall be credited to such fund.

15. Depositories. All of the banks located in the State of Michigan are hereby designated as permissible depositories of the moneys in the funds established by this Resolution, except that the moneys in the Bond Payment Fund shall only be deposited in such banks where the principal of, premium, if any, and interest on the Refunding Bonds are payable. The City Finance Director shall select the depository or depositories to be used from those banks authorized in this Section.

16. Arbitrage and Tax Covenants. Notwithstanding any other provision of this Resolution, the City covenants that it will not at any time or times:

(a) Permit any proceeds of the Refunding Bonds or any other funds of the City or under its control to be used directly or indirectly (i) to acquire any securities or obligations, the acquisition of which would cause any Refunding Bond to be an "arbitrage bond" as defined in Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), or (ii) in a manner which would result in the exclusion of any Refunding Bond from the treatment afforded by Section 103(a) of the Code by reason of the classification of any Refunding Bond as a "private activity bond" within the meaning of Section 141(a) of the Code, as a "private loan bond" within the meaning of Section 141(a) of the Code or as an obligation guaranteed by the United States of America within the meaning of Section 149(b) of the Code; or

(b) Take any action, or fail to take any action (including failure to file any required information or other returns with the United States Internal Revenue Service or to rebate amounts to the United States, if required, at or before the time or times required), within its control which action or failure to act would (i) cause the interest on the Refunding Bonds to be includible in gross income for federal income tax purposes, cause the interest on the Refunding Bonds to be includible in computing any alternative minimum tax (other than the alternative minimum tax applicable to interest on all tax-exempt obligations generally) or cause the proceeds of the Refunding Bonds to be used directly or indirectly by an organization described in Section 501(c)(3) of the Code, or (ii) adversely affect the exemption of the Refunding Bonds and the interest thereon from the State of Michigan income taxation.

17. Not Qualified Tax-Exempt Obligations. The City has not designated the Refunding Bonds as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions under the provisions of Section 265 of the Code.

18. Defeasance or Redemption of Refunding Bonds. If at any time,

(a) the whole amount of the principal of, premium, if any, and interest on all outstanding Refunding Bonds shall be paid, or

(b) (i) sufficient moneys, or Government Obligations (as defined in this Section) not callable prior to maturity, the principal of, premium, if any, and interest on which when due and payable will provide sufficient moneys, to pay the whole amount of the principal of, premium, if any, and interest on all outstanding Refunding Bonds as and when due at maturity or upon redemption prior to maturity shall be deposited with and held by a trustee or an escrow agent for the purpose of paying the principal of, premium, if any, and interest on such Refunding Bonds as and when due, and (ii) in the case of redemption prior to maturity, all outstanding Refunding Bonds shall have been duly called for redemption (or irrevocable instructions to call such Refunding Bonds for redemption shall have been given)

then, at the time of the payment referred to in clause (a) of this Section or of the deposit referred to in clause (b) of this Section, the City shall be released from all further obligations under this Resolution, and any moneys or other assets then held or pledged pursuant to this Resolution for the purpose of paying the principal of, premium, if any, and interest on the Refunding Bonds (other than the moneys deposited with and held by a trustee or an escrow agent as provided in clause (b) of this Section) shall be released from the conditions of this Resolution, paid over to the City and considered excess proceeds of the Refunding Bonds. In the event moneys or Government Obligations shall be so deposited and held, the trustee or escrow agent holding such moneys or Government Obligations shall, within 30 days after such moneys or Government Obligations shall have been so deposited, cause a notice signed by it to be given to the registered holders hereof not more than sixty (60) days nor less than forty-five (45) days prior to the redemption setting forth the date or dates, if any, designated for the redemption of the Refunding Bonds, a description of the moneys or Government Obligations so held by it and that the City has been released from its obligations under this Resolution. All moneys and Government Obligations so deposited and held shall be held in trust and applied only to the payment of the principal of, premium, if any, and interest on the Refunding Bonds at maturity or upon redemption prior to maturity, as the case may be, as provided in this Section.

The trustee or escrow agent referred to in this Section shall (a) be a bank or trust company permitted by law to offer and offering the required services, (b) be appointed by resolution of the City, and (c) at the time of its appointment and so long as it is serving as such, have at least \$25,000,000 of capital and unimpaired surplus. The same bank or trust company may serve as trustee or escrow agent under this Section and as Bond Registrar so long as it is otherwise eligible to serve in each such capacity.

As used in this Section, the term "Government Obligations" means direct obligations of, or obligations the principal, premium, if any, and interest on which are unconditionally guaranteed by, the United States of America.

19. Filing with Municipal Finance Division. If necessary, the Finance Director who is designate the Chief Administrative Officer is authorized and directed to:

- (a) apply to the Municipal Finance Division of the Michigan Department of Treasury for approval of the sale of the Refunding Bonds or for an exception;
- (b) file with such application all required supporting material; and
- (c) pay all fees required in connection therewith.

20. Notice of Sale: The City hereby authorizes its Bond Counsel to publish a Notice of Sale at least seven days prior to the date fixed for receipt of bids for the purchase of the Refunding Bonds. The Notice of Sale shall be in substantially the form attached to this resolution as Exhibit D with such changes therein as are not inconsistent with this resolution and as are approved by the City Finance Director after conferring with Bond Counsel. Once all bids are received, the City Finance Director shall determine the lowest true interest cost bid and thereafter award the Refunding Bonds to the bidder meeting that criteria. The Financial Consultant is hereby designated to act for and on behalf of the City to receive bids for the purchase of the Refunding Bonds and together with Bond Counsel to take all other steps necessary in connection with the sale and delivery thereof.

21. Undertaking to Provide Continuing Disclosure: This Commission, for and on behalf of the City of Royal Oak, hereby covenants and agrees, for the benefit of the beneficial owners of the Refunding Bonds to be issued by the City of Royal Oak for the Project, to enter into a written undertaking (the "Undertaking") required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be substantially in the form to be attached to the official statement. The Undertaking shall be enforceable by the beneficial owners of the Refunding Bonds or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the City's obligations hereunder and under the Undertaking), and any failure by the City to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Refunding Bonds.

The Mayor, the City Finance Director, City Clerk and/or other officer of the City charged with the responsibility for issuing the Refunding Bonds shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the terms of the City's Undertaking.

22. Retention of Bond Counsel. The firm of Axe & Ecklund, P.C., attorneys of Grosse Pointe Farms, Michigan, is hereby retained to act as bond counsel for the City in connection with the issuance, sale and delivery of the Refunding Bonds.

23. Retention of Financial Consultant. Hutchinson, Shockey, Erley & Co., St. Clair Shores, Michigan, is hereby retained to act as Financial Consultant to the City in connection with the sale and delivery of the Refunding Bonds.

24. Conflicting Resolutions. All resolutions and parts of resolutions in conflict with the foregoing are hereby rescinded.

25. Effective Date. This Resolution shall become effective immediately upon its adoption and shall be recorded in the minutes of the City Commission of the City as soon as practicable after adoption.

ROLL CALL VOTE

AYES: Commissioners Douglas, DuBuc, Mayor Ellison, Mayor Pro Tem Fournier, Commissioners Poulton and Mahrle

NAYS: None

ADOPTED UNANIMOUSLY

* * * * *

REZONE 4727 CROOKS RD AND 1719 W. 14 MILE RD, FIRST READING

Moved by Commissioner Douglas
Seconded by Commissioner DuBuc

Whereas, the planning commission held a public hearing on January 12, 2016, and recommended denial of a proposed amendment to the zoning map for the purpose of rezoning 1719 West 14 Mile Road (parcel no. 25-05-229-001) and 4727 Crooks Road (parcel no. 25-05-229-002) from mixed use 2 to general business; and

Whereas, the city commission has determined that the proposed amendment to the zoning map is not consistent with the goals and objectives of the master plan and has received the record of public comments taken at the public hearing held at the planning commission meeting of January 12, 2016.

Therefore, be it resolved, the request to rezone 1719 West 14 Mile Road (parcel no. 25-05-229-001) and 4727 Crooks Road (parcel no. 25-05-229-002) from mixed use 2 to general business, is denied based upon the following:

- A. The general business zone is not consistent with the goals, policies, and future land use map of the master plan.
- B. The site's physical features are not compatible with the host of principal permitted and special land uses in the general business zone.
- C. There is no evidence documenting that the petitioner cannot receive a reasonable return on investment through developing the property with one or more of the principal permitted and special land uses under the current mixed use 2 zoning.
- D. The potential uses allowed in the general business zone are not compatible with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic volumes, aesthetics, infrastructure, and potential influence on property values.
- E. The street system is not capable of safely and efficiently accommodating expected traffic volumes generated by potential uses in the requested general business zone.

ADOPTED UNANIMOUSLY

* * * * *

**PROFESSIONAL PLANNING AND LEGAL SERVICES
AMENDING THE SIGN ORDINANCE**

Moved by Commissioner Mahrle
Seconded by Commissioner Douglas

Be it resolved, the mayor and city clerk are authorized to execute a professional planning and legal services contract with Johnson, Rosati, Schultz, & Joppich, PC to provide professional planning and legal services for amending the city's sign ordinance as outlined in the request-for-proposals dated November 16, 2015 (RFP-SBP-RO-16-016), and directs staff to issue a purchase order in the amount of \$ 7,500.00.

ADOPTED UNANIMOUSLY

* * * * *

**PROFESSIONAL PLANNING AND ENGINEERING SERVICES
MAIN STREET ROAD DIET PILOT PROJECT**

Moved by Mayor Pro Tem Fournier
Seconded by Commissioner Mahrle

Be it resolved, the mayor and city clerk are authorized to execute a professional engineering and planning services contract with Wade-Trim Associates to prepare plans and specifications for a temporary road diet along Main Street as outlined in the request-for-proposals dated November 16, 2015 (RFP-SBP-RO-16-017), and directs staff to issue a purchase order in the amount of \$7,104.00.

ADOPTED UNANIMOUSLY

* * * * *

ASSESSING REVIEW §17 ORDINANCE AMENDMENTS, FIRST READING

Moved by Commissioner Poulton
Seconded by Commissioner Mahrle

Be it resolved, the City Commission hereby approves the 2016 amendments to the City of Royal Oak Assessment Review Ordinance (Exhibit A) on First Reading.

ADOPTED UNANIMOUSLY

* * * * *

**SPECIAL MEETING TO CONTINUE
THE 2016 STRATEGIC PLANNING SESSION**

Moved by Commissioner Mahrle
Seconded by Commissioner DuBuc

Be It Resolved, a special meeting of the Royal Oak City Commission is called for February 1, 2016 starting at 6:00 p.m. for the purpose of continuing strategic planning session discussions and preparing draft goals and objectives for review and input by city staff. This meeting will be held at room 309 of city hall.

ADOPTED UNANIMOUSLY

* * * * *

Upon motion of Mayor Pro Tem Fournier, seconded by Commissioner Mahrle, and adopted unanimously, the regular meeting was adjourned at 9:37 p.m.

Melanie Halas, City Clerk

The foregoing minutes of the regular meeting held on January 25, 2016, having been officially approved by the city commission on Monday, February 22, 2016, are hereby signed this twenty-second day of February 2016.

James B. Ellison, Mayor

Exhibit A

ORDINANCE 2016-01

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ROYAL OAK TO CORRECT THE DATE OF TAX DAY (§17-1); TO CLARIFY LANGUAGE CONCERNING COMPLETION OF THE ASSESSMENT ROLE (§17-2); TO CLARIFY THE MEETINGS OF THE BOARD OF REVIEW AND ADD LANGUAGE TO THE REVIEW OF ASSESSMENTS BY THE BOARD OF REVIEW REGARDING AGENT REPRESENTATION OF TAXPAYERS AND LIMITED LIABILITY COMPANIES (§17-3)

THE CITY OF ROYAL OAK ORDAINS:

SECTION 1. SHORT TITLE. This Ordinance shall be known as and may be cited as the "2016 Amendment to the City of Royal Oak Assessment Review Ordinance."

SECTION 2. STATEMENT OF PURPOSE. This is an ordinance to amend the City Code at Chapter 17, "Assessment Review" to correct the date of tax day (§17-1); to eliminate antiquated language (§17-2); to eliminate antiquated language and clarify language regarding meetings of the Board of Review (§17-3); to add language specifying requirements of agent representation of taxpayers and limited liability companies before the Board of Review (§17-3); and to eliminate antiquated language (§17-4).

SECTION 3. AMENDMENT AT SECTION 17-1. The Royal Oak City Code, Chapter 17 "Assessment Review", is hereby amended at Section 17-1, "Tax Day", which shall now read as follows:

§17-1. Tax Day

December 31st of each year shall be the tax day in the City of Royal Oak, Michigan. The taxable status of persons and real and personal property shall be determined as of the tax day.

SECTION 4. AMENDMENT AT SECTION 17. ASSESSMENT REVIEW. The Royal Oak City Code, Chapter 17 "Assessment Review", is hereby amended at Section 17-2, "Completion of assessment roll", which shall now read as follows:

§17-2. Completion of assessment roll.

The City Assessor shall, on or before the first Monday in March in each year, make and complete an assessment roll.

SECTION 5. AMENDMENT AT SECTION 17. The Royal Oak City Code, Chapter 17 "Assessment Review", is hereby amended at Section 17-3, "Review of assessments by Board of Review", which shall now read as follows:

§17-3. Review of assessments by Board of Review.

The Board of Review shall meet, as required by law, to examine, review and correct the assessment roll, at the Royal Oak City Hall at 9:00 a.m. on the Tuesday immediately following the first Monday in March and shall continue in session as long as may be necessary to complete the review. The Board shall meet for a period of at least six hours in each day during said review and shall hold at least two evening sessions of not less than two hours each during said review. The review of assessments shall be completed not later than the Wednesday following the first Monday in April. The City Clerk shall give public notice in a newspaper of general circulation in the City of Royal Oak of the date, time and place of the meeting of the Board of Review at least one week prior to the time of the meeting.

Any agent representing a taxpayer shall present a written letter of authorization to the Board of Review at the time of his/her appointment. The letter of authorization shall state that the representative is allowed to appear before the City of Royal Oak Board of Review. Each individual letter of authorization shall also include: 1) a single parcel identification number; 2) the name of the authorized agent; 3) an original signature of the authorizing person; 4) the date of the signature. A property owner or agent representing the taxpayer must provide articles of organization for a limited liability company to prove ownership.

SECTION 6. AMENDMENT AT SECTION 17. The Royal Oak City Code, Chapter 17 "Assessment Review", is hereby amended at Section 17-4, "Statutory authority", which shall now read as follows:

§17-4. Statutory authority.

This chapter is adopted pursuant to the provisions of the General Property Tax Act which authorizes such changes in the making, completing and reviewing of the assessment roll as herein made, any provisions of the City Charter to the contrary notwithstanding.

SECTION 7. SEVERABILITY. If any section, subsection, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion of this ordinance, and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION 8. SAVINGS. All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they are commenced.

SECTION 9. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

SECTION 10. EFFECTIVE DATE. This ordinance shall take effect ten (10) days after the final passage thereof.

A strategic planning meeting of the Royal Oak City Commission was held on Monday, February 1, 2016, in the Room 309, City Hall, 211 Williams Street, Royal Oak. Mayor Ellison called the meeting to order at 6:07 p.m.

ROLL CALL	PRESENT	ABSENT
Mayor	Ellison	
Mayor Pro Tem	Fournier	
Commissioners	Douglas	
	DuBuc	
	Mahrle	
	Paruch	
	Poulton	

Also present were City Manager Johnson and Chief of Police/Assistant City Manager O'Donohue.

* * * * *

PUBLIC COMMENT

Mr. Brendan Wehrung, 702 Irving, spoke regarding the use of parking lots downtown for developments and his concern that there were not enough parking spaces provided downtown already. He also did not agree with the city allowing for preferred developers to create plans for parcels of city-owned land, and felt they should be marketed to all developers at all times.

* * * * *

FACILITATOR'S COMMENTS

Mrs. Kayla Barber-Perrotta provided an overview of the notes from the January 9th Strategic Planning Meeting and provided an outline for the meeting.

* * * * *

GROUP DISCUSSION

City commissioners were provided time to discuss proposed goals and objectives identified at the January 9th Strategic Planning Meeting. They were then given dots to narrow and prioritize the proposed goals and objectives.

* * * * *

NEXT STEPS

Mrs. Barber-Perrotta will compile the work of the commission and distribute it to department heads and appropriate staff for review and discussion. The City Commission will hold a special session on February 22nd to review staff input. Goals and objectives will then be finalized and adopted at a future city commission meeting.

* * * * *

ADJOURNMENT

Upon motion of Commissioner Paruch, seconded by Commissioner Douglas, and adopted unanimously, the meeting was adjourned at 8:25 p.m.

Melanie Halas, City Clerk

The foregoing minutes of the strategic planning meeting held on February 1, 2016, having been officially approved by the city commission on Monday, February 22, 2016, are hereby signed this twenty-second day of February 2016.

James B. Ellison, Mayor

A special meeting of the Royal Oak City Commission was held on Monday, February 8, 2016, in room 309 of city hall, 211 Williams, Royal Oak. The meeting was called to order by Mayor Ellison at 6:30 p.m. Present were Mayor Ellison, Mayor Pro Tem Fournier, Commissioner Douglas, Commissioner Mahrle and Commissioner Paruch. Also present were City Manager Johnson, Interim City Attorney Liss, and City Clerk Halas.

Adjourned to Closed Session

Moved by Commissioner Douglas
Seconded by Commissioner Paruch

BE IT RESOLVED that the city commission hereby adjourns to closed session for purposes of attorney/client privilege.

ROLL CALL VOTE

AYES: Mayor Pro Tem Fournier, Commissioners Paruch, Douglas, Mahrle and Mayor Ellison

ABSENT: Commissioners DuBuc (6:37 p.m.) and Poulton (6:46 p.m.)

MOTION ADOPTED

* * * * *

A regular meeting of the Royal Oak City Commission was held on Monday, February 8, 2016, in the city hall, 211 Williams, Royal Oak. The meeting was called to order by Mayor Ellison at 7:30 p.m.

Commissioner DuBuc gave the Invocation. Everyone present gave the pledge of allegiance.

ROLL CALL	PRESENT	ABSENT
Mayor	Ellison	
Mayor Pro Tem	Fournier	
Commissioners	Douglas	
	DuBuc	
	Mahrle	
	Paruch	
	Poulton	

* * * * *

PUBLIC COMMENT

Ms. Carol Hennessey, 258 E. 12 Mile Road, reminded everyone of Thursday's fundraiser for the St. Patrick's Day parade. The spaghetti dinner will be held at the VFW from 5-8 p.m. Donations were welcome and should be payable to AOH O'Brien Division. The parade will be on March 12th.

Mr. Tom Allen, 3055 Helen Court, spoke regarding the Storm Water Ordinance. There wasn't any resolution on the ordinance. As the treasurer at Coventry, he stated you can't just raise dues or special assess because it has an impact on assessments.

* * * * *

APPROVAL OF AGENDA

Item 11 was removed from the agenda.

Moved by Commissioner DuBuc
Seconded by Commissioner Douglas

BE IT RESOLVED that the city commission hereby approves the agenda for the February 8, 2016 meeting as amended.

ADOPTED UNANIMOUSLY

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CONSENT AGENDA

Moved by Commissioner Paruch
Seconded by Commissioner Douglas

BE IT RESOLVED that the city commission hereby approves the consent agenda as follows:

- A. BE IT RESOLVED that the claims of February 2 and 5, 2016 audited by the department of finance are hereby approved.
- B. Be it resolved, the city commission approves the following requisitions/purchase orders for fiscal year 2015-16:

Requisition #	R004207
Vendor:	Advanced Wireless Telecom
Requesting approval for:	\$15,060
Price Source:	quote
Budgeted:	\$15,100
Department / Fund:	police / public safety
Description:	CPE support services maintenance plan

- C. Be it resolved, the city commission approves the Assessment Review §17 Ordinance Amendments (Exhibit A) on Second Reading.
- D. Be it resolved, that the mayor and city clerk be authorized to execute the grant of easement agreements with the Kroger Co. of Michigan, of Novi, Michigan for the new public water main, sanitary sewer and storm water detention facilities at the Kroger development site.; and

Be it finally resolved, that the mayor and city clerk be authorized to execute the grant of easement agreements with S-12 Partners, LLC, of Royal Oak, Michigan for the new public water main and sanitary sewer at the Kroger development site.

ADOPTED UNANIMOUSLY

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**PUBLIC HEARING
SPECIAL ASSESSMENT
PAVING OF NORTH LAFAYETTE AVENUE**

Mayor Ellison opened the public hearing.

Mr. Mark Dingman, 1415 N. Lafayette, submitted a letter to the commission asking for a variance to make it a 20 ft wide street. He was concerned a wider street would change the aesthetics of the neighborhood. Two-way traffic on the street was infrequent and there was rarely on-street parking. He was also concerned about damage to the trees.

Mr. Matthew Burry, 1211 N. Lafayette, supported Mr. Dingman. He didn't want his property value to go down and asked that the variance be granted.

Ms. Mary Dingman, 1415 N. Lafayette, submitted a letter requesting that they be included in the detailing of the termination of the street. She was also concerned about losing trees. Increasing the size of the street would change the character of the neighborhood.

There being no one else who wished to speak the public hearing was closed.

City Engineer Callahan explained that the petition was for a 27 ft roadway. If they wanted to change that they'd have to start over with a new petition. Anything less than 25 ft wide would require no parking on the street. The city hasn't specially assessed any street less than that.

Moved by Commissioner DuBuc
Seconded by Mayor Pro Tem Fournier

Be it resolved that the city commission directs staff to schedule a public hearing and notify residents of the public hearing once the results of the survey are available.

ADOPTED UNANIMOUSLY

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**PUBLIC HEARING
SPECIAL ASSESSMENT
PAVING OF ORCHARD GROVE**

Mayor Ellison opened the public hearing. There being no one who wished to speak the public hearing was closed.

No action required.

* * * * *

MICHIGAN WORLD WAR II LEGACY MEMORIAL REQUEST

Ms. Debra Hollis, 5025 Crooks, spoke regarding the statue.

Mr. Russell Levine, 10704 Lincoln Drive, was present to answer any questions.

Moved by Commissioner Mahrle
Seconded by Commissioner DuBuc

Be it resolved, the commission approves the request from The Michigan World War II Legacy Memorial to allow the temporary installation of the 25 foot tall Seward Johnson statue known as "Embracing Peace" on city property in or near Memorial Park; and

Be it further resolved, the commission agrees to be the responsible party on the contract for the loan of the statue, authorizes the mayor and clerk to sign said contract, agrees to insure the statue at city expense, agrees to have a representative present during installation and agrees to assist in marketing and promotion and in engaging other Royal Oak organizations; and

Be it finally resolved, all costs associated with obtaining the statue, transporting the statue, erecting the statue, removing the statue and any other cost associated with the statue will be paid by The Michigan World War II Legacy Memorial, not by the City of Royal Oak.

FRIENDLY AMENDMENT BY COMMISSIONER PARUCH TO CHANGE THE FIRST PARAGRAPH TO READ "IN OR NEAR MEMORIAL PARK OR OTHER APPROPRIATE LOCATION AGREED UPON BY THE PARTIES; AND "

MOTION NOW READS:

Be it resolved, the commission approves the request from The Michigan World War II Legacy Memorial to allow the temporary installation of the 25 foot tall Seward Johnson statue known as "Embracing Peace" on city property in or near Memorial Park or other appropriate location agreed upon by the parties; and

Be it further resolved, the commission agrees to be the responsible party on the contract for the loan of the statue, authorizes the mayor and clerk to sign said contract, agrees to insure the statue at city expense, agrees to have a representative present during installation and agrees to assist in marketing and promotion and in engaging other Royal Oak organizations; and

Be it finally resolved, all costs associated with obtaining the statue, transporting the statue, erecting the statue, removing the statue and any other cost associated with the statue will be paid by The Michigan World War II Legacy Memorial, not by the City of Royal Oak.

ADOPTED UNANIMOUSLY

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**SPECIAL ASSESSMENT
STANDARD RESOLUTION NO. 2
SOUTH MAIN STREET STREETSCAPES**

Moved by Commissioner Douglas
Seconded by Commissioner Paruch

Whereas, the city manager and the assessor have prepared reports concerning certain public improvements as hereinafter described, which include all of the information required to be included by the provisions of the city's charter, chapter 12, "Special Assessments"; and

Whereas, the city commission has reviewed said reports; and

Whereas, the city commission determines that it is necessary to acquire and construct the public improvements in the City of Royal Oak more particularly hereinafter described in this resolution.

Now, therefore, be it resolved:

1. The city commission hereby determines that the public improvements described more particularly hereinafter provided for are necessary.
2. The total cost of said public improvements according to frontage (or benefits) is estimated to be \$675,000 which shall be spread over the special assessment district as hereinafter described.
3. Said special assessment district shall consist of all the lots and parcels of land as herein described:

2521429020	2521431012	2521431019	2521431023
2521433011	2521433012	2521433018	2521433020
2521435023	2521435024	2521479031	2522301005
2522303042	2522303043	2522303046	2522303047
2522357024	2522359028		

4. The estimated life of such improvements is not less than 25 years.
5. The aforesaid reports shall be placed on file in the office of the city clerk where the same shall be available for public examination.
6. The city commission will meet on March 14, 2016 at 7:30 o'clock p.m., Eastern Time, at the city hall, for the purpose of hearing objections to the making of said public improvements.
7. The city clerk is hereby directed to cause notice of said hearing to be published in The Royal Oak Review, Warren, Michigan, a newspaper of general circulation in the City of Royal Oak, at least five (5) full days before the date of such hearing, and is further directed to cause notice of such hearing to be mailed by first class mail to each owner of or person in interest in the property in the special assessment district more particularly described in the following notice at the addresses shown on the last general tax assessment roll of the city, at least ten (10) full days prior to the date of such hearing.
8. The notice of said hearing to be published and mailed shall be in substantially the following form:

Notice of Hearing of Necessity
Special Assessment S. Main Street Streetscapes
from 10 Mile Road to Lincoln Avenue

City of Royal Oak - County of Oakland

Take notice that the city commission of the City of Royal Oak, Oakland County, Michigan, has determined it to be necessary to make the following described public improvement in the City of Royal Oak:

Public streetscape sidewalk improvements along S. Main Street between 10 Mile Road and Lincoln Avenue consisting of decorative concrete sidewalks and driveways; new and replacement ornamental street lights and street lighting electrical system; decorative iron street tree grates, trees, landscaping and irrigation system; and necessary drainage improvements.

The city commission has determined that the cost of the above described public improvements, which is estimated to be \$675,000, shall be assessed against all lots and parcels of property abutting the above described improvements which properties are described as follows:

2521429020	2521431012	2521431019	2521431023	2521433011
2521433012	2521433018	2521433020	2521435023	2521435024
2521479031	2522301005	2522303042	2522303043	2522303046
2522303047	2522357024	2522359028		

Take further notice, that the city commission has caused reports concerning said public improvements to be prepared, which reports include necessary plans, profiles, specifications and estimates of costs of such public improvements, a description of the

assessment district, and other pertinent information, and these reports are on file in the office of the city clerk and are available for public examination.

Take further notice that the city commission will meet on March 14, 2016 at 7:30 o'clock p.m., Eastern Time, at the city hall in the City of Royal Oak, for the purpose of hearing objections to the necessity of making of such public improvements and the inclusion of the property within the proposed special assessment district.

This notice is given by order of the city commission of the City of Royal Oak, Oakland County, Michigan.

Melanie Halas, City Clerk

9. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

ROLL CALL VOTE

AYES: Commissioners Douglas, DuBuc, Mayor Ellison, Mayor Pro Tem Fournier, Commissioners Poulton, Mahrle and Paruch

NAYS: None

ADOPTED UNANIMOUSLY

* * * * *

SIDEWALK CAFÉS

This item was removed from the agenda.

* * * * *

ROAD JURISDICTION

Moved by Commissioner Douglas
Seconded by Commissioner DuBuc

Be it resolved, the city commission approves the Agreement Transferring Road Jurisdiction between the City of Royal Oak and the Board of County Road Commissioners of the County of Oakland; and

Be it further resolved, the mayor and city clerk are authorized to execute the agreement on behalf of the city.

ADOPTED UNANIMOUSLY

* * * * *

2015-2016 WINTER MAINTENANCE AGREEMENT FIRST AMENDMENT

Moved by Commissioner Douglas
Seconded by Commissioner Paruch

Be it resolved, the mayor and city clerk are authorized to execute the First Amendment to 2015-2016 Winter Maintenance Agreement with the Road Commission for Oakland County.

ADOPTED UNANIMOUSLY

* * * * *

FISCAL YEAR 2015-2016 BUDGETS SECOND AMENDMENT

Moved by Commissioner Poulton
Seconded by Commissioner Paruch

Be It Resolved, the city commission hereby approves the fiscal year 2015-16 amended budgets for the following funds:

General Fund	
General Government	11,597,470
Community and Economic Development	577,020
Health and Welfare	0
Public Safety	641,930
Public Works	1,418,010
Recreation and Culture	1,414,050
Transfers Out	19,983,150
Expenditures Total	35,631,630
Taxes	17,549,500
Licenses and Permits	1,884,100
Grants	5,386,550
Charges for Services	2,353,900
Fines and Forfeitures	5,235,000
Interest and Rentals	343,000
Contributions and Donations	0
Reimbursements	432,640
Other Revenues	55,000
Transfers In	800,000
Use of Fund Balance	1,591,940
Revenues, Transfers and Use of Fund Balance	35,631,630
Major streets fund	
expenditures total	3,942,610
revenues, transfers and use of fund balance	3,942,610
Local streets fund	
expenditures total	7,996,510
revenues, transfers and use of fund balance	7,996,510
Publicity fund	
expenditures total	73,370
revenues, transfers and use of fund balance	73,370
Brownfield redevelopment authority	
expenditures total	33,030
revenues, transfers and use of fund balance	33,030
DDA development fund	
expenditures total	4,286,280
revenues, transfers and use of fund balance	4,286,280
Library millage fund	

expenditures total	2,435,080
revenues, transfers and use of fund balance	2,435,080
State construction code fund	
expenditures total	2,835,000
revenues, transfers and use of fund balance	2,835,000
ROOTS fund	
expenditures total	226,170
revenues, transfers and use of fund balance	226,170
Senior citizen services fund	
expenditures total	817,850
revenues, transfers and use of fund balance	817,850

ADOPTED UNANIMOUSLY

* * * * *

KEY EMPLOYEE INCENTIVE PLAN

Moved by Commissioner Douglas
Seconded by Commissioner DuBuc

Be it resolved, the commission approves the Key Employee Incentive Plan and authorizes Chief O'Donohue's participation.

ADOPTED UNANIMOUSLY

* * * * *

REQUEST TO SCHEDULE SPECIAL MEETING

Moved by Commissioner Mahrle
Seconded by Commissioner Douglas

Be it resolved, the city commission hereby sets a special meeting to be held on Monday, February 22, 2016 at 6:00 p.m. in the third floor conference room (309) at city hall for the purpose of discussing strategic planning goals and objectives.

ADOPTED UNANIMOUSLY

* * * * *

Upon motion of Commissioner Mahrle, seconded by Mayor Pro Tem Fournier, and adopted unanimously, the regular meeting was adjourned at 8:28 p.m.

Melanie Halas, City Clerk

The foregoing minutes of the regular meeting held on February 8, 2016, having been officially approved by the city commission on Monday, February 22, 2016, are hereby signed this twenty-second day of February 2016.

James B. Ellison, Mayor

Exhibit A

ORDINANCE 2016 - 01

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ROYAL OAK TO CORRECT THE DATE OF TAX DAY (§17-1); TO CLARIFY LANGUAGE CONCERNING COMPLETION OF THE ASSESSMENT ROLL (§17-2); TO CLARIFY THE MEETINGS OF THE BOARD OF REVIEW AND ADD LANGUAGE TO THE REVIEW OF ASSESSMENTS BY THE BOARD OF REVIEW REGARDING AGENT REPRESENTATION OF TAXPAYERS AND LIMITED LIABILITY COMPANIES (§17-3)

THE CITY OF ROYAL OAK ORDAINS:

SECTION 1. SHORT TITLE. This Ordinance shall be known as and may be cited as the "2016 Amendment to the City of Royal Oak Assessment Review Ordinance."

SECTION 2. STATEMENT OF PURPOSE. This is an ordinance to amend the City Code at Chapter 17, "Assessment Review" to correct the date of tax day (§17-1); to eliminate antiquated language (§17-2); to eliminate antiquated language and clarify language regarding meetings of the Board of Review (§17-3); to add language specifying requirements of agent representation of taxpayers and limited liability companies before the Board of Review (§17-3); and to eliminate antiquated language (§17-4).

SECTION 3. AMENDMENT AT SECTION 17-1. The Royal Oak City Code, Chapter 17 "Assessment Review", is hereby amended at Section 17-1, "Tax Day", which shall now read as follows:

§17-1. Tax Day

December 31st of each year shall be the tax day in the City of Royal Oak, Michigan. The taxable status of persons and real and personal property shall be determined as of the tax day.

SECTION 4. AMENDMENT AT SECTION 17.ASSESSMENT REVIEW. The Royal Oak City Code, Chapter 17 "Assessment Review", is hereby amended at Section 17-2, "Completion of assessment roll", which shall now read as follows:

§17-2. Completion of assessment roll.

The City Assessor shall, on or before the first Monday in March in each year, make and complete an assessment roll.

SECTION 5. AMENDMENT AT SECTION 17. The Royal Oak City Code, Chapter 17 "Assessment Review", is hereby amended at Section 17-3, "Review of assessments by Board of Review", which shall now read as follows:

§17-3. Review of assessments by Board of Review.

The Board of Review shall meet, as required by law, to examine, review and correct the assessment roll, at the Royal Oak City Hall at 9:00 a.m. on the Tuesday immediately following the first Monday in March and shall continue in session as long as may be necessary to complete the review. The Board shall meet for a period of at least six hours in each day during said review and shall hold at least two evening sessions of not less than two hours each during said review. The review of assessments shall be completed not later than the Wednesday following the first Monday in April. The City Clerk shall give public notice in a newspaper of general circulation in the City of Royal Oak of the date, time and place of the meeting of the Board of Review at least one week prior to the time of the meeting.

Any agent representing a taxpayer shall present a written letter of authorization to the Board of Review at the time of his/her appointment. The letter of authorization shall state that the

representative is allowed to appear before the City of Royal Oak Board of Review. Each individual letter of authorization shall also include: 1) a single parcel identification number; 2) the name of the authorized agent; 3) an original signature of the authorizing person; 4) the date of the signature. A property owner or agent representing the taxpayer must provide articles of organization for a limited liability company to prove ownership.

SECTION 6. AMENDMENT AT SECTION 17. The Royal Oak City Code, Chapter 17 "Assessment Review", is hereby amended at Section 17-4, "Statutory authority", which shall now read as follows:

§17-4. Statutory authority.

This chapter is adopted pursuant to the provisions of the General Property Tax Act which authorizes such changes in the making, completing and reviewing of the assessment roll as herein made, any provisions of the City Charter to the contrary notwithstanding.

SECTION 7. SEVERABILITY. If any section, subsection, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion of this ordinance, and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION 8. SAVINGS. All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they are commenced.

SECTION 9. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

SECTION 10. EFFECTIVE DATE. This ordinance shall take effect ten (10) days after the final passage thereof.

PAID
CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
11263	123.NET		
	254398	PHONE SERVICE	4,284.77
TOTAL FOR: 123.NET			4,284.77
11029	21ST CENTURY MEDIA-MICHIGAN		
	687140	ORD AD	223.51
TOTAL FOR: 21ST CENTURY MEDIA-MICHIGAN			223.51
00003	3M		
	TP77982	WHT HIP SHEETING	900.00
TOTAL FOR: 3M			900.00
00009	A & L SYSTEMS INC		
	SI1-149415	LED WARNING LIGHT	137.82
	SI1-149496	PRIORITY START PRO	107.08
TOTAL FOR: A & L SYSTEMS INC			244.90
03722	A WISH COME TRUE		
	01/07/2016	ICE SHOW COSTUMES	2,628.44
	01/10/2016	ICE SHOW	987.00
	01/12/2016	CREDIT MEMO	(6.00)
	01/24/2016	ICE SHOW COSTUMES	118.00
TOTAL FOR: A WISH COME TRUE			3,727.44
RBOND	A.G.A. BUILDING		
	BB42930	BD Bond Refund	200.00
TOTAL FOR: A.G.A. BUILDING			200.00
11499	SHERMAN ABDO		
	86714	SEAN SHANTRY	150.00
	86715	JASMINE MILLER	150.00
TOTAL FOR: SHERMAN ABDO			300.00
06086	ABSOLUTE SHREDS		
	47995	CT/DOCUMENT DESTRUCTION	325.00
TOTAL FOR: ABSOLUTE SHREDS			325.00
00022	ABSOPURE WATER CO		
	83921891	DPS 2/4 BOTTLED WATER	79.30
TOTAL FOR: ABSOPURE WATER CO			79.30
02044	ACTION MAT & TOWEL RENTAL		
	419474	CT 1/4 MAT RENTAL	51.95
	419873	CT 1/11 MAT RENTAL	90.70
	420237	CT 1/18 MAT RENAL	90.70
	420651	CT 1/25 MAT RENTAL	90.70
	420815	DPS 1/27 MAT RENTAL	77.20
	421157	POLICE 2/2 MAT RENTAL	168.10
	421209	DPS 2/3 MAT RENTAL	77.20
TOTAL FOR: ACTION MAT & TOWEL RENTAL			646.55
00008	ADE INC		
	97784	NEEDS PASS WEB RECORDS	250.00
TOTAL FOR: ADE INC			250.00

PAID
CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
03762	ADVANCED WIRELESS TELECOM		
	42959	HEADSET ADAPTERS, CLEMIS LANTRONIX DEVICE	404.50
TOTAL FOR: ADVANCED WIRELESS TELECOM			404.50
03129	ADVANTAGE SIGN & GRAPHIC SOLUTIONS		
	INV574884	PLOTTER DUST COVERS	149.95
TOTAL FOR: ADVANTAGE SIGN & GRAPHIC SOLUTIONS			149.95
00035	AFLAC		
	475692	PAYROLL	6,898.14
TOTAL FOR: AFLAC			6,898.14
00043	AIS CONSTRUCTION EQUIPMENT		
	D90483	WIPER MOTOR, WIPER ARM	300.34
TOTAL FOR: AIS CONSTRUCTION EQUIPMENT			300.34
03340	ALLIANCE ENTERTAINMENT CORP		
	PLS94703715	AUDIOVISUAL MEDIA	575.15
	PLS94737462	AUDIOVISUAL MEDIA	108.46
	PLS94770030	AUDIOVIUSAL MEDIA	116.22
TOTAL FOR: ALLIANCE ENTERTAINMENT CORP			799.83
02508	ALLIE BROTHERS UNIFORMS		
	59012	UNIFORM BADGE WALLET, CLIP ON BADGE HOLDER	58.94
TOTAL FOR: ALLIE BROTHERS UNIFORMS			58.94
12228	AMANO		
	01/08/2016	PACKAGE TIME CARD	79.80
TOTAL FOR: AMANO			79.80
06654	AMAZON.COM		
	01/06/2016	TRIANGLE SCALE/LAMP	92.89
	01/06/2016	USB EXTENSION CABLES	51.12
	01/07/2016	COMPUTER ARMREST	45.19
	01/07/2016	10FT AC POWER CORD FOR HP	44.58
	01/18/2016	CREDIT MEMO	(51.37)
	01/27/2016	180 WATT AC ADAPTER	111.95
	01/29/2016	AC ADAPTER CHARGER	37.24
	01/31/2016	REPLACEMENT BOOK	18.73
	01/31/2016	WIRELESS DESKTOP/MOUSE	78.00
TOTAL FOR: AMAZON.COM			428.33
06934	AMERICAN INTEGRATED SUPPLY LLC		
	242302-1	HEX NUT CAP SCREW	112.02
TOTAL FOR: AMERICAN INTEGRATED SUPPLY LLC			112.02
00062	AMERICAN PLANNING ASSN		
	013742-1613	MEMBERSHIP/THWING	940.00
TOTAL FOR: AMERICAN PLANNING ASSN			940.00
00060	AMERICA'S FINEST PRINTING		
	37269	BUS CARDS/KARR, REA, BOBOOWSKI	117.00
TOTAL FOR: AMERICA'S FINEST PRINTING			117.00

02/11/2016 01:05 PM
User: MaryJ
DB: Royal Oak

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF ROYAL OAK
EXP CHECK RUN DATES 02/16/2016 - 02/16/2016
BOTH JOURNALIZED AND UNJOURNALIZED

PAID
CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
12654	AMERISCAN IMAGING SERVICES, INC		
	2016039	CLK/BOOK SCANNING	8,500.00
TOTAL FOR: AMERISCAN IMAGING SERVICES, INC			8,500.00
07578	ARC		
	MI15013746	ENG/FOLDING PRINTS, CAD/PLT FILE COLOR	966.55
TOTAL FOR: ARC			966.55
00018	AT & T		
	248288350701/16	SR CTR	190.93
	248288385801/16	SR CTR	207.56
	248288880901/16	AREBA	202.06
	248290399201/16	ARENA SONITROL	239.47
	248399183601/16	CITY HALL ELEVATOR	118.59
	248546350401/16	MOTOR POOL ALARM	616.13
	248546490701/16	CITY HALL SONITROL	143.22
	248546632001/16	300 S LAF MAIN SONITROL	206.25
	248546633101/16	LAF PK ELEVATOR	102.14
	248546635601/16	222 S CENTER TICKET BOOTH	203.59
	248547318101/16	MARKET FAX	227.04
	248588017001/16	STARR HOUSE	142.98
TOTAL FOR: AT & T			2,599.96
10526	ATIGROUP		
	000061959	LIB/WATER TREATMENT SERVICE	848.72
TOTAL FOR: ATIGROUP			848.72
03964	AVENTRIC TECHNOLOGIES		
	6061332	CPR-D-PADZ	150.00
TOTAL FOR: AVENTRIC TECHNOLOGIES			150.00

PAID
CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
00117	BAKER & TAYLOR COMPANIES		
	0002771040	CREDIT MEMO	(9.38)
	2031617448	BOOKS	257.14
	2031617604	BOOKS	54.22
	2031637325	BOOKS	553.45
	2031640040	BOOKS	461.49
	2031640196	BOOKS	445.94
	2031642494	BOOKS	31.04
	2031648032	BOOKS	252.31
	2031648155	AUDIOVISUAL MEDIA	55.52
	2031648188	BOOKS	58.21
	2031649737	AUDIOVISUAL MEDIA	389.85
	2031653044	BOOKS	9.80
	2031653137	BOOKS	204.73
	2031654589	BOOKS	332.36
	2031658651	BOOKS	176.81
	2031658775	AUDIOVISUAL MEDIA	79.71
	2031660702	BOOKS	107.27
	2031664452	BOOKS	89.15
	2031667590	BOOKS	189.59
	2031668544	BOOKS	222.49
	2031668546	BOOKS	149.31
	2031668887	BOOKS	46.68
	2031671348	BOOKS	319.81
	2031673612	BOOKS	403.34
	2031674280	BOOKS	198.03
	2031676724	BOOKS	14.72
	2031679941	BOOKS	142.59
TOTAL FOR: BAKER & TAYLOR COMPANIES			5,236.18
RBOND	BARAN BUILDING CO INC		
	BB43283	BD Bond Refund	1,250.00
TOTAL FOR: BARAN BUILDING CO INC			1,250.00
07057	JOE BARKER		
	WINTER 2016	LINE DANCE	231.00
TOTAL FOR: JOE BARKER			231.00
12860	WILLIAM M. BARNWELL		
	16-00148	LYDIA SHELBY HUNTER	200.00
TOTAL FOR: WILLIAM M. BARNWELL			200.00
12700	BASIC CORPORATE		
	112018	COBRA ADMIN JAN MONTHLY FEE	171.50
TOTAL FOR: BASIC CORPORATE			171.50
12948	HAILEY BASKIN		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: HAILEY BASKIN			13.50
03210	BATTERIES PLUS		
	377-376501	METER BATTERIES	399.20
	377-376893	MKT PKG/BATTERIES	133.95
TOTAL FOR: BATTERIES PLUS			533.15

PAID
 CITY OF ROYAL OAK
 DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name Invoice	Description	Amount
12997	WILLIAM BATTISTEL 5449	DEPOSIT REFUND	50.00
TOTAL FOR: WILLIAM BATTISTEL			50.00
07297	CHERYL BAUGH 1/4-2/29/16	SR PILATES, YOGA	489.60
TOTAL FOR: CHERYL BAUGH			489.60
07210	BEAVER RESEARCH COMPANY 0240641-IN	TAR-GO	474.25
TOTAL FOR: BEAVER RESEARCH COMPANY			474.25
RTAXX	BEGAJ, HAVA 02/09/2016	Sum Tax Refund 72-25-08-131-042	820.25
TOTAL FOR: BEGAJ, HAVA			820.25
00136	BELL EQUIPMENT COMPANY 0116161 0116370 0116446 0116447	REPAIR PARTS REPAIR PARTS REPAIR PARTS REPAIR PARTS	222.32 378.28 516.66 3,153.90
TOTAL FOR: BELL EQUIPMENT COMPANY			4,271.16
00143	BIG D LOCK & KEY 5578	CYLINDER, MASTER KING, JANITOR RINGS	44.90
TOTAL FOR: BIG D LOCK & KEY			44.90
00145	BILLINGS LAWN EQUIPMENT 309224	CHAIN SAW REPAIRS	40.02
TOTAL FOR: BILLINGS LAWN EQUIPMENT			40.02
RBOND	BJ CONSTRUCTION SERVICES BB43109	BD Bond Refund	4,500.00
TOTAL FOR: BJ CONSTRUCTION SERVICES			4,500.00
12949	DIANNE BLANCHARD JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: DIANNE BLANCHARD			13.50
00153	BLUE CROSS AND BLUE SHIELD MARCH 2016	BC PAYMENT	598,126.66
TOTAL FOR: BLUE CROSS AND BLUE SHIELD			598,126.66
08819	BOJAX COLLISION 1619	VEH COLLISION	1,848.65
TOTAL FOR: BOJAX COLLISION			1,848.65
12950	SAMANTHA BROWNING JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: SAMANTHA BROWNING			13.50

PAID
CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
12951	SUSAN BRYNE		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: SUSAN BRYNE			13.50
06071	BS&A SOFTWARE		
	103423	REQUEST FOR ACTION PROGRAM	825.00
	103460	UTILITY BILLING TO CHANGE FOR LOCKBOX	1,000.00
TOTAL FOR: BS&A SOFTWARE			1,825.00
11927	MIKE BYRNE		
	571	PROGRAM REFUND	429.00
	572	PROGRAM REFUND	576.00
	573	PROGRAM REFUND	144.00
TOTAL FOR: MIKE BYRNE			1,149.00
03586	C & G NEWSPAPERS		
	0652132-IN	ELECTION AD	89.25
	0652132-INA	SPECIAL ASSESSMENT ADS	140.26
TOTAL FOR: C & G NEWSPAPERS			229.51
07470	C & S ICE RESURFACING SERVICES, INC		
	2922	ZAMBONI REPAIR	1,100.00
	2936	ZAMBONI CATALYIC CONVERTER	621.27
TOTAL FOR: C & S ICE RESURFACING SERVICES, INC			1,721.27
09452	C. W. TILLOTSON		
	012816	CT/HEATERS	350.00
TOTAL FOR: C. W. TILLOTSON			350.00
12996	JENNY CALABRESE		
	1/14-1/15/16	PROPERTY/EVIDENCE MANAGEMENT	140.12
TOTAL FOR: JENNY CALABRESE			140.12
01337	TIM CAMPBELL		
	1/26-2/2/16	SR MEAL PROGRAM	455.00
TOTAL FOR: TIM CAMPBELL			455.00
13002	JANE CARDILLO		
	020516	OVERPAID DOG LICENSE FEE	26.00
TOTAL FOR: JANE CARDILLO			26.00
12999	MARK CAROLL		
	5450	DEPOSIT REFUND	100.00
TOTAL FOR: MARK CAROLL			100.00
07427	LEAH CASTILLO		
	32214	ROYAL OAK SR ESSENTIAL SERVICES	100.00
	32215	ROYAL OAK SR ESSENTIAL SERVICES	10.00
	32216	ROYAL OAK SR ESSENTIAL SERVICES	15.00
TOTAL FOR: LEAH CASTILLO			125.00
11289	TONY CATTINI		
	012716	NAEMT TCCC CLASS EXP REIMB	150.00
TOTAL FOR: TONY CATTINI			150.00

PAID
 CITY OF ROYAL OAK
 DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
00193	CDW GOVERNMENT INC	INC	
	BTQ0041	BLACK TONER	257.40
	BWW2421	BACK-UP SERVER	34,307.06
TOTAL FOR: CDW GOVERNMENT INC			34,564.46
12940	RONALD CHAPMAN		
	42992	PROGRAM REFUND	20.00
TOTAL FOR: RONALD CHAPMAN			20.00
02754	CITY OF BERKLEY		
	0000017272	JAN ANIMAL CONTROL	3,538.12
	JAN 2016	LEGACY FINES COLLECTED BY THE COURT	14,018.34
	JANUARY 2016	FINES COLLECTED BY THE COURT	11,397.55
TOTAL FOR: CITY OF BERKLEY			28,954.01
00256	CITY OF ROYAL OAK		
	020216	PETTY CASH FIRE	98.95
TOTAL FOR: CITY OF ROYAL OAK			98.95
12945	COBALT COMMUNITY RESEARCH, L.L.C.		
	100167	SATISFACTION SURVEY	6,142.50
TOTAL FOR: COBALT COMMUNITY RESEARCH, L.L.C.			6,142.50
06064	COFFEE BREAK INC		
	102893	MGR/PUBLIC COFFEE,TEA	62.00
TOTAL FOR: COFFEE BREAK INC			62.00
00307	CONSUMERS ENERGY		
	206432428620	3123 N MAIN	145.46
TOTAL FOR: CONSUMERS ENERGY			145.46
00305	CONSUMERS ENERGY		
	9306488202	DAMAGE TO GAS FACILITIES 419 N REMBRANDT	549.91
TOTAL FOR: CONSUMERS ENERGY			549.91
00310	CONTRACTOR'S CLOTHING CO		
	7308396	UNIFORMS	8.09
	7308517	UNIFORMS	17.09
TOTAL FOR: CONTRACTOR'S CLOTHING CO			25.18
09493	CONTROL GROUP COMPANIES LLC		
	3323460	COIN BAGS	492.84
TOTAL FOR: CONTROL GROUP COMPANIES LLC			492.84
RTAXX	CORELOGIC REAL ESTATE TAX SERVIC		
	02/09/2016	Win Tax Refund 72-25-08-428-022	1,202.24
TOTAL FOR: CORELOGIC REAL ESTATE TAX SERVIC			1,202.24
00317	COSTUME GALLERY		
	01/08/2016	ICE SHOW	254.00
TOTAL FOR: COSTUME GALLERY			254.00

PAID
CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
11467	VIRGINIA CRADDOCK		
	32088	ROYAL OAK SR ESSENTIAL SERVICES	24.00
	32201	ROYAL OAK SR ESSENTIAL SERVICES	48.00
	32202	ROYAL OAK SR ESSENTIAL SERVICES	24.00
	32203	ROYAL OAK SR ESSENTIAL SERVICES	24.00
TOTAL FOR: VIRGINIA CRADDOCK			120.00
12924	CROWN AWARDS		
	01/12/2016	ICE HOCKEY TROPHIES	591.00
TOTAL FOR: CROWN AWARDS			591.00
10612	DACO CONSTRUCTION INC		
	020816	PARTIAL PAYMENT	6,784.00
TOTAL FOR: DACO CONSTRUCTION INC			6,784.00
RBOND	DANIEL E BEAN		
	BB42892	BD Bond Refund	750.00
	BB43017	BD Bond Refund	750.00
TOTAL FOR: DANIEL E BEAN			1,500.00
12952	JULIE DAY		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: JULIE DAY			13.50
12928	MARIE DELBRIDGE		
	010616	HOLIDAY AUXILIARY PATROL	25.00
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: MARIE DELBRIDGE			38.50
00369	DELL SERVICE SALES		
	XJWD386M4	MICROSOFT PRO 4	3,270.27
	XJWF3N6R7	COMPUTERS	1,229.50
TOTAL FOR: DELL SERVICE SALES			4,499.77
05938	DELTA COLLEGE		
	3483531	TRUCK TRAFFIC ENFORCEMENT SEMINAR/YANCHO	250.00
TOTAL FOR: DELTA COLLEGE			250.00
00371	DELWOOD SUPPLY		
	00090566	BALL VALVE	54.84
TOTAL FOR: DELWOOD SUPPLY			54.84
RBOND	DEN-MAN CONTRACTORS, INC		
	BB43103	BD Bond Refund	1,250.00
TOTAL FOR: DEN-MAN CONTRACTORS, INC			1,250.00
03925	DETROIT EDISON		
	020916	E FOURTH ST LIGHT REMOVAL	11,051.49
	02092016	S MAIN STREET LIGHT REMOVAL	8,799.10
TOTAL FOR: DETROIT EDISON			19,850.59
10664	DETROIT HISTORICAL SOCIETY		
	01/06/2016	SENIOR PROGRAMS	240.00
TOTAL FOR: DETROIT HISTORICAL SOCIETY			240.00

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CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
00387	DETROIT MARKING PRODUCTS CORP		
	287066	TRODAT PRINTY	30.76
TOTAL FOR: DETROIT MARKING PRODUCTS CORP			30.76
04522	DETROIT SALT COMPANY		
	52689	ROCK SALT	5,755.54
	52804	ROCK SALT	8,755.53
	52913	ROCK SALT	11,752.67
	53060	ROCK SALT	20,717.22
	53143	ROCK SALT	11,571.63
	53254	ROCK SALT	11,025.09
TOTAL FOR: DETROIT SALT COMPANY			69,577.68
04389	DETROIT SYMPHONY ORCHESTRA		
	01/21/2016	SENIOR PROGRAMS	280.00
TOTAL FOR: DETROIT SYMPHONY ORCHESTRA			280.00
RBOND	DISTINGUISHED DEVELOPMENT INC		
	BB43304	BD Bond Refund	1,250.00
TOTAL FOR: DISTINGUISHED DEVELOPMENT INC			1,250.00
08191	DIVDAT		
	0117259	JAN WATER REPLY ENVELOPES	2,070.00
	0177236	JAN WATER/SEWER BILLS	3,184.26
TOTAL FOR: DIVDAT			5,254.26
02885	DJ MURRAY PLUMBING		
	69249	CH/WATER HEATER	1,895.00
	69269	FIRE 2/REBUILD 5 BATHROOM TOILET FLUSH VALVES	462.00
	69343	FIRE 1/HYDRO-JET OUTLET LINES INTERCEPTORS	785.00
TOTAL FOR: DJ MURRAY PLUMBING			3,142.00
07401	THE DOLL HOSPITAL		
	01/17/2016	PRESCHOOL SUPPLIES	27.14
TOTAL FOR: THE DOLL HOSPITAL			27.14
12953	AMANDA DOUGLAS		
	JURY 25, 2016	JURY FEE	13.50
TOTAL FOR: AMANDA DOUGLAS			13.50
RBOND	DRISCOLL, THOMAS		
	00149018	BD Payment Refund	65.80
	00149019	BD Payment Refund	109.20
TOTAL FOR: DRISCOLL, THOMAS			175.00
10407	DSM SAW & KNIFE LLC		
	2706	BLADE SHARPENED	36.00
TOTAL FOR: DSM SAW & KNIFE LLC			36.00
00420	DSS CORPORATION		
	41871	DOCUMENT IMAGING	2,000.00
TOTAL FOR: DSS CORPORATION			2,000.00

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CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
00380	DTE ENERGY		
	193888400044 1/16	4580 N CAMPBELL	39.00
	193888400143 1/16	31000 WOODWARD	1,081.12
	194097600036 1/16	32221 WOODWARD	11.62
	280395100017 1/16	3128 ROCHESTER	1,449.73
	325337400015 1/16	1980 E 12 MILE	307.45
TOTAL FOR: DTE ENERGY			2,888.92
00381	DTE ENERGY		
	7158971	90-O-450 STREETLIGHT	69,079.33
	7159794	90-O-451 STREETLIGHT	396.28
	7164430	1298 N CAMPBELL	183.84
	7165876	4309 COOLIDGE HWY	570.59
	7165879	2300 W 14 MILE	197.36
TOTAL FOR: DTE ENERGY			70,427.40
12954	GERALD DUBUQUE		
	JAN 25, 2016	JURY FEE	65.50
TOTAL FOR: GERALD DUBUQUE			65.50
09189	EASTERN MICHIGAN KENWORTH		
	110338C	REPAIR PARTS	103.10
TOTAL FOR: EASTERN MICHIGAN KENWORTH			103.10
12926	EGANIX, INC		
	844	JANUARY TREATMENT	3,640.00
TOTAL FOR: EGANIX, INC			3,640.00
08006	ELECTIONSOURCE		
	30256	BOOLEE LIGHT HOLDER	3,465.00
TOTAL FOR: ELECTIONSOURCE			3,465.00
06216	ELITE TRAUMA CLEAN-UP		
	21715	DISPOSAL OF MEDICAL WASTE	70.00
TOTAL FOR: ELITE TRAUMA CLEAN-UP			70.00
02730	EMERGENCY MEDICAL PRODUCTS INC.		
	1798474	ALLERGY ANTISHTAMINE MEDICATION	25.47
TOTAL FOR: EMERGENCY MEDICAL PRODUCTS INC.			25.47
12955	ANNE EMIGH-MANTHA		
	JAN 25, 2016	JURY FEE	52.00
TOTAL FOR: ANNE EMIGH-MANTHA			52.00
12956	THOMAS ENGEL		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: THOMAS ENGEL			13.50
00459	ENGRAVING SPECIALISTS		
	28513	ACCOUNTABILITY TAGS, TRUCK TAGS	98.00
TOTAL FOR: ENGRAVING SPECIALISTS			98.00

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CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
08530	ROBERT ERDMAN		
	32090	ROYAL OAK SR ESSENTIAL SERVICES	60.00
	32091	ROYAL OAK SR ESSENTIAL SERVICES	60.00
	32093	ROYAL OAK SR ESSENTIAL SERVICES	60.00
	32094	ROYAL OAK SR ESSENTIAL SERVICES	80.00
TOTAL FOR: ROBERT ERDMAN			260.00
06651	CINDY ERLANDSON		
	1/8-2/12/16	CHAIR EXERCISE, HEALTHY BACK, CHAIR YOGA	575.00
TOTAL FOR: CINDY ERLANDSON			575.00
00469	ETNA SUPPLY		
	S101689922.001	PIPE	757.65
	S101692292.001	COUPLING	988.00
TOTAL FOR: ETNA SUPPLY			1,745.65
07636	FRANK EVERINGHAM		
	1/26-2/8/16	ELECTRICAL INSPECTOR	2,250.00
TOTAL FOR: FRANK EVERINGHAM			2,250.00
00471	EZELL SUPPLY CORP		
	131625	ARENA/JANITORIAL SERVICES	727.57
TOTAL FOR: EZELL SUPPLY CORP			727.57
09592	F W MEDIA		
	313925	MARKET/AD	150.00
TOTAL FOR: F W MEDIA			150.00
11277	FAIRBANKS & SONS PLUMBING INC		
	8711	LAV FAUCETS	560.58
TOTAL FOR: FAIRBANKS & SONS PLUMBING INC			560.58
12572	TAREK FAKHOURI		
	15-86355	ALLISON UEBELE	200.00
	16-001095	AARON LOTT	200.00
TOTAL FOR: TAREK FAKHOURI			400.00
04304	LYNNE FAULKNER		
	685805	CT 1/25-2/5 JANITORIAL SERVICE	892.50
TOTAL FOR: LYNNE FAULKNER			892.50
05689	FELLERS		
	01/07/2016	VINTL MED MARINE GRAY	519.60
	01/08/2016	VINTL MED MARINE GRAY	149.40
TOTAL FOR: FELLERS			669.00
12957	JESSICA FILIPPIS		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: JESSICA FILIPPIS			13.50
12958	WALTER FINAN JR		
	JAN 25, 2016	JURY FEE	52.00
TOTAL FOR: WALTER FINAN JR			52.00

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CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
03805	FIRESERVICE MANAGEMENT		
	14770	CLEANING,REPAIR TURNOUT GEAR	49.00
TOTAL FOR: FIRESERVICE MANAGEMENT			49.00
06960	FIRST CHOICE SERVICES		
	390795	CT/WATER RENTAL	83.00
TOTAL FOR: FIRST CHOICE SERVICES			83.00
07414	FLEETPRIDE		
	75055061	ENGINE DEGREASER	78.84
TOTAL FOR: FLEETPRIDE			78.84
07635	CHARLES FORD		
	1/26-2/5/16	MECHANICAL INSPECTOR	945.00
TOTAL FOR: CHARLES FORD			945.00
03499	FOREMOST PROMOTIONS		
	332366	POLICE/GLOW BRACELETS	123.61
TOTAL FOR: FOREMOST PROMOTIONS			123.61
05004	FOUR SEASON'S RADIATOR		
	10054A	RECORE BOLT ON RADIATOR	695.00
TOTAL FOR: FOUR SEASON'S RADIATOR			695.00
00507	FRENTZ AND SONS HARDWARE CO		
	B21502	DISC SUPPLIES	60.79
	B21545	DISC SUPPLIES	1.80
	B21549	DISC SUPPLIES	61.66
	B21553	DISC SUPPLIES	25.00
	B21557	DISC SUPPLIES	1.30
	B21559	DISC SUPPLIES	4.31
	B21586	DISC SUPPLIES	39.58
	B21588	DISC SUPPLIES	5.10
	B21694	DISC SUPPLIES	22.79
	D86504	DISC SUPPLIES	10.58
	D86578	DISC SUPPLIES	25.46
	D86584	DISC SUPPLIES	5.10
	D86637	DISC SUPPLIES	7.82
	D86732	DISC SUPPLIES	50.39
TOTAL FOR: FRENTZ AND SONS HARDWARE CO			321.68
05461	GALE/CENGAGE LEARNING		
	56805182	BOOKS	24.79
TOTAL FOR: GALE/CENGAGE LEARNING			24.79
04825	GARRETT DOOR COMPANY		
	23801	DPS/DOOR REPAIR	187.50
TOTAL FOR: GARRETT DOOR COMPANY			187.50
00529	GIANT JANITORIAL SERVICE INC		
	201605	SR CTR 1/1-1/15 JANITORIAL SERVICES	1,136.58
	201612	SR CTR 1/16-1/31 JANITORIAL SERVICES	989.94
TOTAL FOR: GIANT JANITORIAL SERVICE INC			2,126.52

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Vendor Code	Vendor Name	Description	Amount
00814	MARK J GLAZER DEC 14, 16, 2015	CITY OF RO VS BOWEN DISCIPLINE	2,500.00
TOTAL FOR: MARK J GLAZER			2,500.00
07498	GLOBAL INDUSTRIAL EQUIPMENT 01/19/2016 02/01/2016	FOAM SOAP REFILLS 25FT 16/3HEAVYDUTYEXTCORD	211.39 215.00
TOTAL FOR: GLOBAL INDUSTRIAL EQUIPMENT			426.39
09839	JUAN M. GONZALEZ 15-85530 87032	FREDERICK DEMETRICE GOINS MARIAH ODEMS	200.00 150.00
TOTAL FOR: JUAN M. GONZALEZ			350.00
00541	GRAINGER 9000882986 9007134720 9012042678 9014098173 9014098181 9014766811	CASTERS RECLOSABLE FASTENER, HOOK, SHRINK TUBING EAR PLUGS HANG/STACK BIN HANG/STACK BIN FLANGED BEARINGS	198.25 118.25 125.82 77.64 134.76 57.64
TOTAL FOR: GRAINGER			712.36
02304	GRAPHIC SCIENCES INC 0139872-IN	DRAWINGS SCANNED	931.18
TOTAL FOR: GRAPHIC SCIENCES INC			931.18
12993	JULZIE GRAVEL 020116	RETURN DEPOSIT	325.00
TOTAL FOR: JULZIE GRAVEL			325.00
01161	GREATER ROYAL OAK CHAMBER OF COMMER 106050	NEW RESIDENTS WELCOME PACKETS	165.00
TOTAL FOR: GREATER ROYAL OAK CHAMBER OF COMMER			165.00
12959	HOLLY GREINER JAN 25, 2016	JURY FEE	65.50
TOTAL FOR: HOLLY GREINER			65.50
RBOND	GUS DRY WALL INC BB43010	BD Bond Refund	750.00
TOTAL FOR: GUS DRY WALL INC			750.00
00610	H & P TECHNOLOGIES INC 8339068	25 TON AIR/HYDRAULIC JACK	60.00
TOTAL FOR: H & P TECHNOLOGIES INC			60.00
08384	HALLAHAN & ASSOCIATES PC 13805	JAN PROFESSIONAL SERVICES	1,185.60
TOTAL FOR: HALLAHAN & ASSOCIATES PC			1,185.60

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CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
12309	HARMON SIGN INC		
	70369	CDBG & NON-CDBG SIGNS	68,246.00
	70572	GATEWAY SIGN	13,820.00
TOTAL FOR: HARMON SIGN INC			82,066.00
12635	HEADSETS.COM		
	2652092	HEADSETS FOR THE NEW PHONE SYSTEM	571.90
TOTAL FOR: HEADSETS.COM			571.90
00586	HEATH PRESS INC		
	108016	STREET MAPS	148.50
TOTAL FOR: HEATH PRESS INC			148.50
04562	HIGHEST HONOR INC		
	042581	RETIREMENT PLAQUE/KANTARIAN	58.00
TOTAL FOR: HIGHEST HONOR INC			58.00
13000	MARILYN HOCKING		
	5502	DEPOSIT REFUND	50.00
TOTAL FOR: MARILYN HOCKING			50.00
12960	RUSSELL HOFMAN		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: RUSSELL HOFMAN			13.50
00598	HOLLYWOOD SUPERMARKETS		
	01/11/2016	STRATEGICPLANNING SESSION	56.46
TOTAL FOR: HOLLYWOOD SUPERMARKETS			56.46
00599	HOME DEPOT		
	01/08/2016	DPS/SUPPLIES	34.45
	01/17/2016	DPS/SUPPLIES	74.94
	02/01/2016	DPS/SUPPLIES	64.83
	3562411	CBD/SUPPLIES	32.54
	3590289	HWY SIGN TRUCK TOOLS	57.53
	4022222	HWY SALTING	45.93
	5060736	FLASHLITE BATTERIES	9.98
	6023212	BLOW GUN	29.76
	7021842	WS/SUPPLIES	18.40
	8010750	DPS/SUPPLIES	418.65
TOTAL FOR: HOME DEPOT			787.01
03827	HONORS		
	39495	CT/CUSTOM STAMPS	322.70
TOTAL FOR: HONORS			322.70
RBOND	HOOVER ELECTRIC		
	BB43140	BD Bond Refund	600.00
TOTAL FOR: HOOVER ELECTRIC			600.00
12961	MARILYN HOTALING		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: MARILYN HOTALING			13.50

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
05628	HOWARD L SHIFMAN PC		
	12575	JAN PROFESSIONAL SERVICES	8,000.00
TOTAL FOR: HOWARD L SHIFMAN PC			8,000.00
00608	HYDROCORP		
	0037965-IN	CROSS CONNECTION CONTROL PROGRAM	3,188.00
TOTAL FOR: HYDROCORP			3,188.00
06269	IDEATION SIGN & COMMUNICATIONS INC.		
	7179	ADHESIVE VINYL	253.00
TOTAL FOR: IDEATION SIGN & COMMUNICATIONS INC.			253.00
08738	IDENTIFIX		
	01/08/2016	12 MONTH GVT CONTRACT	1,308.00
TOTAL FOR: IDENTIFIX			1,308.00
12939	INDEPENDENT AG EQUIPMENT		
	0093400-IN	SPOOL ADAPTER	86.13
TOTAL FOR: INDEPENDENT AG EQUIPMENT			86.13
08580	INTEGRATED SYSTEM SPECIALISTS		
	9692	CONSUTLING, LABOR, AND INSTALLATION	349.50
	9749	CREATE VLAN FOR RADIO & PAGING TRAFFIC	375.00
	9820	PHONE SYSTEM	501.22
	9830	PHONE SYSTEM	632.00
TOTAL FOR: INTEGRATED SYSTEM SPECIALISTS			1,857.72
02776	INTERGOVERNMENTAL CABLE		
	020916	RO PEG FEES 4TH QTR AT & T	8,561.68
	02092016	RO PEG FEES 4TH QTR COMCAST	14,528.63
TOTAL FOR: INTERGOVERNMENTAL CABLE			23,090.31
04646	INTERNATIONAL CODE COUNCIL INC		
	1000647862	FIRE INSPECTORS GUIDE, COMMENTARY SET	371.00
	1000655110	15 ISPSC SOFT PLUS PDF & REDLINE	91.00
TOTAL FOR: INTERNATIONAL CODE COUNCIL INC			462.00
07605	IPS GROUP, INC		
	14705	CREDIT CARD TRANSACTION MONTHLY FEE	5,720.71
TOTAL FOR: IPS GROUP, INC			5,720.71
03515	IPSWITCH INC		
	IN566987	IMAIL PREMIUM - 500 USER LICENSE PRO-RATED SERVICE	1,702.02
TOTAL FOR: IPSWITCH INC			1,702.02
01179	IRON MOUNTAIN RECORDS MGT		
	MFV0880	FEB STORAGE FEES	157.37
TOTAL FOR: IRON MOUNTAIN RECORDS MGT			157.37

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Vendor Code	Vendor Name	Description	Amount
06321	J & B MEDICAL SUPPLY		
	060130	POLICE/EXTINGUISHER RECONDITIONED	119.78
	2702502	MEDICAL SUPPLIES	10.15
	2705873	MEDICAL SUPPLIES	399.75
	2707664	MEDICAL SUPPLIES	30.60
	2713036	STRETCHER/COT STRAPS	188.72
TOTAL FOR: J & B MEDICAL SUPPLY			749.00
00656	JACK DOHENY SUPPLIES INC		
	A90003	VACTOR PARTS	902.18
	W63046	WINTERIZED UNIT	316.25
TOTAL FOR: JACK DOHENY SUPPLIES INC			1,218.43
12947	JACKS SMALL ENGINES		
	01/22/2016	DPS/SUPPLIES	113.07
TOTAL FOR: JACKS SMALL ENGINES			113.07
09806	RONALD JANKOWSKI		
	31831	ROYAL OAK SR ESSENTIAL SERVICES	40.00
	31836	ROYAL OAK SR ESSENTIAL SERVICES	20.00
	32105	ROYAL OAK SR ESSENTIAL SERVICES	55.00
TOTAL FOR: RONALD JANKOWSKI			115.00
UBREFUND	JASON TISDALE		
	02/09/2016	UB refund for account: 1320200801	409.85
TOTAL FOR: JASON TISDALE			409.85
03979	JAY'S SEPTIC TANK SERVICE		
	279146	OUTDOOR ICE RINK/PORTABLE UNIT	85.00
	279147	OUTDOOR ICE RINK/PORTABLE UNIT	85.00
TOTAL FOR: JAY'S SEPTIC TANK SERVICE			170.00
UBREFUND	JESSICA WILDER		
	02/09/2016	UB refund for account: 6219000301	274.39
TOTAL FOR: JESSICA WILDER			274.39
01915	JH HART URBAN FORESTRY		
	68653	TREE TRIMMING, STUMP GRINDING, TREE REMOVAL	4,633.70
	68666	STUMP GRINDING, TREE TRIMMING, TREE REMOVAL	4,501.40
TOTAL FOR: JH HART URBAN FORESTRY			9,135.10
05920	JOHNSON CONTROLS INC		
	1-28156574558	2016 PLANNED SERV AGREEMENT	11,886.00
TOTAL FOR: JOHNSON CONTROLS INC			11,886.00
12962	DEAN JOHNSON		
	JAN 25, 2016	JURY FEE	52.00
TOTAL FOR: DEAN JOHNSON			52.00
12963	ANN JOHNSON-BUREK		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: ANN JOHNSON-BUREK			13.50

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CITY OF ROYAL OAK
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Vendor Code	Vendor Name	Description	Amount
	Invoice		
12964	GARY JONES JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: GARY JONES			13.50
12927	JT CONSULTING FIRM LLC 012116	STRATEGIC GOAL SETTING FACILITATION	3,000.00
TOTAL FOR: JT CONSULTING FIRM LLC			3,000.00
12965	KATHERINE JUDGE JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: KATHERINE JUDGE			13.50
11272	K & Q LAW, LLC 87052	JORDAN SCRUGGS	200.00
TOTAL FOR: K & Q LAW, LLC			200.00
07719	LYNNE KALEITA 31810 31811 32226	ROYAL OAK SR ESSENTIAL SERVICES ROYAL OAK SR ESSENTIAL SERVICES ROYAL OAK SR ESSENTIAL SERVICES	40.00 90.00 48.00
TOTAL FOR: LYNNE KALEITA			178.00
12966	MATTHEW KAPPEL JAN 25, 2016	JURY FEE	65.50
TOTAL FOR: MATTHEW KAPPEL			65.50
08348	MARY KARSHNER JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: MARY KARSHNER			13.50
RBOND	KASHAT ENTERPRISE INC BB42640 BB43302	BD Bond Refund BD Bond Refund	750.00 1,250.00
TOTAL FOR: KASHAT ENTERPRISE INC			2,000.00
10725	TERRY KELLEY JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: TERRY KELLEY			13.50
12713	KELLY BUILDING & DEVELOPMENT CO LLC PB13-01971	4914 DELEMERE BOND REFUND	5,000.00
TOTAL FOR: KELLY BUILDING & DEVELOPMENT CO LLC			5,000.00
00710	KERR RUSSELL & WEBER PLC 467671 467672 468666	SEP 696 DEVELOPMENT CHARGES SEP,OCT & NOV CTR ST OFFICE DEVELOPMENT CHARGES DEC CHARGES 696 DEVELOPMENT	7,766.75 10,756.25 570.00
TOTAL FOR: KERR RUSSELL & WEBER PLC			19,093.00
RBOND	KEVIN TODD PHILLIPS 00157195	BD Payment Refund	50.00
TOTAL FOR: KEVIN TODD PHILLIPS			50.00

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CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
02473	KITCH DRUTCHAS	WAGNER VALITUTTI & S	
	388259	PROF SERVICES ROOTS FOUNDATION	7,740.00
	389563	PROF SERVICES ROOTS FOUNDATION	4,590.00
TOTAL FOR: KITCH DRUTCHAS WAGNER VALITUTTI & S			12,330.00
00112	THE KITCHEN INC		
	61357	PRISONER MEALS	302.09
TOTAL FOR: THE KITCHEN INC			302.09
05623	KONICA MINOLTA	BUS SOLUTIONS	
	237571663	KONICA MINOLTA SERVICE AGREEMENT	158.81
	237624076	KONICA MINOLTA SERVICE AGREEMENT	78.47
	237624359	KONICA MINOLTA SERVICE AGREEMENT	225.97
	237624525	KONICA MINOLTA SERVICE AGREEMENT	159.33
	237706012	KONICA MINOLTA SERVICE AGREEMENT	92.12
	9001766048	KONICA MINOLTA SERVICE AGREEMENT	419.34
	9001785872	KONICA MINOLTA SERVICE AGREEMENT	19,299.44
	9001797486	KONICA MINOLTA SERVICE AGREEMENT	11,452.17
	9002036778	KONICA MINOLTA SERVICE AGREEMENT	14,201.38
	9002048522	KONICA MINOLTA SERVICE AGREEMENT	11,452.17
TOTAL FOR: KONICA MINOLTA BUS SOLUTIONS			57,539.20
12967	LAURA KRAHN		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: LAURA KRAHN			13.50
12968	GRAHAM KUHN		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: GRAHAM KUHN			13.50
12969	CATHERINE KUSHNEREIT		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: CATHERINE KUSHNEREIT			13.50
12970	MICHAEL KYLE		
	JAN 25, 2016	JURY FEE	52.00
TOTAL FOR: MICHAEL KYLE			52.00
07565	L.E.O.R.T.C.		
	4384	FOIA FUNDAMENTALS/CALABRESE, KOEHN	100.00
TOTAL FOR: L.E.O.R.T.C.			100.00
04443	LAW OFFICES OF JOSEPH A LAVIGNE		
	10-0673ST	ANTHONY O LINDSAY	200.00
	15-8619	STEPHEN SIMPSON	200.00
	15-87013	TARA LASHAWN SHANNON	200.00
TOTAL FOR: LAW OFFICES OF JOSEPH A LAVIGNE			600.00
12829	LAW OFFICES OF ANTHONY L. MISURACA		
	15BE04829	DANIELLE MARIE SIMON	200.00
TOTAL FOR: LAW OFFICES OF ANTHONY L. MISURACA			200.00

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CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
10402	LAW OFFICES OF ROBERT MORAD, PLLC		
	16-00216	BENJAMIN CRUCE	200.00
	84300	JOSHUA MEARS	150.00
	85964	ANDRE KNIGHT	200.00
	86094	JAMAR JOHNSON	200.00
	88215	JAMES CIESLIGA	150.00
TOTAL FOR: LAW OFFICES OF ROBERT MORAD, PLLC			900.00
00751	THE LIBRARY NETWORK		
	54700	SPECIAL ACQUISITIONS	125.75
TOTAL FOR: THE LIBRARY NETWORK			125.75
00754	LIGHTING SUPPLY COMPANY		
	V0137493	ARENA/LIGHTING	89.50
	V0138776	LIGHTING	434.43
	V0139482	SR CTR/LIGHTING	169.50
TOTAL FOR: LIGHTING SUPPLY COMPANY			693.43
08932	CHRISTOPHER LIPPO		
	012716	NAEMT TCCC CLASS EXP REIMB	150.00
TOTAL FOR: CHRISTOPHER LIPPO			150.00
RBOND	LIVE WELL CUSTOM HOMES LLC		
	BB42258	BD Bond Refund	750.00
TOTAL FOR: LIVE WELL CUSTOM HOMES LLC			750.00
06244	LOWES		
	01/08/2016	SENIOR PROGRAM SUPPLIES	46.58
TOTAL FOR: LOWES			46.58
08145	M TECH COMPANY		
	IN154490	CABLE FOR PUSH CAMERA	230.07
TOTAL FOR: M TECH COMPANY			230.07
00788	MACOMB COMMUNITY COLLEGE		
	004937396	ADVANCED PISTOL/CHERRY	150.00
TOTAL FOR: MACOMB COMMUNITY COLLEGE			150.00
00792	MADISON ELECTRIC COMPANY		
	1404151-00	CREDIT MEMO	(902.60)
	1462455-03	ELECTRICAL SUPPLIES	902.60
	1464546-00	ELECTRICAL SUPPLIES	169.83
	1464546-01	ELECTRICAL SUPPLIES	39.59
	1464566-00	ELECTRICAL SUPPLIES	63.39
	1464963-00	ELECTRICAL SUPPLIES	119.96
TOTAL FOR: MADISON ELECTRIC COMPANY			392.77
03296	MAFC		
	01/15/2016	MAFC REGISTRATION	245.00
TOTAL FOR: MAFC			245.00

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CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
07613	MAILFINANCE, INC		
	N5752461	DEC & JAN LEASE PAYMENT	834.84
	N5759054	MARCH LEASE PAYMENT	750.00
TOTAL FOR: MAILFINANCE, INC			1,584.84
12925	SHYAM MAKESH		
	722522382041	OVERPAY TAX 509 JAMES CIRCLE	681.14
TOTAL FOR: SHYAM MAKESH			681.14
12971	PAUL MALICK		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: PAUL MALICK			13.50
12972	JOYCE MARTIN		
	JAN 25, 2016	JURY FEE	52.00
TOTAL FOR: JOYCE MARTIN			52.00
12995	MASTERCRAFT FLOORS		
	07438	ARENA/FLOORING	947.00
TOTAL FOR: MASTERCRAFT FLOORS			947.00
08499	MATHESON TRI-GAS INC		
	12791853	FIRE/CYLINDER RENTAL	130.75
TOTAL FOR: MATHESON TRI-GAS INC			130.75
08339	MAZUR MARKET MANAGEMENT LLC		
	160208	MARKET W/E 2/7	8,832.00
TOTAL FOR: MAZUR MARKET MANAGEMENT LLC			8,832.00
06460	MCCOY MAINTENANCE, INC.		
	10290	LIB/LINERS	34.49
TOTAL FOR: MCCOY MAINTENANCE, INC.			34.49
00777	MCI COMMERCIAL SERVICE - MW		
	3P613153 1/16	911 MODEM	0.03
TOTAL FOR: MCI COMMERCIAL SERVICE - MW			0.03
12973	JOHN MCKENZIE		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: JOHN MCKENZIE			13.50
13001	BARBARA MCNALLY		
	020516	OVERPAID DOG LICENSE FEE	13.00
TOTAL FOR: BARBARA MCNALLY			13.00
12974	STEVEN MEERSCHAERT		
	JAN 25, 2016	JURY FEE	65.50
TOTAL FOR: STEVEN MEERSCHAERT			65.50
00837	MEIJER		
	01/02/2016	SENIOR PROGRAM SUPPLIES	6.88
	01/26/2016	PRESCHOOL SUPPLIES	42.38
TOTAL FOR: MEIJER			49.26

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CITY OF ROYAL OAK
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Vendor Code	Vendor Name	Description	Amount
	Invoice		
12943	MELANIA NIELSEN		
	012716	EXP REIMB	153.22
TOTAL FOR: MELANIA NIELSEN			153.22
08724	MEMORIAL DAY PARADE COMMITTEE		
	2016	PARADE CONTRIBUTION	2,000.00
TOTAL FOR: MEMORIAL DAY PARADE COMMITTEE			2,000.00
09220	METRO PUMP SERVICE LLC		
	20841	CHECKED OUT UST TANK MONITOR	545.75
TOTAL FOR: METRO PUMP SERVICE LLC			545.75
00873	MICHIGAN FIRST AID & SAFETY CO		
	IN818959	COVERALLS, DISPOSABLE BLANKET	573.21
	IN819032	COVERALLS	169.20
	IN819112	COVERALLS	75.65
TOTAL FOR: MICHIGAN FIRST AID & SAFETY CO			818.06
07480	MI METER TECH GROUP INC		
	96536	WATER METERS & INSTALLATION	235.23
	96563	WATER METERS	2,794.49
TOTAL FOR: MI METER TECH GROUP INC			3,029.72
06892	MICHAELS		
	01/29/2016	SHARPIE/AMERICANA STNCL	25.95
	02/01/2016	SHARPIE/AMERICANA STNCL	19.06
TOTAL FOR: MICHAELS			45.01
00880	MICHIGAN MUNICIPAL LEAGUE		
	01/08/2016	RENEWAL FEES	385.00
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			385.00
00782	MICHIGAN RECREATION/PARKS ASSOC		
	01/20/2016	2016 MPARKS CONFERENCE	390.00
TOTAL FOR: MICHIGAN RECREATION/PARKS ASSOC			390.00
12991	MICHIGAN WATER ENVIRONMENT ASSOC		
	01/27/2016	MICHIGAN WATERCONFERENCE	100.00
TOTAL FOR: MICHIGAN WATER ENVIRONMENT ASSOC			100.00
00899	MIDWEST TAPE		
	932624694	AUDIOVISUAL MEDIA	9.99
TOTAL FOR: MIDWEST TAPE			9.99
11035	MILLER CANFIELD PADDOCK AND		
	1304303	STORM WATER LITIGATION	1,010.08
TOTAL FOR: MILLER CANFIELD PADDOCK AND			1,010.08
12975	ROBERTA MOONEY		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: ROBERTA MOONEY			13.50

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CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
07528	NATIONAL CITY WORKERS COMPENSION		
	1/25-1/29/16	WORKERS COMPENSATION	3,942.40
	2/1-2/5/16	WORKERS COMPENSATION	2,839.51
TOTAL FOR: NATIONAL CITY WORKERS COMPENSION			6,781.91
08575	NETWORK SOLUTIONS		
	01/29/2016	SERVICE RENEWAL	139.00
TOTAL FOR: NETWORK SOLUTIONS			139.00
07558	NORTH STAR MECHANICAL INC		
	00011433	FIRE 2/DEC CONTRACT BILLING	126.54
	00011434	FIRE 3/DEC CONTRACT BILLING	126.54
	00011435	MUSEUM/DEC CONTRACT BILLING	78.73
	113466	FIRE 2/HEATING REPAIR	558.60
	115933	SHELTER/HEATING REPAIR	186.20
	116167	FIRE 3/RTU NOISY	157.50
	116196	PLANNING/HEAT REPAIR	842.33
	116522	SHELTER/HEATING REPAIR	2,581.04
	116621	ATTY/NEW WALL UNITS	8,472.66
	116806	CH/BLOWER SWITCH	634.42
TOTAL FOR: NORTH STAR MECHANICAL INC			13,764.56
03752	NORTHERN SAFETY COMPANY INC		
	01/29/2016	WWW.NORTHERNSAFETY.COM	115.17
TOTAL FOR: NORTHERN SAFETY COMPANY INC			115.17
04313	NYE UNIFORM		
	541505	UNIFORMS	105.50
	541507	UNIFORMS	105.50
TOTAL FOR: NYE UNIFORM			211.00
00993	OAKLAND CO REGISTRAR OF DEED		
	012616	RECORDING FEES	14.00
	012716	RECORDING FEES	104.00
TOTAL FOR: OAKLAND CO REGISTRAR OF DEED			118.00
00994	OAKLAND CO ROAD COMMISSION		
	95481	SCATS AND AUTOSCOPE MAINTENANCE	50.74
TOTAL FOR: OAKLAND CO ROAD COMMISSION			50.74
02677	OAKLAND COUNTY		
	01/31/2016	COURT FILING FEE	5.15
TOTAL FOR: OAKLAND COUNTY			5.15
06178	OAKLAND COUNTY		
	DDS0001681	GWK DEBT SERVICE	47,491.82
	DDS0001683	GWK DEBT SERVICE	273,523.41
	DDS0001717	GWK DEBT SERVICE	1,894,511.42
TOTAL FOR: OAKLAND COUNTY			2,215,526.65
00996	OAKLAND COUNTY TREASURER		
	JAN 2016	LEGACY LIBRARY FUND	85.00
	JANUARY 2016	LIBRARY FUND	9,069.00
TOTAL FOR: OAKLAND COUNTY TREASURER			9,154.00

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CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
01007	OFFICE DEPOT		
	816813485001	85793581 OFFICE SUPPLIES	114.12
	816813485002	85793581 OFFICE SUPPLIES	6.12
	817705982001	85793581 OFFICE SUPPLIES	120.21
	817706207001	85793581 OFFICE SUPPLIES	52.49
	817862250001	85793581 OFFICE SUPPLIES	14.40
	817862640001	85793581 OFFICE SUPPLIES	37.49
	817915395001	85793581 OFFICE SUPPLIES	75.98
	817917188001	85793581 OFFICE SUPPLIES	149.98
	817939195001	85793581 OFFICE SUPPLIES	26.32
	817939715001	85793581 OFFICE SUPPLIES	54.12
	817946860001	85793581 OFFICE SUPPLIES	106.18
	818834099001	85793581 OFFICE SUPPLIES	306.50
	818834170001	85793581 OFFICE SUPPLIES	187.99
	818862866001	85793581 OFFICE SUPPLIES	46.37
	818925861001	85793581 OFFICE SUPPLIES	158.19
	819188215001	CREDIT MEMO	(4.41)
	819391026001	85793581 OFFICE SUPPLIES	183.90
	819450458001	85793581 OFFICE SUPPLIES	762.55
	819452102001	85793581 OFFICE SUPPLIES	83.93
	819452103001	85793581 OFFICE SUPPLIES	15.79
	819655002001	85793581 OFFICE SUPPLIES	95.23
	819786180001	85793581 OFFICE SUPPLIES	71.20
	820102986001	85793581 OFFICE SUPPLIES	153.17
	820148000001	85793581 OFFICE SUPPLIES	263.94
TOTAL FOR: OFFICE DEPOT			3,081.76
08851	OFFICE EXPRESS		
	205199-0	LIB/OFFICE SUPPLIES	86.40
TOTAL FOR: OFFICE EXPRESS			86.40
01014	OHM ADVISORS		
	175820	SPEICAL ASSESSMENT PAVING	3,595.00
TOTAL FOR: OHM ADVISORS			3,595.00
12065	GREG OLIVERIO		
	012716	REIMB ACLS HEARTCODE ONLINE SKILLS TESTING	220.00
TOTAL FOR: GREG OLIVERIO			220.00
05834	OLYMPIA ENTERTAINMENT		
	01/07/2016	SENIOR PROGRAMS	360.00
TOTAL FOR: OLYMPIA ENTERTAINMENT			360.00
12468	OMG NATIONAL		
	N1025991	CRAYONS, COLORING BOOKS, STICKERS	455.00
TOTAL FOR: OMG NATIONAL			455.00
08249	O'REILLY AUTO		
	3327 404449	REPAIR PARTS	137.42
TOTAL FOR: O'REILLY AUTO			137.42
12683	JENNIFER ORLETSKI		
	012616	JUROR BAGELS	13.99
TOTAL FOR: JENNIFER ORLETSKI			13.99

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CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
12581	OVERDRIVE		
	0870-00015727-012	AUDIOBOOKS	50.00
	0870-174137547-012	EBOOKS	249.00
	0870-175517523-012	EBOOKS	99.00
	0870-200320613-012	AUDIOBOOKS, EBOOKS	255.89
	0870-202608410-012	AUDIOBOOKS	119.00
TOTAL FOR: OVERDRIVE			772.89
12637	PAK-RITE LTD.		
	57499	PELICAN 16QOEMS CASE W LID ORGANIZER & DIVIDER	292.91
TOTAL FOR: PAK-RITE LTD.			292.91
12946	STEPHAINE PALMER		
	012816	OVERPAID DOG LICENSE FEE	6.00
TOTAL FOR: STEPHAINE PALMER			6.00
12664	PARTSMASTER		
	20981677	VISION PRO CORDLESS LIGHT	1,043.54
TOTAL FOR: PARTSMASTER			1,043.54
RBOND	PATRICK EDWARD-SALVATORE RAYE		
	BB42824	BD Bond Refund	750.00
TOTAL FOR: PATRICK EDWARD-SALVATORE RAYE			750.00
01677	NEVA PAXTON		
	01/31/2016	LIB/FEE FOR ONLINE DONATION	90.00
TOTAL FOR: NEVA PAXTON			90.00
12153	PAYPAL		
	47138824	PAYFLOW PRO	101.50
TOTAL FOR: PAYPAL			101.50
07787	BRENDA PEZNOWSKI		
	32035	ROYAL OAK SR ESSENTIAL SERVICES	24.00
	32036	ROYAL OAK SR ESSENTIAL SERVICES	48.00
	32038	ROYAL OAK SR ESSENTIAL SERVICES	54.00
TOTAL FOR: BRENDA PEZNOWSKI			126.00
12938	PICKLEBALL CENTRAL		
	01/29/2016	PICKLENET PORTABLE	509.97
TOTAL FOR: PICKLEBALL CENTRAL			509.97
12994	PORT-A-BELL INC.		
	1776	HAND BELLS	804.00
TOTAL FOR: PORT-A-BELL INC.			804.00
06171	PRAXAIR DISTRIBUTIONS INC		
	72132973	FUEL GAS	433.12
TOTAL FOR: PRAXAIR DISTRIBUTIONS INC			433.12
06006	PTE/ISN		
	I1019529	MAX COARSE REPLACEMENT BRUSH, 10MM 1/4D IMP UNIV 6	38.06
TOTAL FOR: PTE/ISN			38.06

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Vendor Code	Vendor Name Invoice	Description	Amount
05714	PRINTMASTERS 177632	PRESCHOOL DIRECTORY	1,980.00
TOTAL FOR: PRINTMASTERS			1,980.00
12977	NANCY PROWSE JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: NANCY PROWSE			13.50
01096	QUALITY CLEANERS DC1631/16	PRISONER BLANKET CLEANING	248.50
TOTAL FOR: QUALITY CLEANERS			248.50
10352	ANITA RANDALL 31903 32194 32195 32196 32197 32198 32200	ROYAL OAK SR ESSENTIAL SERVICES ROYAL OAK SR ESSENTIAL SERVICES	18.00 72.00 54.00 24.00 12.00 18.00 54.00
TOTAL FOR: ANITA RANDALL			252.00
11288	THE RASOR LAW FIRM PLLC 41297	BOND REFUND	2,000.00
TOTAL FOR: THE RASOR LAW FIRM PLLC			2,000.00
01119	RECORDED BOOKS LLC 75270847 75271214	AUDIOVISUAL MEDIA AUDIOVISUAL MEDIA	41.60 6.95
TOTAL FOR: RECORDED BOOKS LLC			48.55
11124	GARY REGGIO 31911	ROYAL OAK SR ESSENTIAL SERVICES	15.00
TOTAL FOR: GARY REGGIO			15.00
11496	THE RETAIL COACH LLC 2280	QUARTERLY PAYMENT RETAIL ECONOMIC DEVELOPMENT PLAN	6,000.00
TOTAL FOR: THE RETAIL COACH LLC			6,000.00
12978	HERBERT RICKMAN JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: HERBERT RICKMAN			13.50
12410	RIGHTS FIRST LAW P.C. 84509	MELVIN RULE	150.00
TOTAL FOR: RIGHTS FIRST LAW P.C.			150.00
02313	RIZZO SERVICES 90020120 90020127	SPECIAL PICK UP 1010 N CAMPBELL SPECIAL PICK UP 1010 N CAMPBELL	300.00 300.00
TOTAL FOR: RIZZO SERVICES			600.00

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DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
08377	RKA PETROLEUM COMPANIES		
	0042886	DIESEL	14,163.32
TOTAL FOR: RKA PETROLEUM COMPANIES			14,163.32
12979	HANNA ROBEY		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: HANNA ROBEY			13.50
RBOND	RONCELLI INC		
	BB43020	BD Bond Refund	2,500.00
TOTAL FOR: RONCELLI INC			2,500.00
RBOND	RONNISCH CONSTRUCTION GROUP INC		
	BB43050	BD Bond Refund	8,020.00
TOTAL FOR: RONNISCH CONSTRUCTION GROUP INC			8,020.00
01157	ROSE PEST SOLUTIONS		
	30681228	LIB 1/14 PEST CONTROL	48.00
	30682304	CBD 1/15 PEST CONTROL	158.00
TOTAL FOR: ROSE PEST SOLUTIONS			206.00
12998	AMANDA ROSS		
	5491	DEPOSIT REFUND	50.00
TOTAL FOR: AMANDA ROSS			50.00
05435	ROWLEYS BROS INC		
	1231150-99	SERVICE CHARGE	0.50
	13116-99	SERVICE CHARGE	9.76
	2123264-01	SAMSON DEF PITCHER SYTLE PUMP EPDM SEALS	43.56
	2127509-00	SERVICE PRO AW 32 PREMIUM HYDRAULIC BULK	657.00
TOTAL FOR: ROWLEYS BROS INC			710.82
08650	ROYAL OAK FORD		
	360551	REPAIR PARTS	162.00
	360559	REPAIR PARTS	237.40
TOTAL FOR: ROYAL OAK FORD			399.40
03642	ROYAL OAK STORAGE		
	3208	POLICE/STORAGE	235.00
TOTAL FOR: ROYAL OAK STORAGE			235.00
01824	RPS BOLLINGER INSURANCE		
	3602AH230069 2016	ASA FIELD OWNERS LIABILITY	300.00
TOTAL FOR: RPS BOLLINGER INSURANCE			300.00
11629	S&W HEALTHCARE CORP		
	217076	FIRE/GLOVES	414.44
TOTAL FOR: S&W HEALTHCARE CORP			414.44
RBOND	SALZEIDER INC		
	BB43192	BD Bond Refund	2,250.00
TOTAL FOR: SALZEIDER INC			2,250.00

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
07728	SAM EVENT MANAGEMENT & CONSULTING		
	275	JAN EVENT SERVICES	3,000.00
TOTAL FOR: SAM EVENT MANAGEMENT & CONSULTING			3,000.00
12980	DAVID SAPIENZA		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: DAVID SAPIENZA			13.50
09096	WILLIAM SAWYER		
	020416	RETIRED-RETURN FOR ARBITRATION	685.44
TOTAL FOR: WILLIAM SAWYER			685.44
12981	MEGAN SCHEID		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: MEGAN SCHEID			13.50
04272	SCHOLASTIC LIBRARY PUBLISHING		
	11460134	BOOKS	218.40
	11460135	BOOKS	152.10
	11460702	BOOKS	109.20
TOTAL FOR: SCHOLASTIC LIBRARY PUBLISHING			479.70
12982	DUANA SCOTT		
	JAN 25, 2016	JURY FEE	52.00
TOTAL FOR: DUANA SCOTT			52.00
12064	SEI INVESTMENTS		
	124216	OCT-DEC 2015 RETIREMENT SYSTEM	81,973.43
TOTAL FOR: SEI INVESTMENTS			81,973.43
01222	SEOC WATER AUTHORITY		
	JAN 2016	WATER SERVICE	310,618.02
TOTAL FOR: SEOC WATER AUTHORITY			310,618.02
07177	SERVICE GLASS CO INC		
	228057	WINDSHIELD	321.76
TOTAL FOR: SERVICE GLASS CO INC			321.76
11670	SESAC, LLC		
	2016	MUSIC LICENSE FEES	1,230.00
TOTAL FOR: SESAC, LLC			1,230.00
12983	JESSICA SEVILLA		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: JESSICA SEVILLA			13.50
12984	NANCY SHEAD		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: NANCY SHEAD			13.50
09148	CHRISTOPHER SHEMKE		
	16RO00102	VIET NGUYEN	200.00
TOTAL FOR: CHRISTOPHER SHEMKE			200.00

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DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
12985	ANNETTE SIEGEL		
	JAN 25, 2016	JURY FEE	52.00
TOTAL FOR: ANNETTE SIEGEL			52.00
12937	NICHOLAS SILER		
	84805	NICHOLAS SILAR	200.00
TOTAL FOR: NICHOLAS SILER			200.00
01213	SIRCHIE FINGERPRINT LAB		
	0239439-IN	EVIDENCE RIFLE BOX	182.02
	0239560-IN	EVIDENCE TAP,BRIEFCASE,TAPE MEASURE,ID SWIPES	453.41
TOTAL FOR: SIRCHIE FINGERPRINT LAB			635.43
12986	KATHLEEN SKINNER-RIEBE		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: KATHLEEN SKINNER-RIEBE			13.50
08022	MELISSA SMITH		
	020216	EXP REIMB	17.44
TOTAL FOR: MELISSA SMITH			17.44
12987	TIMOTHY SOBOLESKI		
	JAN 25, 2016	JURY FEE	65.50
TOTAL FOR: TIMOTHY SOBOLESKI			65.50
01221	SOCRRA		
	RO0116-2	1/16-1/31/16 REFUSE, RECYCLABLES & YW	181,518.00
TOTAL FOR: SOCRRA			181,518.00
01220	SONITROL TRI-COUNTY		
	0256812	DPS/MAR-MAY MONITORING FEE	150.00
	0257015	DPS/MAR-MAY MONITORING	483.00
TOTAL FOR: SONITROL TRI-COUNTY			633.00
12942	SPAHIC LAW PLLC		
	14-82345	LAMONTAE R WILSON	200.00
	15-85741	CHARLES CHRISTOPHER PARKS	200.00
TOTAL FOR: SPAHIC LAW PLLC			400.00
04576	ST JOHN OAKLAND OCC HEALTH PARTNERS		
	261373	PHYSICAL EXAMS, DRUG SCREENS	635.00
TOTAL FOR: ST JOHN OAKLAND OCC HEALTH PARTNERS			635.00
08149	AMY STAPLES		
	01/19/16	EXP REIMB	70.96
	011916	EXP REIMB	18.39
	01192016	EXP REIMB	102.00
	012516	EXP REIMB	35.00
	012616	EXP REIMB	37.00
	020616	EXP REIMB	39.99
TOTAL FOR: AMY STAPLES			303.34

PAID
CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
06492	CAMERON STARNES		
	32116	ROYAL OAK SR ESSENTIAL SERVICES	12.00
	32117	ROYAL OAK SR ESSENTIAL SERVICES	96.00
TOTAL FOR: CAMERON STARNES			108.00
01247	STATE OF MICHIGAN		
	01/20/2016	LIQUIOR LICENSE	150.00
TOTAL FOR: STATE OF MICHIGAN			150.00
01252	STATE OF MICHIGAN		
	D44 JAN 28 2015	JUDICIAL INFORMATION SYS USER FEES	11,096.86
TOTAL FOR: STATE OF MICHIGAN			11,096.86
01258	STATE OF MICHIGAN DEPT OF		
	010816	PAYROLL	28,866.38
	012216	PAYROLL	32,242.17
	020116	PENSION	24,349.11
	JAN 2016	SALES TAX	43.53
TOTAL FOR: STATE OF MICHIGAN DEPT OF			85,501.19
01259	STATE OF MICHIGAN		
	JAN 2016	LEGACY STATE FINES COLLECTED BY THE COURT	2,649.02
	JANUARY 2016	STATE FINES COLLECTED BY THE COURT	94,489.20
TOTAL FOR: STATE OF MICHIGAN			97,138.22
12988	KELLY STERNBERG		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: KELLY STERNBERG			13.50
10515	HAROLD STONE		
	020816	MILEAGE	17.82
TOTAL FOR: HAROLD STONE			17.82
RTAXX	STONE, JOSEPH B		
	02/09/2016	Sum Tax Refund 72-25-05-426-027	995.35
TOTAL FOR: STONE, JOSEPH B			995.35
07643	SUBURBAN ARENA MNGMT ROYAL OAK		
	1200	ARENA/MANAGEMENT FEE	14,909.04
	1201	PAYROLL ENDING 1/31	17,941.49
TOTAL FOR: SUBURBAN ARENA MNGMT ROYAL OAK			32,850.53
03591	SULLIVAN CORPORATION		
	INV00013385	CAL MAG ACETATE	3,534.00
TOTAL FOR: SULLIVAN CORPORATION			3,534.00
12607	SUPPLYDEN		
	351258-00	MKT/LABOR	199.00
TOTAL FOR: SUPPLYDEN			199.00
12444	BARBARA SZUTKOWSKI		
	020316	EXP REIMB	35.00
TOTAL FOR: BARBARA SZUTKOWSKI			35.00

PAID
CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
07000	TARGET 01/21/2016	PRESCHOOL SUPPLIES	15.98
TOTAL FOR: TARGET			15.98
12936	TEAMVIEWER 1359893332	REMOTE CONTROL SOFTWARE	2,004.55
TOTAL FOR: TEAMVIEWER			2,004.55
RBOND	THD AT-HOME SERVICES INC 00150261 00154817	BD Payment Refund BD Payment Refund	140.00 70.00
TOTAL FOR: THD AT-HOME SERVICES INC			210.00
13003	THE ROYAL EAGLE 01/22/2016	SENIOR PROGRAMS	100.00
TOTAL FOR: THE ROYAL EAGLE			100.00
01336	TIME EMERGENCY EQUIPMENT 115470	TURNOUT PANT	1,056.69
TOTAL FOR: TIME EMERGENCY EQUIPMENT			1,056.69
12989	DANIEL TOUSSAINT JAN 25, 2016	JURY FEE	65.50
TOTAL FOR: DANIEL TOUSSAINT			65.50
10845	TRANSUNION RISK AND ALTERNATIVE 916841 1/16	JAN INVESTIGATIVE SEARCHES	174.75
TOTAL FOR: TRANSUNION RISK AND ALTERNATIVE			174.75
11634	TREADWELL & ASSOCIATES INC 9078	APPRAISAL SERVICES	1,000.00
TOTAL FOR: TREADWELL & ASSOCIATES INC			1,000.00
01362	TROELSEN EXCAVATING COMPANY S1503 PE4	SPOT SEWER REPAIR WORK	12,454.00
TOTAL FOR: TROELSEN EXCAVATING COMPANY			12,454.00
12941	DARLENE TUCKER 020316	SHELTER REFUND	50.00
TOTAL FOR: DARLENE TUCKER			50.00
09807	UNA TWORK 32012	ROYAL OAK SR ESSENTIAL SERVICES	66.00
TOTAL FOR: UNA TWORK			66.00
05356	ULINE 74022296	BIOHAZARD DOT LABEL, CD ENVELOPES, CLASP ENVELOPES	180.83
TOTAL FOR: ULINE			180.83
02319	UNIQUE MANAGEMENT SERVICES INC 419633	LIB/RECOVERY SERVICE	154.80
TOTAL FOR: UNIQUE MANAGEMENT SERVICES INC			154.80

PAID
CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
12606	UNITED RESOURCE LLC		
	16-1487	CATCH BASIN CLEANING	10,902.00
TOTAL FOR: UNITED RESOURCE LLC			10,902.00
01389	UNIVERSAL PLUMBING SUPPLY		
	K95143	PLUMBING SUPPLIES	734.60
TOTAL FOR: UNIVERSAL PLUMBING SUPPLY			734.60
05219	US BANK		
	0000293NS 3/16	FIRE DEBT	51,900.00
TOTAL FOR: US BANK			51,900.00
05684	US BANK		
	4200124	CAP IMP-DEBT SERVICE	500.00
TOTAL FOR: US BANK			500.00
01388	US FIGURE SKATING		
	0078064	BASIC SKILLS INSTRUCTOR	1,543.53
TOTAL FOR: US FIGURE SKATING			1,543.53
RBOND	VAN DYKE BLDG SERVICES LLC		
	00156636	BD Payment Refund	65.00
TOTAL FOR: VAN DYKE BLDG SERVICES LLC			65.00
12944	VERITIV		
	6005808923	PAPER	426.63
	6005809842	PAPER	2,880.45
	6005818610	PAPER	256.20
	6005818611	PAPER	261.20
TOTAL FOR: VERITIV			3,824.48
06405	VERIZON		
	4272089099 1/16	FIRE 2	39.93
TOTAL FOR: VERIZON			39.93
05778	VERIZON WIRELESS		
	975945884	DEC 24-JAN 23 CELL PHONES	631.29
TOTAL FOR: VERIZON WIRELESS			631.29
01407	VULCAN INC		
	284366	SIGN BLANKS	1,302.00
TOTAL FOR: VULCAN INC			1,302.00
RBOND	WEBSTER EXCAVATING INC		
	BB43190	BD Bond Refund	1,250.00
TOTAL FOR: WEBSTER EXCAVATING INC			1,250.00
01422	WEISSMAN'S DESIGNS FOR DANCE		
	01/08/2016	ICE SHOW COSTUMES	559.87
	01/27/2016	CANNONBALL COSTUME	54.39
	01/31/2016	ICE SHOW COSTUMES	44.99
TOTAL FOR: WEISSMAN'S DESIGNS FOR DANCE			659.25

PAID
CITY OF ROYAL OAK
DISBURSEMENTS FROM 02/16/2016 TO 02/16/2016

Vendor Code	Vendor Name	Description	Amount
	Invoice		
03545	THOMSON REUTERS - WEST		
	832836528	OCT INTERNET	1,011.02
	833016551	NOV INTERNET	1,096.34
	83321646	DEC INFORMATION CHARGES	1,027.97
TOTAL FOR: THOMSON REUTERS - WEST			3,135.33
01429	WEST SHORE FIRE REPAIR INC		
	10673	FIRE/BATTERY, TEST AIR PACKS, VALVE, PRESSURE REDUC	577.10
TOTAL FOR: WEST SHORE FIRE REPAIR INC			577.10
07826	WHITE PINE BLDG DEV		
	020816	FINAL PAYMENT	26,505.00
TOTAL FOR: WHITE PINE BLDG DEV			26,505.00
01446	WINDER POLICE EQUIPMENT INC		
	20160244	RED ENDCAP/ADVANTEDGE PLUS 5000 WHELEN	81.29
TOTAL FOR: WINDER POLICE EQUIPMENT INC			81.29
01460	XEROX CORPORATION		
	082960150	W5030 9/30-1/11 SPLY MAINT	56.51
	082987170	WC7132 12/2-12/30 SPLY MAINT	170.43
TOTAL FOR: XEROX CORPORATION			226.94
12602	STEVEN ZEHNDER		
	82681	MARY MAZLOUM	200.00
	84640	SHAUNTE MCARTHUR	200.00
TOTAL FOR: STEVEN ZEHNDER			400.00
12990	DANIEL ZIMBA		
	JAN 25, 2016	JURY FEE	13.50
TOTAL FOR: DANIEL ZIMBA			13.50
TOTAL - ALL VENDORS			4,469,345.95

PAYROLL 173

PAYROLL DATE: 2-19-2016

FIFTH THIRD BANK 574,213.65 (Wire)

FIRST MERIT - PAYROLL (Net) 5,825.50 (Wire)

IRS - 175,767.11 (Wire)
FED. W/H 95,971.99 **Electronic withdrawal**
SOC SEC 55,788.20 **on 2-19-2016**
MEDICARE 24,006.92

SITW 29,534.73

FRIEND OF THE COURT 1,650.02 MISDU (Wire)

FRIEND OF THE COURT (MA)

FRIEND OF THE COURT (MO) 184.62

ICMA 33,761.98 (Wire)

NATIONWIDE 27,339.99 (Wire)

MERS 6,515.31

MICHIGAN EDUCATION TRUST 148.00

CHAPTER 13 _____

TAX LEVY 323.60

GARNISHMENTS _____

UNION DUES -

PSA _____
POA _____
Command _____
Detectives _____
DPS _____
Fire _____
TPOAM _____
Parking _____

TASC 4,297.73

Worker's Comp Offset* 1,684.00

*Note: Not incl'd in total

GRAND TOTAL 859,562.24

**Appointments Committee
Recommendations**

February 15, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

The appointments committee met February 15 to discuss reappointments and vacancies. If the city commission is in agreement, the following resolutions would be appropriate:

Be it resolved, the city commission hereby approves the following reappointments:

REAPPOINTMENTS		
Name	Committee	Term
Wil White	Fire Civil Service Commission	03/14/21
Michael R. Sherman	Memorial Day Parade Committee	12/31/18

Be it resolved, the city commission hereby approves the following appointments:

VACANCIES		
Name	Committee	Term
Dan Bittner	Board of Review – Regular Member	12/31/17
Marguerite Doster	Board of Review – Alternate Member	12/31/16
Leslie Snow	Historic District Study Committee	12/31/17
Lisa Kimmel	Historical Commission	12/31/18
Nancy Robinson	Historical Commission	12/31/18
Mallory Campbell	Parks and Recreation Committee	12/31/16
Kyle Bruckner	Rehab Board of Appeals	12/31/16
Kristina Andreski	ROOTS	12/31/17

Be it resolved, the city commission hereby approves the following student appointments:

STUDENT APPOINTMENTS		
Name	Committee	Term
AJ Carter	Planning Commission	12/31/16
Sean McMahon	Royal Oak Environmental Advisory Board	12/31/16

Respectfully submitted,
Melanie Halas
City Clerk

Approved:

Donald E. Johnson
City Manager



**Request to Set Public Hearing for
Removal of Dutch Elm Diseased Trees**

February 9, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

Elm Trees with Dutch Elm are required to be removed in accordance with city ordinance 833. The requirement for a public hearing is also delineated in the ordinance. The time frame for completion of the work by the contractor is during the month of April and May.

The following resolution is recommended for approval:

Be it resolved, a public hearing be held on March 21, 2016 at Royal Oak City Hall, 211 South Williams Street at 7:30p.m. to hear public comment on the proposed removal of Dutch Elm diseased trees.

Respectfully submitted,
Greg Rassel
Director of the Departments of
Public Services and Recreation

Approved,

A handwritten signature in black ink that reads "Donald E. Johnson".

Donald E. Johnson

City Manager

**Adoption of Administrative Policy and Procedure for Public
Inspection and Copying of Public Assessing Records**

February 10, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

The Michigan State Tax Commission is conducting a review of all Oakland County assessor's offices for compliance with the requirements of the general property tax act.

It has been determined that the assessor's office needs an administrative policy regarding public inspection of records. The most important aspect is the detailing of business hours to allow for public inspection of assessing records that are not confidential. Using the state's format, policy and procedures for the public inspection and copying of public assessing records has been created (Attachment 1).

The city attorney has reviewed said administrative policy and procedure and it has been approved to form.

If the commission is in agreement, the following resolution is recommended for approval:

Be it resolved, the city commission hereby adopts the administrative policy and procedure for the public inspection and copying of public assessing records.

Respectfully Submitted,



James M. Geiermann
City Assessor

Approved,



Donald E. Johnson
City Manager

1 Attachment

Attachment 1



City Assessor
211 S Williams Street
Royal Oak, Michigan 48067
P: 248.246.3110
F: 248.246.3011

Policy and Procedure for the Public Inspection and Copying Of Public Assessing Records

1. Requests for public inspection and copying of public records may be made verbally and/or in writing.
2. Said requests may be directed to the city assessor and/or an employee of the assessor's office responsible for said public records.
3. Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
4. If verbal request is made, the responding assessor's office employee shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
5. The responding assessor's office employee may require the requesting party to sign the check list to indicate compliance with the verbal request.
6. The responding assessor's office employee shall be responsible for the production of the requested copies.
7. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the city commission.
8. If the request is for inspection of public record, the responding assessor's office employee shall respond in a timely manner, not to exceed five business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public inspection shall take place.
9. The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding assessor's office employee. The place designated for the requested inspection shall be the city hall or the location where said public records are officially retained.
10. The responding assessor's office employee shall allow such inspection between the usual business hours of 8:00 a.m. and 4:30 p.m., Monday through Thursday and between 8:00 a.m. and 12:00 noon on Friday, unless mutually agreed to by the responding assessor's office employee and the requesting party.

Award of Contract CAP1535 2016 Concrete Street Reconstruction

February 5, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

Bids were received and opened at 9:00 a.m. local time on February 3, 2016, at the Royal Oak City Hall for the above subject work. The bid tabulation and award recommendation for contract CAP1535 is shown on Table 1. The work for this project includes removal of asphalt and concrete pavement, pavement base repair, concrete pavement with integral curb and gutter, driveway and sidewalk replacement, and drainage structure rehabilitation for the following roadways:

- Part A: Meijer Drive east of Coolidge Highway
- Part B: Nakota Road from Olivia Avenue to Mankato Avenue
- Part C: Linwood Avenue from Woodward Avenue. to W. Twelve Mile Road
- Part D: Helene Avenue from E. Ten Mile Road to Guthrie Avenue
- Part E: Massoit Avenue from Olivia Avenue to Tonawanda Avenue (special assessment)
- Part F: Sherman Drive from Forestdale Road to Eleven Mile Road
- Part G: Mohawk Avenue from E. Lincoln Avenue to I-696 service drive
- Part H: Wrenford Road from Arlington Drive to Seminole Drive (special assessment)
- Part I: Forestdale Road from Mayfield Drive to Catalpa Drive

The low bid for the project was received from Hard Rock Concrete, Inc. of Westland, Michigan with a bid amount of \$5,319,828. Hard Rock Concrete has not worked under contract to the city in several years. Engineering has checked the bidder's submitted information, contacted references, and met with the contractor's representatives to ensure this contractor is capable of adequately performing the work in accordance with the contract documents.

The funding source for this project is the major road fund (Sherman Drive and Meijer Drive), local road fund, and special assessment district. It should be noted that the bid amounts for the special assessment streets are greater than five percent above the estimated cost presented in standard resolution 2 for each street:

- Special assessment paving of Massoit Avenue is 36% above the original estimated cost
- Special assessment paving of Wrenford Road is 41% above the original estimated cost

The commission may choose to award the work on these two streets and hold a public hearing of assessment at the end of the project to determine how the cost should be allocated to the special assessment districts. Alternately, the commission may choose to remove these projects from the scope of work and re-bid at a later date. Two resolutions are presented for the city commission to select.

If the commission is in agreement, the following resolutions are recommended for approval:

Be it resolved, the city commission hereby awards 2016 Road Reconstruction Improvements Contract CAP1535 to Hard Rock Concrete, Inc. of Westland, Michigan, Michigan for the bid price of \$5,319,828 and directs staff to issue a purchase order in the amount of the bid price.

Otherwise,

Be it resolved, the city commission hereby awards Parts A, B, C, D, F, G and I of the 2016 Road Reconstruction Improvements Contract CAP1535 to Hard Rock Concrete, Inc. of Westland, Michigan for the bid price of \$5,104,808 and directs staff to issue a purchase order in the amount of the bid price.

Respectfully submitted,
Matthew J. Callahan, P.E.
City Engineer

Approved,



Donald E. Johnson
City Manager

Table 1: Bid evaluation and award recommendation for 2016 Road Reconstruction Improvements Contract CAP1535			
Contractor	Total Bid Amount	Bid Amount for Parts A, B, C, D, F, G, I only*	Recommendation
1. Hard Rock Concrete, Inc.	\$ 5,319,828.00	\$ 5,104,808.00	It is recommended that Hard Rock Concrete, Inc. of Westland, Michigan be awarded the 2016 Road Reconstruction Improvements Contract CAP1535 for the bid amount of \$5,319,828.00 (Parts A through H) or \$5,104,808.00 (Parts A, B, C, D, F, G and I only)
2. Angelo lafrate Construction Co.	\$ 5,747,048.40	\$ 5,486,335.40	
3. Major Cement Co.	\$ 6,234,521.50	\$ 5,955,736.50	
4. Dilisio Contracting, Inc.	\$ 6,617,063.90	\$ 6,362,018.40	

**Because the bids for special assessment paving of Massoit Road and Wrenford Avenue exceeded the original estimates by greater than 5%, the commission may choose to award the project without including these streets (Part E and Part H)*

General Construction Contract Bid Information	
Contract #:	CAP1535
Title:	2016 Road Reconstruction Improvements Contract CAP1535
Recommended contractor:	Hard Rock Concrete, Inc. 38146 Abruzzi Drive Westland, Michigan 48185
Bid amount:	\$ 5,319,828
Number of bids:	4
Range of bids:	\$ 5,319,828 - \$ 6,617,063.90
Estimate:	\$ 5,557,995
Comparison of bid to estimate - %:	4.3% under
Starting date estimate:	April 4, 2016
Completion date estimate:	November 11, 2016

**Award of Contract CAP1604 and
Construction Inspection Services for the
2016 East Fourth Street Streetscape Improvements**

February 5, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

Bids were received and opened at 10:00 a.m. local time on February 3, 2016, at the Royal Oak City Hall for the above subject work. The bid tabulation and award recommendation for contract CAP1604 is shown on Table 1. The work for this project includes new streetscape decorative concrete installation, concrete curb and gutter and asphalt street resurfacing, handicap ramp replacement, , drainage improvements, installation of trees and tree grates, removal of existing DTE wood poles and lights and installation of decorative street lights. This project extends along E. Fourth Street from S. Main Street to Knowles Street.

The low bid for the project was received from Warren Contractors and Development, Inc. of Shelby Township, Michigan. The bid amount is \$984,071.25. Based on past experience with this contractor, engineering expects that this contractor can adequately perform the work as specified in the contract.

It should be noted that engineering is currently unable to staff the construction administration and inspection for this large project. Engineering requested consultant quotes for the project design work to include costs for construction oversight. Nowak & Fraus Engineers (NFE), who was awarded the project design, has agreed to perform the construction oversight work for 7% of the total construction cost, or \$68,885.

The funding sources for this project are the Downtown Development Authority fund and major road fund.

If the commission is in agreement, the following resolutions are recommended for approval:

Be it resolved, the city commission hereby awards 2016 E. Fourth Street Streetscape Improvements Contract CAP1604 to Warren Contractors and Development, Inc. of Shelby Township, Michigan for the bid price of \$984,071.25 and directs staff to issue a purchase order in the amount of the bid price, and

Be it further resolved, the city commission hereby awards the construction administration and inspection services for 2016 E. Fourth Street Streetscape Improvements Contract CAP1604 to Nowak and Fraus Engineers of Pontiac, Michigan for 7% of the construction cost estimated at \$68,885, and directs staff to issue a purchase order in the amount of the estimated price.

Respectfully submitted,
Matthew J. Callahan, P.E.
City Engineer

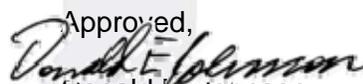
Approved,

Donald E. Johnson
City Manager

Table 1:			
Bid evaluation and award recommendation for			
2016 E. Fourth Street Streetscape Improvements Contract CAP1604			
Contractor	Bid Amount	Inspector Days	Recommendation
1. Warren Contractors and Development, Inc.	\$ 984,071.25	90	It is recommended that Warren Contractors and Development, Inc. of Shelby Township, Michigan be awarded the 2016 E. Fourth Street Streetscape Improvements Contract CAP1604 for the bid amount of \$984,071.25.
2. JB Contractors, Inc.	\$ 1,060,782.45	88	
3. WCI Contractors, Inc.	\$ 1,072,919.00	72	
4. F.D.M. Contracting, Inc.	\$ 1,177,986.00	60	
5. Audia Concrete Construction, Inc.	\$ 1,145,118.00	96	
6. Angelo lafrate Construction Company	\$ 1,265,142.50	80	

General Construction Contract Bid Information	
Contract #:	CAP1604
Title:	2016 E. Fourth Street Streetscape Improvements
Recommended contractor:	Warren Contractors and Development, Inc. 14979 Technology Drive Shelby Township, MI 48315
Bid amount:	\$ 984,071.25
Number of bids:	6
Range of bids:	\$ 984,071.25 - \$ 1,265,142.50
Estimate:	\$ 1,136,570
Comparison of bid to estimate - %:	13.4% under
Starting date estimate:	May 2, 2016
Completion date estimate:	September 16, 2016

**Award of Contract CAP1606
2016 Sewer and Water Main Improvements**

February 11, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

Bids were received and opened at 10:00 a.m. local time on February 10, 2016, at the Royal Oak City Hall for the above subject work. The bid tabulation and award recommendation for contract CAP1606 is shown on Table 1. The work for this project includes 12-inch, 24-inch and 36-inch sewer installation, drainage improvements, water main installation, concrete and asphalt paving, concrete curb and gutter construction, handicap ramp replacement, driveway and sidewalk construction, and green infrastructure elements* on the following streets:

Edgewood Drive:	Woodsboro Drive to Crooks Road
Woodsboro Drive:	Edgewood Drive to Marywood Drive
Ravena Avenue:	Woodward Avenue to Hampton
Park Avenue:	Maxwell Avenue to N. Maple Avenue
Windemere Avenue:	N. Blair Avenue to Campbell Road
*Vinsetta Avenue:	Marywood Avenue to N. Main Street (bio-swale)

The low bid for the project was received from Pamar Enterprises, Inc. of New Haven, Michigan. The bid amount is \$1,890,920.55. Engineering has checked the bidder's submitted information and contacted several references to ensure this contractor is capable of adequately performing the work in accordance with the contract documents.

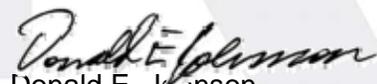
The funding sources for this project are the water and sewer fund and local road fund.

If the commission is in agreement, the following resolution is recommended for approval:

Be it resolved, the city commission hereby awards Contract CAP1606 2016 Sewer and Water Main Improvements to Pamar Enterprises, Inc. of New Haven, Michigan for the bid price of \$1,890,920.55 and directs staff to issue a purchase order in the amount of the bid price.

Respectfully submitted,
Matthew J. Callahan, P.E.
City Engineer

Approved,



Donald E. Johnson
City Manager

Table 1:			
Bid evaluation and award recommendation for Contract CAP1606			
2016 Sewer and Water Main Improvements			
Contractor	Bid Amount	Inspector Days	Recommendation
1. Pamar Enterprises, Inc.	\$ 1,890,920.55	90	It is recommended that Pamar Enterprises, Inc. of New Haven, Michigan be awarded the 2016 Sewer and Water Main Improvements Contract CAP1606 for the bid amount of \$1,890,920.55.
2. F.D.M. Contracting, Inc.	\$ 2,118,807.00	80	
3. Hard Rock Concrete, Inc.	\$ 2,175,896.50	75	
4. LGC Global, Inc.	\$ 2,207,517.38	122	
5. Bricco Excavating Co.	\$ 2,212,475.00	200	
6. Evergreen Civil, LLC	\$ 2,320,210.90	130	
7. Angelo lafrate Construction Co.	\$ 2,814,817.50	125	

General Construction Contract Bid Information	
Contract #:	CAP1606
Title:	2016 Sewer and Water Main Improvements
Recommended contractor:	Pamar Enterprises, Inc. 58021 Gratiot Avenue New Haven, MI 48048
Bid amount:	\$ 1,890,920.55
Number of bids:	7
Range of bids:	\$ 1,890,920.55 - \$ 2,814,817.50
Estimate:	\$ 2,151,180.00
Comparison of bid to estimate - %:	12.1% under
Starting date estimate:	April 11, 2016
Completion date estimate:	September 30, 2016

**Award of Contract CAP1607
2016 Water Main Improvements**

February 11, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

Bids were received and opened at 9:00 a.m. local time on February 10, 2016, at the Royal Oak City Hall for the above subject work. The bid tabulation and award recommendation for contract CAP1607 is shown on Table 1. The work for this water main installation project includes drainage improvements, concrete and asphalt paving, concrete curb and gutter construction, handicap ramp replacement, and driveway and sidewalk construction at the following locations:

Bassett Road:	Woodward Avenue alley to Fairlawn Road
Vinton Road:	Woodward Avenue to Fairlawn Road
Greenleaf Drive:	West of Fairlawn Road to Vinsetta Boulevard
Woodsboro Drive:	West of Fairlawn Road to Vinsetta Boulevard
Forestdale Court:	Cedar Hill Drive to dead end
Clawson Avenue:	Northwood Boulevard to Elmhurst Avenue
Elmhurst Avenue:	Clawson Avenue to Lloyd Avenue
Linwood Avenue:	Northwood Boulevard to Lloyd Avenue
Oliver Road:	Webster Road to Crooks Road
Glenwood Road:	Oliver Road to Glenview Avenue

The low bid for the project was received from C&P Construction Co., Inc. of Shelby Township, Michigan. The bid amount is \$2,524,676.50. Engineering has worked with this contractor in the past, and believe the contractor is capable of adequately performing the work in accordance with the contract documents.

The funding sources for this project are the water and sewer fund and local road fund.

If the commission is in agreement, the following resolution is recommended for approval:

Be it resolved, the city commission hereby awards Contract CAP1607 2016 Water Main Improvements to C&P Construction Co., Inc. of Shelby Township, Michigan for the bid price of \$2,524,676.50 and directs staff to issue a purchase order in the amount of the bid price.

Respectfully submitted,
Matthew J. Callahan, P.E.
City Engineer

Approved,



Donald E. Johnson
City Manager

Table 1:			
Bid evaluation and award recommendation for 2016 Water Main Improvements Contract CAP1607			
Contractor	Bid Amount	Inspector Days	Recommendation
1. C&P Construction Co., Inc.	\$ 2,524,676.50	120	It is recommended that C&P Construction Co., Inc. of Shelby Township, Michigan be awarded the 2016 Water Main Improvements Contract CAP1607 for the bid amount of \$2,524,676.50
2. Pamar Enterprises, Inc.	\$ 2,603,405.82	100	
3. Superior Excavating, Inc.	\$ 2,706,739.00	120	
4. Troelsen Excavating Co.	\$ 2,766,505.00	125	
5. F.D.M. Contracting, Inc.	\$ 2,787,146.75	95	
6. LGC Global	\$ 3,230,973.40	140	
7. Angelo lafrate Construction Co.	\$ 3,572,299.80	160	

General Construction Contract Bid Information	
Contract #:	CAP1607
Title:	2016 7 Water Main Improvements
Recommended contractor:	C&P Construction Co., Inc. 13249 West Star Drive Shelby Township, Michigan
Bid amount:	\$ 2,524,676.50
Number of bids:	7
Range of bids:	\$ 2,524,676.50 - \$ 3,572,299.80
Estimate:	\$ 2,822,674.50
Comparison of bid to estimate - %:	10.6% under
Starting date estimate:	April 11, 2016
Completion date estimate:	September 30, 2016

**Award of Contract CAP1608
2016 Sidewalk Improvement Program**

February 15, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

The 2016 sidewalk improvement program target area is bounded 13 Mile Road, Greenfield Road, 14 Mile Road, Coolidge Highway, Meijer Drive, Crooks Road, 14 Mile Road, Delemere Boulevard, Canadian National Railroad, Elmhurst Avenue, Linwood Avenue, Northwood Boulevard and Clawson Avenue.

Bids were received and opened at 9:00 a.m. local time on January 27, 2016, at the Royal Oak City Hall for the above subject work. The two low bids were very close in overall cost, and both contractors meet the required minimum contract qualifications. The contract states that the city should award the contract to the lowest responsible bidder. After reviewing the two lowest bid contractors' past performance including meeting approved construction schedules and deadlines, overall contract safety compliance, complaints and other special provisions, we recommend Audia Concrete Construction for the Royal Oak 2016 Sidewalk Improvement Program, Contract CAP1608 as shown in Table I based on providing the lowest responsible bid.

It should be noted that the unit prices for 2016 were higher than the engineers estimate as shown below. Unit prices are determined from the major pay items as bid in the contract.

Item	Work to be billed to property owner	Italia Construction	Audia Concrete Construction	Fiore Enterprises	Engineer's Estimate
1	Remove sidewalk	\$0.14 / s.f.	\$1.07 / s.f.	\$3.30 / s.f.	\$0.68
2	Install 4-inch thick sidewalk	\$5.45 / s.f.	\$4.58 / s.f.	\$5.28 / s.f.	\$4.52
3	Install 6-inch to 8-inch thick sidewalk at driveways	\$6.24	\$5.43	\$10.89 / s.f.	\$5.21
Cost to property owner to remove and replace a 25 s.f., 4-inch thick sidewalk		\$139.75	\$141.25	\$214.50	\$130
Cost to property owner to remove and replace a 25 s.f., 6-8 inch thick sidewalk		\$159.50	\$162.50	\$354.75	\$147.25

If the city commission is in agreement, the following resolution is recommended for approval:

Be it resolved, the commission awards Contract CAP1608 2016 Sidewalk Improvement Program, to Audia Concrete Construction of Milford Charter Township, MI, for the bid price of \$1,611,170 and directs staff to issue a purchase order in the amount of the bid price.

Respectfully submitted,
Matthew J. Callahan, P.E.
City Engineer

Approved,


Donald E. Johnson
City Manager

Table I
Bid Evaluation and Award Recommendation for Contract CAP1608
2016 Sidewalk Improvement Program

Contractor	Bid Amount	Recommended Contractor
1. Italia Construction Washington Township, MI	\$ 1,595,920	
2. Audia Concrete Construction, Milford, MI	\$ 1,611,720	It is recommended that Audia Concrete Construction from Milford Charter Township, MI be awarded Contract CAP1608 2016 Sidewalk Improvement Program, for the bid price of \$1,611,170.
3. Fiore Enterprises LLC Detroit, MI	\$ 2,934,884.50	

GENERAL CONSTRUCTION CONTRACT BID INFORMATION

Contract #:	CAP1608
Title:	2016 Sidewalk Improvement Program
Recommended Contractor:	Audia Concrete Construction , Milford Charter Twp., MI
Bid Amount:	\$ 1,611,720
Number of Bids:	3
Range of Bids:	\$ 1,595,920.00 - \$ 2,934,884.50
Estimate:	\$1,486,760
Comparison of Bid to Estimate - % Comparison:	8 % Higher
Starting Date Estimate:	April 25, 2016
Completion Date Estimate	September 30, 2016

**Standard Resolution 5
Special Assessment Paving of Fairgrove Avenue**

February 1, 2015

The Honorable Mayor Ellison and
Members of the City Commission:

The special assessment paving of Fairgrove Avenue from Farnum Avenue to Baldwin Avenue is complete. The total special assessment cost for the work awarded to Galui Construction Company of Clinton Township, Michigan, is approximately 37% less than the special assessment engineering estimate per the [commission letter from the June 1, 2015 meeting](#). The public hearing on the assessment roll was held on July 13, 2015. Standard resolution 5 confirming special assessment roll for a special assessment district cost of \$75,629.24 for Fairgrove Avenue from Farnum Avenue to Baldwin Avenue should now be adopted. A copy of the revised special assessment roll is included in Attachment 1.

If the commission is in agreement, the following resolution is recommended for approval:

Special assessment standard resolution 5 is recommended for adoption.

Respectfully submitted,
Matthew J. Callahan, P.E.
City Engineer

Approved,



Donald E. Johnson
City Manager

1 Attachment

Special Assessment Standard Resolution 5

City of Royal Oak - County of Oakland

Special assessment district 2391

At a regular meeting of the city commission of the City of Royal Oak, County of Oakland, Michigan, held on **February 22, 2016** at 7:30 o'clock p.m., Eastern Time.

Present: Commissioners _____

Absent: Commissioners _____

The following preamble and resolution were offered by commissioner _____ and supported by commissioner _____:

Whereas, the city commission has met after due and legal notice and reviewed the special assessment roll prepared for the purpose of defraying the special assessment district's share of certain public improvements; and

Whereas, after hearing all persons interested therein and after carefully reviewing said special assessment roll, the city commission deems said special assessment roll to be fair, just, and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the benefits to be derived by the parcel of land assessed.

Now, therefore, be it resolved that:

1. Said special assessment roll as prepared by the city assessor in the amount of \$75,629.24 is hereby confirmed and shall be known as special assessment roll 2391.
2. Said special assessment roll shall be divided into fifteen (15) equal annual installments, the first of which shall be due and payable on July 1, 2016 and the remaining installments shall become due in consecutive order, one each year [not to exceed twenty (20) years in total], on the 1st day of July, beginning with the year 2016.
3. Interest shall be charged on the unpaid balance of said special assessment roll at the rate of six percent (6%) per annum beginning July 1, 2016. Provided, however, in the event bonds are issued in anticipation of the collection of said special assessment, interest shall be charged on the unpaid balance of the roll at a rate not to exceed one percent (1%) greater than the average rate of interest borne by said special assessment

bonds payable annually on the respective due dates of subsequent installments. Provided, however, that the whole assessment may be paid to the city treasurer at any time after confirmation in full with accrued interest thereon; and the amounts to be paid by the city shall be paid as the construction work progresses.

4. The city clerk be and is hereby directed to attach her warrant to said special assessment roll after confirmation of said roll commanding the city treasurer to collect the sums and amounts as directed by the city charter and by resolution of the city commission. Said warrant shall further require the city treasurer on the 1st day of April following the date when such assessments, or any installment thereof, have become due, to submit to the city commission a sworn statement setting forth a description of the lots, premises and parcels of land as to which such delinquency exists, and amounts of such delinquency, including accrued interest computed to April 1st of such year.
5. The city clerk be and is hereby directed to endorse the date of confirmation on each special assessment Roll.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

Ayes: Commissioners _____

Nays: Commissioners _____

Resolution declared adopted.

Melanie Halas, City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution duly adopted by the Royal Oak City Commission, County of Oakland, Michigan, at a regular meeting held on February 22, 2016, and that public notice of said meeting was given pursuant to and in full conformity with Act No. 267, Public Acts of Michigan, 1976, as amended.

Melanie Halas, City Clerk



City Assessor
211 S Williams Street
Royal Oak, Michigan 48067
P: 248.246.3110
F: 248.246.3011

February 1, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

At the regular meeting of the city commission held May 11, 2015, the city engineer presented a [petition](#) for installing the recommended 6" thick concrete pavement, 27' wide with integral curb and gutter for Fairgrove Avenue from Farnum Avenue to Baldwin Avenue. Your honorable body referred the petition to the city assessor for the purpose of preparing the necessary special assessment district. At the close of construction and review of final costs, I have determined the revised district to be as follows:

**27-foot wide, 6-inch thick concrete paving with integral curb and gutter
Fairgrove Avenue
(from Farnum Avenue to Baldwin Avenue)**

Total resident portion	\$17,369.78
Total city portion	\$44,128.04
City at large portion	\$14,131.42

The city commission may now initiate the necessary proceedings toward the adoption of standard resolution 5.

Respectfully Submitted,

Handwritten signature of James M. Geiermann in black ink.

James M. Geiermann
City Assessor

Approved,

Handwritten signature of Donald E. Johnson in black ink.

Donald E. Johnson
City Manager

Attachment 1

Paving

\$73,431.40	Actual cost
<u>\$ 2,197.84</u>	Engineering & inspection
\$75,629.24	Total cost

\$17,369.78	District
<u>\$58,259.46</u>	City
\$75,629.24	Total Cost

Approval of Purchase Orders

February 22, 2016 (Revised)

The Honorable Mayor Ellison and
Members of the City Commission:

If the city commission is in agreement, the following resolution is recommended for approval:

Be it resolved, the city commission approves the following requisitions/purchase orders for fiscal year 2015-16:

Requisition # R004218
Vendor: GRANITE NETWORKS, INC.
Requesting approval for: \$18,000
Price Source: bid by Royal Oak
Budgeted: \$20,000
Department / Fund: parks and forestry/misc grants/ restricted fund
Description: smart park kiosk

Requisition # R004224
Vendor: KELLEY BROTHERS, LC
Requesting approval for: \$25,020
Price Source: quote
Budgeted: \$0
Department / Fund: fire/public safety
Description: emergency replacement of fire department generator

Respectfully submitted,
Julie Rudd
Finance Director

Approved,



Donald E. Johnson
City Manager

Approval of January 2016 Traffic Committee Resolutions

February 12, 2016

The Honorable Mayor Ellison and
Members of City Commission

The Royal Oak Citizens Traffic Committee meeting was called to order at 7:00 p.m., in room 315 of the Royal Oak City Hall on Tuesday, January 26, 2016, by Chairperson Dan Godek. The minutes of this meeting are included in Attachment 1, and the backup information for the minutes is included in Attachment 2. The updated traffic committee bylaws are shown in Attachment 3.

If the city commission is in agreement with the traffic committee recommendations, the following resolutions are offered to make the regulatory signing changes permanent traffic control orders in accordance with the "Uniform Traffic Code for Cities, Townships, and Villages" adopted by the commission on September 22, 2003:

Be it resolved, the commission approves the installation of a "Stop" sign on Yorba Linda Boulevard where it tees into Springer Avenue from the south. (Item 5A); and

Be it further resolved, the commission denies the request to close the southbound entrance from Crooks Road onto southbound Edgewood Drive, and further denies the request to install speed humps on Edgewood Drive. (Item 5B); and

Be it further resolved, the commission denies the request to install speed humps on Mohawk Avenue. (Item 5C); and

Be it further resolved, the commission denies the request to install speed bumps on Wyandotte Avenue. (Item 5D); and

Be it further resolved, the commission denies the request to install stop signs on Fernwood Drive at Crane Avenue (Item 5E); and

Be it further resolved, the commission denies the request to prohibit parking on the south and or north sides of Manor Avenue west of Crooks Road (Item 5F); and

Be it finally resolved, the commission approves the revised Royal Oak Citizens Traffic Committee Bylaws (Item 6A).

Respectfully submitted,
Matthew J. Callahan, P.E.
City Engineer

Approved,



Donald E. Johnson
City Manager

3 Attachments



Citizens Traffic Committee Meeting Minutes January 26, 2016

A regular meeting of the Royal Oak Citizens Traffic Committee was held on Tuesday, January 26, 2016, in the city hall, 211 Williams, Royal Oak. The meeting was called to order by Chairperson Dan Godek at 7:13 p.m.

Chairperson Dan Godek recited the Traffic Committee preamble:

"The Traffic Committee consists of property owners of Royal Oak appointed by the City Commission. We are volunteers and are not paid or elected. What we decide tonight is merely a recommendation to the City Commission. If you do not agree with the findings or decisions of this committee, you may go before the City Commission and petition and/or discuss your issue with them. At this meeting you will be given an opportunity to speak during your item on the agenda. However, at the City Commission meeting, you must be recognized during "public comment" on their agenda, not when the Traffic Committee resolutions are being voted upon. Otherwise you will not be able to voice your concerns.

It is important to understand that professionals make preliminary recommendations to the Traffic Committee. They consist of civil and traffic engineers, outside consultants and public safety officials. You may have been informed that these professionals have denied your request or petition. This denial does not mean that this committee will vote that way; however, we are committed to discussing the issues at hand in a pragmatic and sensible manner. Our ultimate recommendation to the City Commission will be one that benefits our citizens and community as a whole."

1. Roll Call:

Present

Dan Godek, Chairperson
Richard Karlowski
Randy White
Rob Moore
Alex Rucinski
Amanda Morris Smith (alternate)
Sargent Terry Oaks

Absent

Bradley Surman

Also Present: Matthew J. Callahan P.E., City Engineer

2. Approval of Traffic Committee meeting Minutes of December 1, 2015

Moved by Robert Moore
Seconded by Amanda Morris Smith

Adopted Unanimously

3. Public Comment - Items Not On The Agenda

4. Rescheduled Items

5. Business Items

.A. Request to install a “Stop” sign at the intersection of Springer Avenue and Yorba Linda.

While working on CAP1510, 2015 water main improvement project, we noticed the intersection at Springer Avenue and Yorba Linda should have a stop sign.

The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

Mr. Godek opened the floor to those interested in speaking on this issue. No one came forward to speak on this issue.

The Citizens Traffic Committee recommends installing a “Stop” sign on Yorba Linda Boulevard where it tees into Springer Avenue from the south.

Moved By: Rick Karlowski
Supported By: Rob Moore

Adopted Unanimously

5.B. Request for a traffic review for reduction of traffic speed on Edgewood Drive southbound from Crooks.

A request was received from James Glasson, 1609 Edgewood Drive asking for a traffic review of southbound traffic on Edgewood coming off of Crooks.

The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

Mr. Godek opened the floor to those interested in speaking on this issue. No one came forward to speak on this issue.

The Citizens Traffic Committee recommends denial of the request to close the southbound entrance from Crooks Road onto southbound Edgewood Drive, and further recommends denial of the request to install speed humps on Edgewood Drive.

Moved By: Richard Karlowski
Supported By: Rob Moore

Adopted Unanimously

5.C. Request to install speed bumps along the entirety of Mohawk.

A request was received from David Gullo, 1003 Mohawk, asking to add speed bumps for the entirety of Mohawk Avenue,

The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

Mr. Godek opened the floor to those interested in speaking on this issue.

- David Gullo, 1003 Mohawk came forward and spoke stating he was concerned about the level of traffic coming to and from the expressway and the speed of vehicles. He mentioned that there are also many delivery vehicles. Additionally, he added that new houses have been built on the street which brings more children to the neighborhood.
- Kendra Alpert, 1202 Wyandotte came forward and spoke stating she agrees with David Gullo. She also added that she witnesses most of the speeding between 6:00 p.m. and 7:00 p.m.

The Citizens Traffic Committee recommends denial of the request to install speed humps on Mohawk Avenue.

Moved By: Amanda Morris Smith
Supported By: Randy White

Adopted Unanimously

5.D. Request to install a speed bump on Wyandotte Avenue between Dondero and Hudson.

A request was received from Kendra Alpert, 1202 Wyandotte, asking to have a speed bump installed on Wyandotte Avenue between Dondero and Hudson.

The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

Mr. Godek opened the floor to those interested in speaking on this issue.

- Kendra Alpert, 1202 Wyandotte came forward and spoke stating she thinks because it is a long street it is easy to accelerate. She has gone into the street to protect children from speeding vehicles.
- David Gullo, 1003 Mohawk came forward and spoke stating he was concerned about all the kids and families in the area.

The Citizens Traffic Committee recommends denial of the request to install speed bumps on Wyandotte Avenue

Moved By: Alex Rucinski
Supported By: Rob Moore

Adopted Unanimously

5.E. Request to install “Stop” signs on Fernwood Road at Crane

A request was received from Anya Marenthaler, 906 Fernwood, asking to have “Stop” signs installed in both directions on Fernwood at Crane.

The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

Mr. Godek opened the floor to those interested in speaking on this issue. No one came forward to speak on this issue.

The Citizens Traffic Committee recommends denial of the request to install “Stop” signs on Fernwood Drive at Crane Avenue.

Moved By: Amanda Morris Smith
Supported By: Richard Karlowski

Adopted Unanimously

5.F. Request to install “No Parking” signs on Manor from the apartment/condo driveways east to Crooks Road.

A request was received from Mary Guzik, 4309 Manor Avenue, asking to have “No Parking” signs installed on Manor from the apartment/condo driveways east to Crooks Road.

The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

Mr. Godek opened the floor to those interested in speaking on this issue. No one came forward to speak on this issue.

The Citizens Traffic Committee recommends denial of the request to prohibit parking on the south and or north sides of Manor Avenue west of Crooks Road.

Moved By: Richard Karlowski
Supported By: Rob Moore

Adopted Unanimously

5.G. Review of Traffic Committee Bylaws

The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

The Citizens Traffic Committee recommends approval of the draft/amended draft Traffic Committee Bylaws.

Moved By: Amanda Morris Smith
Supported By: Alex Rucinski

Adopted Unanimously

Adjourn

Upon motion of Rob Moore, seconded by Alex Rucinski, and adopted unanimously, the regular meeting was adjourned at 8:50 p.m.

cc: Traffic Committee Members, Inc. Ex-Officio Members:

Dan Godek, Chairperson
Richard Karlowski
Rob Moore
Amanda Morris Smith
Alexander Rucinski
Bradley Surman
Randy White
Shelly Kemp, Chamber of Comm.
Shawn Lewis-Lakin, Royal Oak Schools
Mark Weatherwax, PTA Council President
Corrigan O'Donohue, Police Chief
Mike Frazier, Deputy Chief
Chuck Thomas, Fire Chief
Tim Thwing, Community Development Director
Greg Rassel, Director of Recreation and Public Services
Mike Kirby, Information Systems

5B James Glasson, 1609 Edgewood, Royal Oak, MI 48067

5C David Gullo, 1003 Mohawk, Royal Oak, MI 48067

5D Kendra Alpert, 1202 Wyandotte, Royal Oak, MI 48067

5E Anya Marenthaler, 906 Fernwood, Royal Oak, MI 48067

5F Mary Guzik, 4309 Manor, Royal Oak, MI 48073



Engineering Division
211 Williams Street
Royal Oak, Michigan 48067

**Traffic Committee Meeting
Agenda Explanation
January 26, 2016 7:00 P.M.**

1. Roll Call

Preamble

"The Traffic Committee consists of Royal Oak property owners appointed by the City Commission. We are volunteers and are not paid or elected. What we decide tonight is merely a recommendation to the City Commission. If you do not agree with the findings or decisions of this committee, you may go before the City Commission and petition and/or discuss your issue with them. At this meeting you will be given an opportunity to speak during your item on the agenda. However, at the City Commission meeting, you must be recognized during "public comment" on their agenda, not when the Traffic Committee resolutions are being voted upon. Otherwise you will not be able to voice your concerns.

It is important to understand that professionals make preliminary recommendations to the Traffic Committee. They consist of civil and traffic engineers, outside consultants and public safety officials. You may have been informed that these professionals have denied your request or petition. This denial does not mean that this committee will vote that way; however, we are committed to discussing the issues at hand in a pragmatic and sensible manner. Our ultimate recommendation to the City Commission will be one that benefits our citizens and community as a whole."

2. Minutes – December 1, 2015

3. Public Comment – Items not on the agenda

4. Rescheduled Items - None

5. Business Items

5.A. Request to install a "Stop" sign at the intersection of Springer Avenue and Yorba Linda.

While working on CAP1510, 2015 water main improvement project, we noticed the intersection at Springer Avenue and Yorba Linda should have a stop sign.

The Staff Traffic Committee has reviewed this request and determined that:

1. Springer Avenue is a 31' wide concrete road with curb and gutter.
2. Yorba Linda Boulevard is a 27' wide composite road with curb and gutter.
3. Springer Avenue and Yorba Linda Boulevard are classified as a LOCAL STREETS.

4. Yorba Linda Boulevard is a north-south street that tees into Springer Avenue from the south. There are stop signs on Springer as this intersection is directly south of Dickenson Park. The stop signs on Springer are intended to allow pedestrians safe north-south crossings.
5. There were no accidents reported at this location for the years 2012-2015 (3 year accident report) that involved movements of vehicles traversing the intersection of Yorba Linda Boulevard and Springer which is the main warrant required for a traffic change.
6. While there is no stop or yield signs at this location for the NB traffic, it is NOT unusual to have an unrestricted movement at a tee street intersection when the main cross street has stop signs. This is common and consistent with other similar locations.
7. It should be noted that the north-south and east-west crosswalks are not marked and neither are the stop bars on Springer. Appropriate pavement markings could help provide better direction to east-west traffic. Pavement markings at stop signs do not have to be supplemented with crosswalk warning signs.
8. Additionally, warning signs could be added to the existing stop signs stating "Cross traffic does not stop" or "Traffic from left/right does not stop" W4-4aP, however it is not warranted or required if a stop sign is installed.

Suggested Recommendation:

Staff recommends installing a "Stop" sign on Yorba Linda Boulevard where it tees into Springer Avenue from the south.

Estimated City Cost: \$180.00

Moved By: Chris Annetta
Supported By: Greg Rassel

5.B. Request for a traffic review for reduction of traffic speed on Edgewood Drive southbound from Crooks.

A request was received from James Glasson, 1609 Edgewood Drive asking for a traffic review of southbound traffic on Edgewood coming off of Crooks.

The Staff Traffic Committee has reviewed this request and determined that:

1. Edgewood Drive is a 27' wide composite road with curb and gutter.
2. Edgewood Drive is classified as a LOCAL STREET.
3. Edgewood has stop signs at Crooks Road, Woodsboro and Catalpa. The block distances are as follows: Crooks to Woodsboro – 901'; Woodsboro to Derby – 603'; Derby to Catalpa – 608'.
4. Parking is allowed on both the east and west sides of Edgewood except near intersections which are typical for residential streets. Many homes have single car width driveways and regularly rely on street parking for overflow and guests.
5. There were two (2) speeding citations and no accidents reported at this location for the years 2012-2015 (3 year accident report) that involved movements of vehicles traversing Edgewood Drive.
6. Edgewood between Crooks Road and Woodsboro Drive is scheduled for a complete reconstruction in the summer of 2016.
7. The resident's suggestion was to add speed humps or prohibit southbound traffic off of southbound Crooks.
8. Speed Study:

Attachment 2

- a) The city could request a speed study from the Transportation Improvement Association; however staff would recommend it should be done after the proposed road improvements are completed so that the effect of a new, smoother roadway is taken into account. It is not the city's practice to review or recommend traffic or parking changes in advance of a road improvement that may or may not occur due possible traffic pattern or parking change.
 - b) It should be noted that almost every speed study that we have conducted has shown that the majority of traffic (the 85th percentile) drives within the acceptable speeds (below 5 mph over the posted limit, or unposted limit of 25 mph on residential streets).
 - c) It is very difficult to judge vehicle speeds, because 25 mph seems pretty fast to a person on the side of the road.
 - d) Additionally, it has been found that in many instances; speeding drivers on residential streets are either from the neighborhood or an adjacent neighborhood that is using the street.
 - e) Warrants for installing a signal or stop sign change are generally accepted to be 6 incidents minimum per year for three consecutive years.
9. Speed Humps:
- a.) The city currently has no (intentionally installed) speed bumps on any road under our jurisdiction. It has also been our practice to not encourage people to request speed humps as there is usually little statistical evidence to support it, and there is no support for these from staff.
 - b.) This issue has been discussed in the past. DPS has concerns with potential damage to street maintenance equipment (sweeping and plowing). Additionally, DPS was also concerned with the cost of maintenance not only of the hump but also of the necessary signage required. Emergency responders had concerns with potential harm to ambulance and fire equipment.
 - c.) There is also the issue of liability. It was determined that the city could be liable for damage to vehicles, vehicles caused to lose control and crash because of the hump itself or snow or ice buildup on the hump, pedestrian slip and fall, etc.
 - d.) Minimal research on speed humps indicates that ITE and Drive safe Michigan reviewed and outlined how speed humps can help curb speeding and recommends guidelines for eligibility. The National Association of City Transportation Officials (NACTO) has developed a procedure for enacting a speed hump installation policy. Minneapolis, MN, and Des Moines, IA have well-documented program for installing speed humps on residential streets to curb speeding - these are two snow-belt cities. The state of Maine has also documented the use of speed humps and recommends application locations.
 - e.) Although Royal Oak has never constructed one, we would likely want to assess the cost to the residents on that street – similar to traffic diverters, as there is no funding source for this type of non-structural/ancillary feature. (non-structural = not essential to the functionality of the road itself).

Suggested Recommendation:

Staff recommends denial of the request to close the southbound entrance from Crooks Road onto southbound Edgewood Drive, and further recommends denial of the request to install speed humps on Edgewood Drive.

Prior to the road construction (early spring 2016), the city will request that TIA perform a traffic count and speed study on Edgewood Drive between Crooks Road and Woodsboro Drive. The city will also order the same study after construction to

determined and increase in traffic or speeding. Traffic committee can therefor adequately review the need for any traffic calming measures.

Estimated city cost \$0.

Moved By: Greg Rassel
Supported By: Chuck Thomas

5.C. Request to install speed bumps along the entirety of Mohawk.

A request was received from David Gullo, 1003 Mohawk, asking to add speed bumps for the entirety of Mohawk Avenue,

The Staff Traffic Committee has reviewed this request and determined that:

1. Mohawk Avenue is a 27' wide composite road with curb and gutter.
2. Mohawk Avenue is classified as a LOCAL STREET and is signed for "No Through Traffic" at Irving and at Lincoln.
3. Mohawk has stop signs at Lincoln Road, Harrison and Dondero. The block distances are as follows: Lincoln to Harrison – 998'; Harrison to Dondero – 977'; Dondero to Irving – 298'
4. Parking is allowed on the east side of the road south of Dondero; on both the east and west sides of Mohawk Avenue between Dondero and the south edge of Lawson Park; and on the west side of the road between Harrison and Lincoln, except near intersections which are typical for residential streets. Many homes have single car width driveways and regularly rely on street parking for overflow and guests.
5. There was one (1) accident reported in the area for the years 2012-2015 (3 year accident report) that involved movements of vehicles traversing Mohawk Avenue. The determining cause was speeding and it was at 2 am.
6. Mohawk Avenue between Irving Avenue Road and East Lincoln Avenue is scheduled for a complete reconstruction in the summer of 2016.
7. The residents are concerned with existing and anticipated speeding on this street. The police reported nine (9) incidents of speeding on Mohawk Avenue in the last three years.
8. The resident's suggestion was to add speed humps along the entire length of this road.

Refer to item 5B above, number 8 and 9 for discussion of traffic studies, speeding and speed humps.

Suggested Recommendation:

Staff recommends denial of the request to install speed humps on Mohawk Avenue.

Prior to the road construction (early spring 2016), the city will request that TIA perform a traffic count and speed study on Mohawk Avenue between Irving Avenue Road and East Lincoln Avenue. The city will also order the same study after construction to determine any increase in traffic or speeding. Traffic committee can therefor adequately review the need for any traffic calming measures

Estimated city cost \$0

Moved By: Greg Rassel

Supported By: Chuck Thomas

5.D. Request to install a speed bump on Wyandotte Avenue between Dondero and Hudson.

A request was received from Kendra Alpert, 1202 Wyandotte, asking to have a speed bump installed on Wyandotte Avenue between Dondero and Hudson.

The Staff Traffic Committee has reviewed this request and determined that:

1. Wyandotte Avenue is a 27' wide composite road with curb and gutter.
2. Wyandotte Avenue is classified as a LOCAL STREET and is signed for "No Through Traffic" at 10 Mile and at Lincoln.
3. Wyandotte has stop signs at Lincoln Road, Harrison and Dondero. The block distances are as follows: Harrison to Dondero – 1117'.
4. Parking is allowed on both the east and west sides of Wyandotte Avenue except near intersections which are typical for residential streets. Many homes have single car width driveways and regularly rely on street parking for overflow and guests.
5. There were no accidents reported at this location for the years 2012-2015 (3 year accident report) that involved movements of vehicles traversing Wyandotte.
6. The residents are concerned with existing speeding on this street. The police reported two (2) speeding citations on Wyandotte Avenue in the last three years.
7. The resident's suggestion was to add speed hump(s) between Dondero and Hudson Avenues.

Refer to item 5B above, number 8 and 9 for discussion of traffic studies, speeding and speed humps.

Suggested Recommendation:

Staff recommends denial of the request to install speed bumps on Wyandotte Avenue.

The city will request that TIA perform a traffic count and speed study on Wyandotte Avenue between Dondero and Hudson Avenues. Traffic committee can therefor adequately review the need for any traffic calming measures

Estimated City Cost: \$0

Moved By: Greg Rassel
Supported By: Chuck Thomas

5.E. Request to install "Stop" signs on Fernwood Road at Crane

A request was received from Anya Marenthaler, 906 Fernwood, asking to have "Stop" signs installed in both directions on Fernwood at Crane.

The Staff Traffic Committee has reviewed this request and determined that:

1. Fernwood Drive is a 27' wide composite road with curb and gutter.
2. Crane Avenue is a gravel road.
3. Both streets are classified as LOCAL STREETS.

4. Fernwood Drive is a north-south street and has stop signs at Catalpa Drive to the north and at Austin Avenue to the south. The distance between stop signs is approximately 904'.
5. Crane Avenue has stop signs where it tees into Fernwood.
6. There were no accidents reported at this location for the years 2012-2015 (3 year accident report) that involved movements of vehicles traversing from along Fernwood which is the main warrant required for a traffic change.
7. The residents are concerned with existing and anticipated speeding on this street. The police reported fourteen (14) speeding citations on Fernwood in the last three years.

Suggested Recommendation:

Staff recommends denial of the request to install "Stop" signs on Fernwood Drive at Crane Avenue.

The city will request that TIA perform a traffic count and speed study on Fernwood Drive Avenue between Catalpa Drive and Austin Avenue. Traffic committee can therefore adequately review the need for any traffic calming measures

Estimated City Cost: \$0

Moved By: Greg Rassel
Supported By: Doug Hedges

5.F. Request to install "No Parking" signs on Manor from the apartment/condo driveways east to Crooks Road.

A request was received from Mary Guzik, 4309 Manor Avenue, asking to have "No Parking" signs installed on Manor from the apartment/condo driveways east to Crooks Road.

The Staff Traffic Committee has reviewed this request and determined that:

1. Manor Avenue is a 27' wide composite road with curb and gutter and is classified as a LOCAL STREET.
2. Manor Avenue is an east-west street and has stop signs at Crooks Road to the east and at Cresthill Avenue to the west. The distance between stop signs is approximately 535'.
3. There were no accidents reported at this location for the years 2012-2015 (3 year accident report) that involved movements of vehicles traversing from along Manor Avenue, which is the main warrant required for a traffic change.
4. The resident is concerned with parking on both sides of the street it creates a narrow passage when cars are parked opposite one another which occurs regularly west of Crooks. The photographs document the two vehicles noted. The concern is that westbound vehicles do not yield for eastbound vehicles. The applicant speaks from personal experience.
5. On street parking in this area serves as overflow parking for the condominium complex on the north side of Manor and the apartment complex on the south side of Manor, both of which have the zoning required number of spaces.
6. Typically, parking changes such as this would require a petition circulated to the neighborhood area being affected. The applicant represents neither of the apartment or condominium buildings. The applicant indicated she does not have time to circulate a petition.

Suggested Recommendation:

Staff recommends denial of the request to prohibit parking on the south and or north sides of Manor Avenue west of Crooks Road.

Estimated City Cost: \$0

Moved By: Greg Rassel
Supported By: Chuck Thomas

5.G. Review of Traffic Committee Bylaws

The Staff Traffic Committee has reviewed this request and determined that:

1. Traffic committee bylaws have not been reviewed in many years.
2. The bylaws include various provisions that have been changed but not codified such as:
 - a. Meeting days (February) not corresponding to bimonthly meeting in the odd numbered month
 - b. Quoting of old ordinance numbering system, which has since been codified.
 - c. The most recent (2004) bylaws are not formatted no do they include all of the pertinent information recommended in the city's Model Bylaw format
3. Attached are the old Traffic Committee Bylaws, the Model Bylaw form and a proposed Traffic Committee Bylaws for 2016.
4. Discussion

Suggested Recommendation:

Staff recommends approval of the draft/amended draft Traffic Committee Bylaws.

Estimated City Cost: \$0

Moved By: Greg Rassel
Supported By: Doug Hedges

6. Information Only Items

7. Adjourn

Matthew J. Callahan, City Engineer

cc: Traffic Committee Members, Inc. Ex-Officio Members
Dan Godek, Chairperson
Richard Karlowski
Rob Moore
Amanda Morris Smith
Alexander Rucinski
Bradley Surman
Randy White
Royal Oak City Commission
Shelly Kemp, Chamber of Comm.
Shawn Lewis-Larkin, Royal Oak Schools

Attachment 2

Citizens Traffic Committee
Meeting Agenda

January 26, 2016
Page 8 of 8

Mark Weatherwax, PTA Council President
Corrigan O'Donohue, Police Chief
Deputy Chief of Operations
Sergeant Chris Annetta
Chuck Thomas, Fire Chief
Tim Thwing, Director of Planning
Greg Rassel, Director of Recreation and Public Services
5B James Glasson, 1609 Edgewood, Royal Oak, MI 48067
5C David Gullo, 1003 Mohawk, Royal Oak, MI 48067
5D Kendra Alpert, 1202 Wyandotte, Royal Oak, MI 48067
5E Anya Marenthaler, 906 Fernwood, Royal Oak, MI 48067
5F Mary Guzik, 4309 Manor, Royal Oak, MI 48073



Citizens Traffic Committee Meeting Minutes December 2, 2015

A regular meeting of the Royal Oak Citizens Traffic Committee was held on Tuesday, December 1, 2015, in the city hall, 211 Williams, Royal Oak. The meeting was called to order by Chairperson Dan Godek at 7:00 p.m.

Chairperson Dan Godek recited the Traffic Committee preamble:

"The Traffic Committee consists of property owners of Royal Oak appointed by the City Commission. We are volunteers and are not paid or elected. What we decide tonight is merely a recommendation to the City Commission. If you do not agree with the findings or decisions of this committee, you may go before the City Commission and petition and/or discuss your issue with them. At this meeting you will be given an opportunity to speak during your item on the agenda. However, at the City Commission meeting, you must be recognized during "public comment" on their agenda, not when the Traffic Committee resolutions are being voted upon. Otherwise you will not be able to voice your concerns.

It is important to understand that professionals make preliminary recommendations to the Traffic Committee. They consist of civil and traffic engineers, outside consultants and public safety officials. You may have been informed that these professionals have denied your request or petition. This denial does not mean that this committee will vote that way; however, we are committed to discussing the issues at hand in a pragmatic and sensible manner. Our ultimate recommendation to the City Commission will be one that benefits our citizens and community as a whole."

1. Roll Call:

Present

Dan Godek, Chairperson
Richard Karlowski
Randy White
Rob Moore
Alex Rucinski
Bradley Surman
Amanda Morris Smith (alternate)

Absent

Lieutenant Bill Sawyer, Public Safety

Also Present: Matthew J. Callahan P.E., City Engineer

2. Approval of Traffic Committee meeting Minutes of September 22, 2015

Moved by Robert Moore
Seconded by Amanda Morris Smith

Adopted Unanimously

3. Public Comment - Items Not On The Agenda

Mr. Steven Munson, 409 Fairgrove spoke disparagingly about our code enforcement and police. His concerns included a recent incident where he was cited by code enforcement and in general about alleged police trespassing and corruption such as planting drugs/evidence in his car. He went on to describe the general decline of the city, for being aggressive and intrusive. He also complained that parking fees and fines are excessive. He also stated that the city will soon crash and burn.

4. Rescheduled Items

5. Business Items

5.A. Request to remove “No Stopping Standing or Parking” signs along the north side of Austin between Marywood and Washington and replace them with “No Parking, school days 7:00am-7:00pm” signs.

A petition was received from Jessica Valovick, 404 Austin recommending removing the “No Stopping Standing or Parking” signs along the north side of Austin between Marywood and Washington and replace them with “No Parking, school days 7:00am-7:00pm” signs.

The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

Mr. Godek opened the floor to those interested in speaking on this issue.

- Jessica Valovick, 404 Austin came forward and spoke stating that she was in agreement with the recommendations. She also mentioned that the school had done little to address this issue and the detriment to the neighborhood.
- Chris Forrest, 412 Austin came forward and spoke stating that he has lived there over 20 years. He mentioned that there has been a big change since the school and changed from a high school and the elimination of bussing in 2008. Chris also stated that because of the use of the street for student drop off there is more congestion and he feels it is unsafe for the student to dart across the street. Also he stated that he see no enforcement on school days when it’s needed, yet residents regularly get tickets on the weekends which is unfair. He would like to see more enforcement during school hours.
- Cory Fields, 422 Austin came forward and spoke stating that he just bought his house eight months ago and did not realize the school traffic was such a problem. He is looking to find a compromise with the signs so residents could park on the street on weekends.
- Shawn Louis-Lakin, School Superintendent, 2221 Maplewood came forward and spoke stating he accepts the recommendation but feels that there needs to be more police enforcement for the existing signs. He stated that the school district

Attachment 2

is committed to safety and following the rules (signage), and communication with the parents is key.

The Citizens Traffic Committee recommends denial of the request as written however recommends replacing the current on street parking prohibition signs on the north side of Austin Avenue between Washington and Marywood with new signs that state "No Stopping Standing or Parking, 7am-5pm, School days".

Moved By: Randy White
Supported By: Rick Karlowski

Adopted Unanimously

5.B. Request to install "No Student Drop-off" signs on both sides of Austin between Marywood and Washington.

A petition was received from Jessica Valovick, 404 Austin recommending a review to install "No Student Drop-off" signs on both sides of Austin between Marywood and Washington.

The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

Mr. Godek opened the floor to those interested in speaking on this issue.

Jessica Valovick, 404 Austin came forward and spoke stating that new signs would be an improvement but believes that more police enforcement could solve the problem.

Corey Fields, 422 Austin came forward and spoke stating that he did not feel that putting up "No U turn" signs would not help without police enforcement.

Shawn Louis-Lakin, School Superintendent, 2221 Maplewood came forward and spoke stating he accepts the recommendation.

The Citizens Traffic Committee recommends denial of request as written, however recommends adding "No U turn" signs on the south side of Austin. Also add "Student drop off/pick up prohibited" sign to the north side of Austin; and recommend additional police enforcement during school drop-off and pick-up times.

Moved By: Alex Rucinski
Supported By: Richard Karlowski

Adopted Unanimously

Attachment 2

5.C. Request to review drive exit from 800 DeVillen onto DeVillen/Alexander.

A request was received from Tim Pagel, 2933 N Wilson recommending a review of the drive exit from 800 DeVillen for a stop sign.

The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

Mr. Godek opened the floor to those interested in speaking on this issue. No one came forward to speak on this issue.

The Citizens Traffic Committee recommends installing a stop sign for eastbound traffic exiting the school administration parking lot at 800 DeVillen.

Moved By: Rob Moore

Supported By: Rick Karlowksi

Adopted Unanimously

5.D. Request to eliminate parking on the south side of Nakota and place two (2) spaces on the north side of Nakota at Crooks.

A request was received from Thomas Humphrey, 4381 Crooks representing Pine Corner Condominiums recommending eliminating parking on the south side of Nakota and place two (2) spaces on the north side of Nakota at Crooks.

The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

Mr. Godek opened the floor to those interested in speaking on this issue. No one came forward to speak on this issue.

The Citizens Traffic Committee recommends installing no parking signs on the south side of Nakota between the driveway of the Pine Corner condominium development and Crooks, however does not recommend changing the parking limits of the north side of Nakota to add additional spaces.

Moved By: Rick Karlowksi

Supported By: Rob Moore

Adopted Unanimously

5.E. Request to install "No Turn on Red" sign at the SWC of Main Street and Normandy.

A request was received from Danny Torressan, 103 Normandy recommending installing a "No Turn on Red" sign at the southwest corner of Main Street and Normandy.

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The findings of the Staff Traffic Committee were presented by City Engineer, Matthew J. Callahan, P.E.

Mr. Godek opened the floor to those interested in speaking on this issue.

Danny Torressan, 103 Normandy came forward and spoke stating because of the location of the stop bar people are required to go around cars. The stop bar is 8' from the cross walk, the cross walk is 6' wide and is 8' from the edge of the intersection. He has witnessed cars pulling forward to turn right resulting in blocking the crosswalk.

The Citizens Traffic Committee recommends denial of request to install a "No Turn on Red" sign for EB Normandy at Main Street; and further requests that staff review the placement of the stop bar location on EB Normandy approaching Main Street with regards to the distance from the crosswalk and signal.

Moved By: Rob Moore
Supported By: Bradley Surman

Adopted Unanimously

Adjourn

Upon motion of Rob Moore, seconded by Bradley Surman, and adopted unanimously, the regular meeting was adjourned at 8:50 p.m.

cc: Traffic Committee Members, Inc. Ex-Officio Members:
Dan Godek, Chairperson
Richard Karlowski
Rob Moore
Amanda Morris Smith
Alexander Rucinski
Bradley Surman
Randy White
Shelly Kemp, Chamber of Comm.
Shawn Lewis-Lakin, Royal Oak Schools
Mark Weatherwax, PTA Council President
Corrigan O'Donohue, Police Chief
Mike Frazier, Deputy Chief
Chuck Thomas, Fire Chief
Tim Thwing, Community Development Director
Greg Rassel, Director of Recreation and Public Services
Mike Kirby, Information Systems
5A&B Jessica Valovick, 404 Austin, Royal Oak, MI 48067
5C Tim Pagel, 2933 N Wilson, Royal Oak, MI 48073
5D Thomas Humphrey, 4381 Crooks, Royal Oak, MI 48073
5E Danny Torressan, 103 Normandy, Royal Oak, MI 48073

Attachment 2

Judy Walsh

From: Matt Callahan <MattC@romi.gov>
Sent: Thursday, December 03, 2015 2:36 PM
To: 'Walsh, Judy'
Subject: FW: Traffic Committee- Stop Sign Needed at the Intersection of Springer Avenue and Yorba Linda
Attachments: Springer Avenue and Yorba Linda Intersection.pdf

for next traffic committee in January

From: Susan T Galbenski [<mailto:SusanG@ci.royal-oak.mi.us>]
Sent: Wednesday, December 02, 2015 4:30 PM
To: MattC@ci.royal-oak.mi.us
Cc: JudyW@ci.royal-oak.mi.us
Subject: Traffic Committee- Stop Sign Needed at the Intersection of Springer Avenue and Yorba Linda

Matt,

While working on CAP1510-2015 Water Main Improvements project, we noticed the intersection at Springer Avenue and Yorba Linda pedestrian crossway should have a stop sign. The area in question for the stop sign is the on south east corner at Yorba Linda. Pedestrian traffic on the south side of Springer Avenue heading east to Dickinson Park is directed to cross Yorba Linda then cross north on Springer Avenue. The safety of pedestrians crossing Yorba Linda, without a stop sign for vehicle traffic, is at risk. There are existing stop signs for vehicle traffic east and west on Springer Avenue. Also, the Judson Center (located near the park on the south side of Springer Avenue) uses the park frequently for their special needs clients and the aforementioned route is used to get to the park.

Please see attached the picture of the intersection in questioned.

Thanks,

Susan

Attachment 2

James Glasson
1609 Edgewood Drive
Royal Oak, MI 48067

September 15, 2015

Mr. Callahan,
Matthew J. Callahan, P.E.
Engineering Department
211 S. Williams St.
Royal Oak, MI 48067

RECEIVED

SEP 18 2015

Engineering Department

Dear Mr. Callahan,

As the city advances with the road bond infrastructure work and as the north block of Edgewood Drive between Crooks and Woodsboro roads is pending full replacement, I am requesting an engineering review to achieve a significant reduction in traffic speed as it enters Edgewood Drive traveling southbound from Crooks and 12 Mile Roads.

Edgewood Drive (Edgewood) adjoins the intersection of Crooks and 12 Mile Roads (see image attached page 3). Due to the adjoining positioning, it is also a direct southbound to short cut for non Edgewood residents to Catalpa Drive. Edgewood is not an identified emergency route or intended to be a main collector street for Catalpa from Crooks Road.

The specific concern is due to the intersection alignment traffic entering Edgewood Drive is generally moving at; or above, the posted the rate of speed of Crooks Road traffic or accelerating from the left turn off of 12 Mile Road. As an immediate residential street; with many families with children, it is unacceptable and unsafe to have traffic flowing onto Edgewood at speeds in excess of 35mph until the vehicle operator takes it upon themselves to slow down to 25mph or below. Even with the poor street condition, traffic often does not slow until the stop sign at Woodsboro.

Once the street is replaced and smooth, it can only be assumed traffic speeds will remain the same; or worse, actually increase.

In the requested engineering review I would submit for consideration the following solutions:

- A. Complete closure of the southbound entrance to Edgewood off of Crooks Road. North bound traffic will remain open which allows for emergency vehicle traffic if required and vehicles to exit onto Southbound Crooks.
- B. Re-Engineer the center island at the north end of Edgewood to force vehicle operators to reduce speed via a near 90° turn (or an S sweep) onto southbound Edgewood. This configuration could disrupt the alignment with the intersection enough so that traffic speed is sufficiently reduced upon entering the residential street.

Attachment 2

Mr. Callahan,

[Date]

Page 2

- C. Placement of speed humps or bumps
- D. Re-Engineer the intersection of Edgewood and Crooks Roads via acquisition of the extreme point of the "Edgewood Point" commercial property (1725 Crooks Road?). The north point of the commercial property is commercially non viable and serves no useful purpose. Entrance to Edgewood southbound could be located closer or at the current northbound right turn only exit. The new northbound exit right turn lane onto Crooks Road could be positioned closer to or on the acquired property.
- E. Placement of traffic cones/posts/barriers to force a turning maneuver upon entering the street. This may require the elimination of some north end street side parking. This is problematic for winter servicing however.

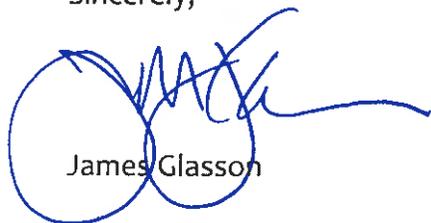
Short term activities to reduce traffic speeds would be encouraged and appreciated. These may include one or more of the following:

1. Unmarked police radar monitoring and ticketing during peak hours (4:30-6:30PM)
2. Portable "your speed is" radar monitor placed on street within 500 ft. of north intersection
3. Temporary speed humps or bumps
4. On surface reflective paint graphics with speed limit
5. Additional signage - "Slow", "Reduce Speed" etc
6. Temporary traffic cones/posts to slow and redirect traffic to force reduction of speed while entering Edgewood Drive (may be converted to permanent if deemed an acceptable solution)

It is my desire that while the city's engineering department is reviewing our block for complete road replacement, obtains the topography survey results and finalizes the new road and drainage designs for 2016 calendar year implementation, that we also take the opportunity to address this ongoing safety issue.

If you would like to discuss this directly you may reach me at 248-497-0542. I look forward to your departments reply.

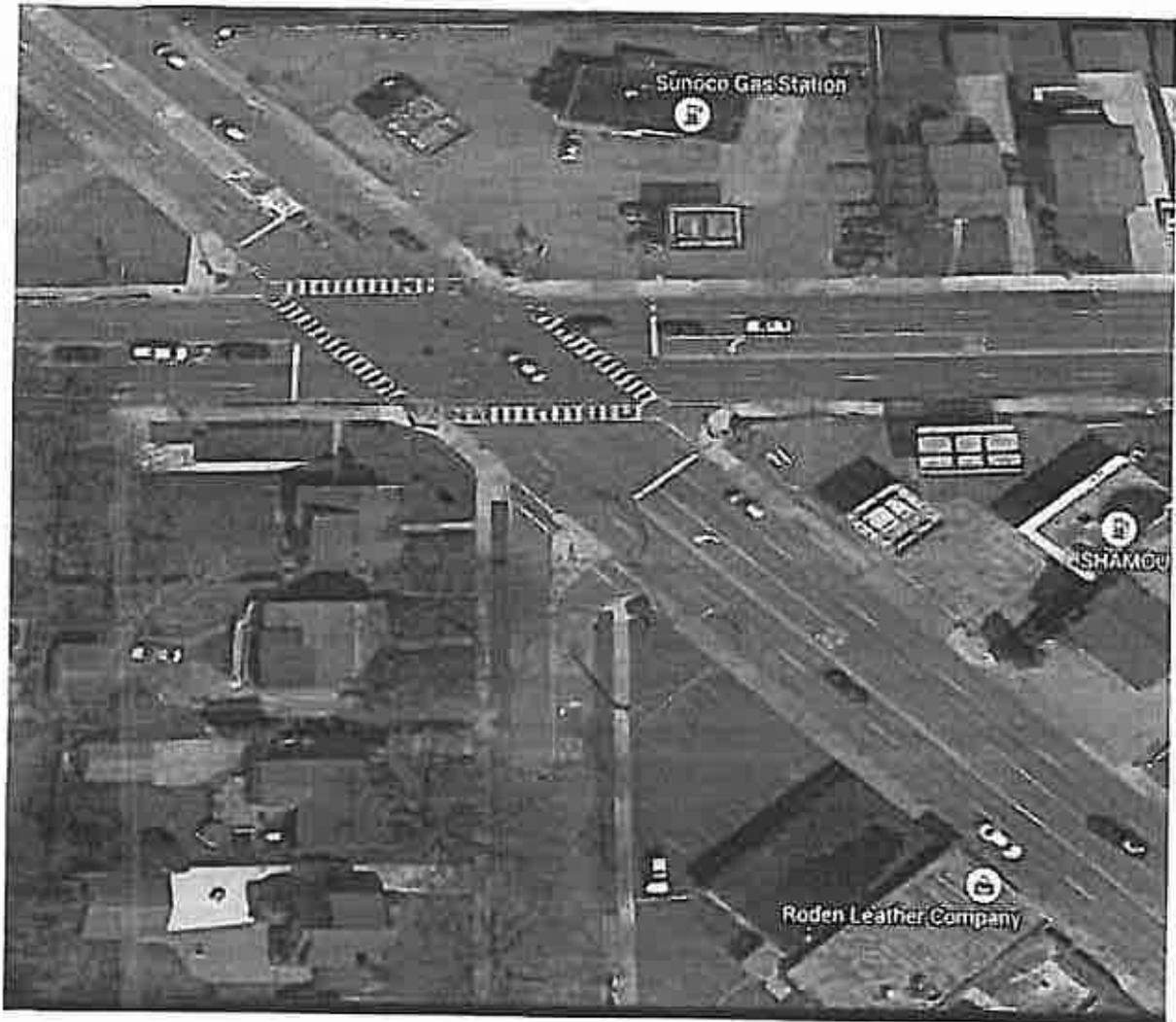
Sincerely,



James Glasson

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Mr. Callahan,
[Date]
Page 3



2 copies

SPEED CONTROL IN RESIDENTIAL AREAS



FORWARD

This document is a revision of the "Speed Control in Residential Areas" booklet original written by the Residential Area Speed Control Ad-Hoc Committee. This revision represents the latest information and findings of the Institute of Transportation Engineers (ITE) Michigan Section's Technical Project Committee. The makeup of the Technical Project Committee is as follows:

Lori Swanson, Chair	Hubbell, Roth & Clark, Inc.
John Abraham	City of Troy
Matthew Smlth	McNamee, Porter & Seeley, Inc.
Mshadoni Smith	Hubbell, Roth & Clark, Inc.
Eric Tripi	Barton-Aschman Associates, Inc. of Michigan

The information presented in this document represents the findings of the authors and does not necessarily reflect the views of the Michigan Office of Highway Safety Planning.

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I. INTRODUCTION

The perception of speeding on local streets is probably the most persistent problem facing residents and traffic officials, alike. Although local or residential streets carry the lowest traffic volumes and suffer the fewest traffic crashes, they are the single largest consumer of a traffic engineer's time and energy. Residents observe vehicles being driven at speeds they perceive are too fast and conclude that the speeds would decrease if stop signs were installed. Speeds considered excessive by residents are considered reasonable by these same persons when they are driving in another neighborhood. Every traffic engineer has been shaken by these same residents who announce "if something is not done about the traffic problem on my street, someone is going to be killed and it will be your fault." This is usually followed by a demand for various traffic control measures and often backed up with petitions from residents. Traffic officials then must focus their attention on responding to these pressures, often diverting resources that could be dedicated to solving major capacity and traffic crash problems on other streets.

Residents' complaints are usually accompanied by a proposed solution to the speeding problem...stop signs. Traffic officials respond that stop signs installed to control speeding: (a) don't work, (b) are frequently violated, (c) are detrimental to safety, (d) are not warranted in the Manual* and, (e) actually increase speeds between stop signs. When residents are told that stop signs are not the answer to the speeding problem, they feel they must fight city hall to get them installed. A confrontational relationship is established between residents and traffic officials and the stop sign becomes a "trophy" which is awarded to the winner of the confrontation. Solving the speeding problem becomes secondary to winning the "trophy". The end results of this process are: (1) unhappy citizens, (2) continued complaints and requests for more stop signs, (3) increased political pressure and, (4) often, approval of stop sign installations to bring the controversy, temporarily, to an end. However, experience shows the

* The "Manual" refers to the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD that specifically states that stop signs should not be used for speed control).

speeding problem is usually not solved. Before and after studies show that stop signs usually increase mid-block speeds and create violators of the stop controls.

This booklet introduces traffic engineers, law enforcement officers, elected officials and community leaders to the concept of traffic calming which may help alleviate speeding in residential areas. Traffic calming is the combination of physical controls and community support to reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized users. Some objectives of traffic calming include: reducing speeds for motor vehicles, reducing crash frequency and severity, increasing safety, reducing the need for police enforcement, and reducing cut-through motor vehicle traffic.

Traffic calming measures are typically installed as part of an area wide traffic management scheme rather than on a single street to avoid shifting the problem from one street to another. A successful traffic calming program must include enforcement, education, engineering and community involvement. Community support and participation is an integral part of a successful traffic calming program. This booklet will give guidance on how to set up a successful traffic calming program in your community.

This booklet provides alternatives that may help decrease speeds on residential streets. It discusses the advantages and disadvantages of each alternative. It points out that there is no single, simple solution to all speeding problems that satisfies residents, is effective, and meets good engineering practices and standards. It also stresses that there may not be a tool to reduce speeds. Regardless of the approach used, there are certain criteria that should be followed:

- All devices must meet Michigan Manual of Uniform Traffic Control Devices requirements.
- The integrity of streets classified as Major under the provisions of Public Act 51 must be preserved.
- Permanent traffic control devices should be used to the minimum extent required to achieve the objectives.

-
- Access to all properties must be accommodated.
 - Access from the nearest arterial to the destination should be as direct as practical.
 - Local access to neighborhood facilities must be accommodated.
 - All permanently installed devices must be designed to allow emergency vehicle access.
 - Consideration must be given to circulation, parking and needs of customers and business owners.
 - Consideration should be given to the access needs of essential commercial services such as garbage pickup, snow plowing, student busing, etc.
 - Changes must not unduly impact adjacent areas.

It states that residents and local officials must work together with a full understanding of each other's problems, limitations and concerns for the common goal of safety on residential streets. One of the best ways to accomplish this is to have citizens involved in standing or ad hoc community traffic safety committees.

This booklet is intended to be used as a traffic safety tool by traffic engineers, law enforcement officers, elected officials, and community leaders in their day-to-day traffic control responsibilities.

References: 40, 41, 42

II. COMMUNITY INVOLVEMENT

An important component of any traffic calming program is community involvement. If citizens are involved, the chance for problem resolution and a successful traffic calming program is greatly improved. Often the problem cited is one of perception and not fact, and the solution proposed could be ineffective or even counter-productive. One way to avoid the knee-jerk approach to traffic engineering is to develop a process that involves the community. While there are many ways to accomplish public involvement, this section will describe two that have been successful.

Approaches to Citizen Involvement

Standing Committee

Some communities have successfully employed a standing committee, normally referred to as the "Citizen Traffic Committee," to deal with traffic control issues. The makeup, function and authority of the committee are described below:

- a. The committee is appointed by the mayor or council. It should consist of an odd number of members who serve staggered terms.
- b. Non-voting staff experts (police and engineers) are available to prepare agendas, collect data, provide input and send recommendations to the city council.
- c. Efforts should be undertaken to make committee members as knowledgeable as possible about traffic engineering and enforcement principles. This can be realized by providing technical materials and training for committee members.
- d. The Committee reviews citizen requests for traffic control devices and staff analysis of those requests, and makes recommendations to the city council.

The Committee should hold monthly, evening meetings. The standing committee offers several advantages; acts as a buffer between the council and citizens; lessens the pressure to install unwarranted devices; may be perceived as more objective than staff; provides technical and citizen input to the council; and dampens the adversary relationship that often develops between citizens and staff. On the other hand, there are some drawbacks: the committee can become politically motivated; one strong member can have too much influence; it can slow the process; and it requires some staff time.

Ad hoc committee

In this approach, an *ad hoc* or advisory committee is formed when a community seeks help in dealing with a specific traffic control problem. While the governmental agency has the ultimate responsibility, it is highly desirable that the committee and agency work through the process and arrive at a consensus. This process works as follows:

- a. A working committee of neighborhood residents should be selected to represent different parts of the neighborhood. If the neighborhood has an organized association it should be asked to assist with the appointments; otherwise, volunteers are sought.
- b. Committee members should identify the problem brought to their attention.
- c. Staff collects the appropriate data and presents it to the committee. The committee sets goals which are quantifiable, e.g., reduce the average speed by a certain percentage, etc.
- d. Options should be identified and alternatives presented, listing the pros, cons, cost, etc. of each.
- e. Committee and staff reach agreement on the alternative to be recommended.
- f. Committee with staff support presents the plan to the larger community through a large meeting or several small meet-

ings. One large meeting is enough if the plan is not controversial; the number of meetings should be directly related to the complexity of the plan. The purpose of the meetings is to obtain community support.

- g. Once community support is achieved the plan is implemented. If possible, it is best to install temporary measures to determine the impact. This allows for adjustments and even removal if it is obvious that the measures will not produce the desired results.

The advantages of using advisory committees are that they will help develop neighborhood concerns and determine what, if anything, should be done; it builds a relationship between staff and residents to work through future problems; and the process creates a better understanding of traffic engineering and enforcement principles among lay people. Conversely, this process consumes considerable time and effort of staff. If consensus is not reached, the neighborhood can become divided. If not handled deftly by staff, the process can become unwieldy.

References: 19, 25, 28

III. PROBLEM IDENTIFICATION

The first step in a traffic calming program is to identify the problem. When a resident contacts their City, Village or County, a complaint is recorded. The resident will be directed to discuss their concerns with the other residents or an established traffic advisory committee. If an advisory committee has not been established, the public agency will give guidance on how to start one. Residents will assist the public agency in the identification of the problem.

These residents will also assist the public agency in the collection of data. Speed studies, traffic volume studies and license plate surveys, depending on need, will be performed at locations identified by the residents. The data collected will be analyzed to determine if there is a problem. If a problem is not identified, a letter with the supporting data will be sent to the residents explaining the findings and that no further action is required. If a problem is identified, then the public agency will move to the next steps of the program which include enforcement and education.

References: 42

IV. EDUCATION AND ENFORCEMENT

Once a speeding problem has been identified, the next steps in a traffic calming program is to initiate education and enforcement campaigns. Both of these steps should be conducted at the same time since many times a speeding problem can be reduced through effectively enforcing the traffic ordinances and educating the residents. From past enforcement activities, the City of Farmington Hills, Michigan found that most traffic violators within a residential area were the residents who live in the area. Therefore, it is critical to educate the residents of an area where a traffic problem is occurring.

Reference: 42

A. EDUCATION

1. Public Information And Education

An effective way to educate residents is through public information and education campaigns. Public information and education campaigns should be carried out through the mass media by law enforcement members of safety oriented groups. These campaigns "spread the word" about current enforcement emphasis and encourage voluntary compliance with the law. The perception that violators will be apprehended is essential to develop compliance with the law. Selecting the right media for your message is important. Clearly define the reason for the change; i.e., to reduce traffic crash casualties. The size of the audience and project will be a controlling factor in the media you select. An enforcement effort must be coordinated with the information and education campaign.

Reference: 5

2. Neighborhood Speed Watch Program

Another educational tool is the Neighborhood Speed Watch Program whereby residents can help control speeds with minimal police support.

A Neighborhood Speed Watch Program must involve law enforcement personnel and residents working as a team. Law enforcement's role is to provide the educational material and, if necessary traffic law enforcement. An effective tool used for education is speed radar trailers. The trailers are unmanned and equipped with radar equipment to detect the speed of vehicles. The trailer clocks the speed of an approaching vehicle and displays the speed on a display board that is visible to the motorist. This shows the motorist the actual speed at which they are traveling.

The neighbors must educate each other, establish their goals, and police themselves. Neighbors identify the speeders, the police make personal contact for the purpose of educating the speeder, and involve law enforcement as a last resort.

This program has the benefit of bonding the neighborhood together. The off-shoots of this are invaluable. The reduction of negative contacts with law enforcement enhances its image. The time involvement will depend on the individual's role and the size of neighborhood or community that is targeted. The media relationship involvement relates to the target area.

Neighborhood Speed Watch Programs rely on peer pressure and community spirit to increase awareness in a subdivision that may experience speeding traffic. It considers the fact that in a self-contained subdivision, the drivers involved are neighbors and friends of the people complaining of speeding. Neighborhood Speed Watch Programs have little or no effect on "through" traffic problems.

Typically, to be included in a Neighborhood Speed Watch Program, a street must (1) be a local street, (2) experience 85th percentile speeds in excess of 10 MPH greater than the posted speed, and (3) receive support from most of the households.

Once established, the following actions are taken:

- a) A personal letter is sent to all households explaining the Program.

-
- b) Neighborhood Speed Watch Program signs are posted.
 - c) Committee members call each household in the specific area to explain the program and appeal for cooperation.
 - d) Radar speed observations are made by local traffic personnel and personal letter are sent by the Chief of Police to drivers or owners of vehicles observed speeding.
 - e) Periodic speed studies are made to determine the Program's effectiveness.
 - f) Neighborhood organizations are involved as necessary.

Reference: 9, 42

B. ENFORCEMENT

1. Surveillance/Enforcement

Selective traffic law enforcement is the process of assigning police officers to a specific area at specific times to enforce traffic laws relating to a specific problem. The allocation of officers to the area is usually for a limited period.

When a police agency becomes aware of a particular traffic safety problem, officers can be assigned to the problem area to enforce related laws. Decisions must be made as to enforcement strategy, number of officers, time of day or any combination thereof, depending on the variables related to the location, type of violations, available officers, etc.

This type of activity tends to only solve the problem in the presence of the officer. The more officers assigned, the more effective this method. This is a costly process especially when it involves overtime or diverting officers from other assignments.

2. Automated Speed Enforcement Device

The newest tool in speed enforcement is the Automated Speed Enforcement Device, which is currently being tested at selected locations throughout the U.S. This device consists of a speed radar device and a 35 mm camera interfaced through a computer. It is located in an unmarked vehicle parked on the side of a road. As each vehicle comes within radar range its speed is determined. If that speed is over the preset threshold speed, the camera takes a photograph of the vehicle and its license plate.

The owner of the vehicle is then informed by either a warning letter or ticket of the date, time location, posted speed and travel speed of the vehicle. Currently, Michigan law does not permit the issuance of a ticket.

V. ENGINEERING

When the education and enforcement campaigns prove to be ineffective, the location qualifies for further analysis to determine what traffic engineering measure, if any at all, should be installed to effectively reduce speeds. In certain situations, vehicle speeds can only be effectively reduced by physical diversion of the traffic on the travelway. The application of traffic control devices, such as signs, alone normally are not effective in reducing vehicle speeds through residential neighborhoods. However, when used in conjunction with traffic calming devices, the proper use of traffic control signs can be an effective traffic management tool.

A. TRAFFIC CONTROL DEVICES

1. Stop Signs

The basic purpose of stop signs is to assign right-of-way to vehicles at intersections. There are Stop Sign Warrants outlined in the MMUTCD which must be satisfied before a stop sign can be installed. Stop signs are requested by residents more than any other traffic control device for the reduction of vehicle speeds and traffic volumes. Unfortunately, studies have shown that stop signs are largely ineffective in meeting the residents' requests for speed control.



a. Two-Way Stop

This is used to assign right-of-way to traffic on one of two intersecting streets by requiring traffic on one street to come to a complete stop. It is suitable where:

- one street is a major street;
- sight distances approaching the intersection are substandard, and traffic approaching under the general rules for uncontrolled intersections would run a strong risk of being involved in collisions;

-
- there is a history of a crash pattern that could be corrected by right-of-way controls, yet conditions do not require traffic on both streets to stop.

b. Four-Way Stop

This type of intersection control is intended primarily where two collector or major streets intersect and do not warrant a traffic signal. Its purpose is to assign right-of-way to traffic on both intersecting streets by requiring all approaching vehicles to come to a complete stop.

c. Effect on Traffic Volumes

When local streets offer significant savings in time over congested parallel major and collector routes, or allow avoidance of congestion points, traffic control devices, including stop signs, will do little to reduce traffic volumes. However, when the local streets offer only a slight savings in travel time over other routes, the time lost at stop signs may be enough to keep traffic off of local residential streets.

Stop signs may be installed at uncontrolled intersections in residential neighborhoods with a street network arranged in a grid pattern. Traffic would be stopped on every other block throughout the entire residential neighborhood. With no continuous "through" streets in the neighborhood, an even distribution of traffic would be encouraged.

d. Effect on Traffic Speed

Numerous studies have shown that stop signs are relatively ineffective as a speed control measure, except within 150 feet of the intersection. At the point of installation, speeds are reduced, but the effect on traffic approaching or leaving the stop-controlled intersection is negligible. In fact, some motorists actually increase their speed to make up for the "inconvenience" of stopping or disregard the stop signs. Studies show that more than 50% do not stop.

A study conducted in Boulder, Colorado, demonstrated that the 85th percentile speed and mean speeds on 25 mph and 35 mph roads were greater in areas that were controlled by stop signs.

Studies in various California cities showed a slight increase, or no change, in vehicle speeds after the installation of stop signs.

While the request for stop sign installation leads all resident requests for speed control measures, it must be emphasized that studies have proven there is little or no effect on vehicle speeds in residential road networks after installation.

e. Warrants/Compliance

Warrants for stop sign installations are included in the Michigan Manual of Uniform Traffic Control Devices (MMUTCD). These warrants relate to right-of-way assignment and respond to site safety consideration.

A stop sign observance study of unwarranted four-way stops in Troy, Michigan, found that the percentage of "no" or "roll" stops to be significant after installation of unwarranted stop signs, while there was no significant change in 85th percentile speeds.

Many studies have been conducted to determine the degree to which stop signs are obeyed. When not required to stop by cross street traffic, only 5 to 20 percent of all drivers come to a complete stop; 40 to 60 percent will come to a "rolling" stop below 5 MPH, and 20 to 40 percent will pass through at higher speeds. High-volume, four way stop-controlled intersections have demonstrated the highest compliance levels, while three-way stop controlled intersections have shown the lowest.

In Star City, West Virginia, before and after studies showed an increase in "no-stops" from 14.1% to 25.1% when two-way stop intersections were converted every summer to four-way stops for pedestrian safety. Mean Speed was not significantly affected by the presence of the four-way stops. The recommendation of this particular study was to end the practice of using four-way stops for speed control.

Studies have shown that when a driver does not believe that a stop sign appropriately reflects the actual traffic conditions, the driver often disregards it. The use of unwarranted stop signs not only decreases the compliance levels of motorists, but has the unintended effect of decreasing compliance at intersections where stop signs have been installed for warranted operation and collision reduction.

f. Effect on Traffic Safety

While no study has proven the effectiveness of stop signs as traffic safety measures, general engineering belief is that the unwarranted use of stop signs increases the safety hazard at the intersection. This is shown in the studies of the compliance rates at stop-controlled intersections. In addition, motorists disregard for unwarranted stop signs presents a significant hazard to crossing pedestrians.

Effects of unwarranted stop signs on driver behavior and safety at stop signs throughout a community are difficult to substantiate. Evidence to date on the safety effects of individual stop signs placed for volume and speed reduction purposes is mixed. At some intersections where a degradation in safety was measured, placement of the signs in poor visibility positions and lack of supplementary markings may account for the crash experience. Cases where safety experience was reportedly improved may include instances where traditional warrants for stop sign installation were actually met, or were close to being met.

g. Environmental Effects

Stop signs affect the environment around the intersection, and the use of unwarranted stop signs could unnecessarily add to this problem. Stopping and idling at intersections increases the amount of automobile exhaust in the area. In addition, tire noise and engine noise increase with the braking and acceleration associated with stop signs. Automobile fuel consumption is increased with the stopping, accelerating, and idling of vehicles at stop-controlled intersections.

h. Community Reaction

Residents often see stop signs as a solution to "near miss", as well as actual crashes. They are also viewed as being effective at controlling vehicle speeds. Suggestions that unwarranted stop signs have very poor compliance and that they might be detrimental to safety are generally discounted by residents. Residents also dismiss concerns over a community's exposure to tort liability for unwarranted use of traffic control devices. By disregarding the warrants presented in the MMUTCD, this presents potential liability concerns for the responsible jurisdiction. If a stop sign installation could be considered irresponsible or in clear contradiction to accepted standards, liability suits could result.

Objections to stop signs come mainly from residents at the intersections who are subjected to additional noise and pollution which come from decelerating and accelerating vehicles, and from motorists who think they are being stopped needlessly.

It should be the goal of the traffic engineer and local policy makers to explain to the public why unwarranted stop signs are ineffective at controlling vehicle speeds. Special attention should be given to explaining the adverse effects on the environment, motorist safety, and pedestrian safety.

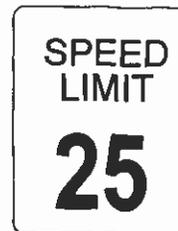
A community's policy of installing 4-way stops at school crossings should be reviewed in light of the above items. Stops at these locations are only useful about 2% of the time. Therefore, 98% of the time, they can be serious traffic safety hazards.

References: 1, 2, 3, 4, 36, 37, 38, 39, 40

2. Speed Limit Signs

a. Speed Limit Signs/Speed Zoning

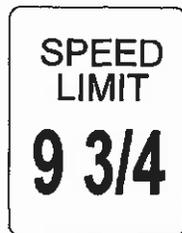
The speed limit sign is a regulatory device that informs drivers of the speed limit imposed by the governing agency. Some signs merely remind drivers of the limits applicable to the type of highway and area. Where the speed



limit is not applicable to specific sites because of special hazards, a deviation from that limit is shown by posting advisory speed signs. A new speed limit is determined by an engineering and traffic study of the street section involved. Special attention is given to the character of the street (sidewalks, driveways, and sight obstructions), horizontal and vertical alignment, pedestrian activities, and hazards which may not be easily detected by drivers. If no unusual safety problems are detected, the 85th percentile speed of traffic on a street is usually taken as an indication of the speed limit which could be implemented.

Studies that tested the effect of speed limit signs on speeds have been largely confined to major streets and expressways. Performance on these highways is not considered relevant to the local street situation. Studies have shown that speed limit signs have very little impact on drivers' speeds on major streets. Motorists drive at speeds that they consider reasonable, comfortable, convenient and safe under existing conditions. Drivers appear not to operate their vehicles by the speedometer, but by roadway conditions.

Speed limit signs, other than the standard 5 MPH increment (i.e., 28 MPH), are not standard and may be illegal. The desired effect of posting a non-standard speed limit sign is to gain compliance by capturing the driver's attention with a unique number. If drivers are consciously aware of the speed limit, they are more likely to comply with it. While the signs are inexpensive, they do not conform to the MMUTCD. Initially, the signs would be noticed and make drivers aware of their speed. Once drivers became used to the signs, they have no further effect on drivers' speeds.



If posted speed limits are significantly lower than prevailing traffic speed, residents normally place some hope in them or in subsequent enforcement. However, if the posted limits are within a few miles per hour of the previously prevailing traffic speed, they are not addressing the residents' problem.

b. Speed Limit Signs With Other Devices

Speed limit signs with flashing beacons have been shown to have a minor effect in reducing vehicular speeds. Such signs have been shown to be most effective in school zones. Other traffic activated signs with variable messages and warnings may also have minor effectiveness in reducing speeds.

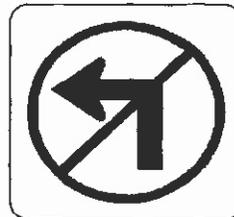
One such device is a trailer-mounted variable message sign with a radar speed gun which displays the posted speed limit and the approaching driver's speed. The intent is to increase the motorists' awareness of both posted speed limit and their own travel speed.

Observations show that most motorists reduce their speed when they see the device. In addition to reducing motorists' speeds, other advantages of the equipment include the creation of positive public relations, better acceptance of speeding tickets, and its ability to act as a teaching device. The disadvantages include potential vandalism to the equipment if left unattended, and it may encourage speeding by those who wish to "test" it. Its speed reduction effectiveness is isolated to the immediate area and time of its use, and this likely will diminish over time. However, effectiveness can be improved with the use of visible speed enforcement.

References: 5, 6, 7

3. Turn Prohibitions

Turn prohibitions will reduce traffic volumes, noise, and, in some cases, speeds on streets where they are applied. They may also improve traffic safety on streets to which they are applied. However, volumes, noise and speeds will increase on alternate routes. They are difficult to enforce, and reduce access for residents. In some cases, speeds may increase, and traffic safety may decrease, when motorists are forced to take alternate routes.



Turn prohibitions can be used to reduce traffic volumes on local streets by installing them on major/collector streets to prevent traffic from entering local streets. Such controls are usually in effect during peak traffic volume hours, when motorists are seeking less congested, alternate routes.

Although turn prohibitions have been in use for some time, very little quantitative research was found, and it was related to the number of violations. Violations in the range of 10% to 15% of the original turning volume can be expected.

Reference: 8

4. One-Way Streets

The use of one-way streets has mixed results. They are not useful in reducing speeds on local streets. In fact, the use of one-way signs may increase speeds in the permitted direction, and may increase the amount of cut-through traffic on other residential streets.

One-way streets can be used to make travel through a neighborhood difficult by creating a maze effect in the internal street pattern, which may discourage through traffic. However, the amount of traffic on other residential streets may be increased.

Reference: 8

5. Commercial Vehicle Prohibitions

It is a common practice in communities to prohibit commercial vehicles from most, if not all, local streets in residential areas. This is done to protect the pavements and eliminate nuisances. However, commercial vehicles are normally allowed to travel on any street when engaged in pickup and delivery. Such regulations are unlikely to affect vehicle speeds, but they will reduce truck traffic volume and noise.

Reference: 8

6. Special Warning Signs

Special warning signs such as "Children at Play", "Watch for Children", or others that warn of normal conditions are not effective in reducing speeds in residential areas. It is also likely that such signs encourage parents to believe that there is an added degree of protection, which is not the case. These signs suggest that it is acceptable for children to play in the street. The Michigan Vehicle Code prohibits the use of signs not deemed standard by the MMUTCD.

The MMUTCD provides standards for signs warning drivers that they are approaching recreational facilities such as parks and playgrounds. However, there is not enough evidence to determine the effect of these warning signs on vehicle speeds.

Reference: 40

7. Portable Signs

One growing trend in many communities is the use of portable stop signs placed in the street between crosswalks, to protect pedestrians. This has actually turned out to be a very controversial issue in many areas.

Municipalities feel that these signs are very effective in forcing traffic to stop for pedestrians in crosswalks. However, some state departments of transportation have banned the use of these portable signs, citing reports that the signs, when hit by vehicles, have caused injuries to nearby pedestrians. The MMUTCD states "As noted herein or for emergency purposes, portable or part-time STOP signs shall not be used". The exceptions refer to hand-held STOP signs used by construction flaggers and school crossing guards.

B. TRAFFIC CALMING DEVICES

1. Speed Humps and Bumps

The speed hump is generally 3 to 4 inches high, rounded section of pavement, approximately 12 feet in length. A speed bump is approximately 12" to 18" long, causing a more severe "bump" to be felt by the driver.

The speed hump was developed in the Transportation Road Research Laboratories (TRRL) in Great Britain and has been tested in closed test areas and on public roads. Tests in the United States and in various countries around the world, have shown speed humps to be effective in controlling vehicle speeds and in reducing traffic volumes in the immediate area of the hump or bump.

Studies in Australia, the United Kingdom, and the United States have shown reductions in 85th percentile speeds ranging from 3 MPH to 14 MPH between speed humps and from 6 MPH to 27 MPH at the speed hump location. Recent experience in a Michigan community indicated a 5 mph reduction in the 85th percentile speed. Volumes were found to be reduced from 1 to 55 percent.



Another type of speed hump is the flat top hump or speed table. These humps are typically 22 inches long with a 10 foot flat

section and can be used on collector roads with more than 12,000 vehicles per day. This type of speed hump can serve as pedestrian crossings. Studies have shown these humps not only greatly reduce the 85th percentile speed of mainstream traffic but also have shown that, unlike speed humps, the speed between the humps and at the humps are essentially the same as before hump or bump installation.

Some of the negative effects of speed humps are an increase in noise level from individual vehicles near the humps caused by braking and acceleration, but not due to the sound of vehicles striking the humps. Studies have shown that speed humps have a more severe impact on longer wheel base vehicles and should not be used on neighborhood collectors, major fire and ambulance routes, or on routes frequently used by large trucks or buses. They are a major hindrance to snowplowing efforts.

Often the implementation of such traffic calming measures bring up liability issues. A recent survey of a number of communities using different traffic calming devices found that most had no legal problems at all while the remainder had mostly experienced threats and no action. As more and more traffic calming devices are installed, the question of the legality of these measures are becoming irrelevant.

The reports on speed humps have shown that both the design and location/spacing of speed humps are critical. For typical residential streets the most widely used design is the circular, parabolic speed hump. A series of speed humps is more effective than a single installation. The spacing of speed humps ranges from 200 feet to 750 feet, depending upon the desired 85th percentile speed between speed humps. Formulas have been developed to determine the optimal spacing of humps, depending on the use of either a 3 inch or a 4 inch high hump. Adequate pavement markings and traffic signs are important to warn drivers of speed humps. Speed humps can be installed on roadways carrying 3,000-8,000 vehicles per day. The cross-section design of humps or bumps is critical to their effectiveness.

The speed hump should not be confused with the speed bump that is 3 to 5 inches in height and 1 to 1 ½ feet in length. Because speed bumps are abrupt, they are considered to be potentially hazardous for motor vehicles. The main use of the speed bump

has been in private parking lots and on private roads. They are generally considered to be inappropriate by traffic engineers because they are not included in design guides.

As of September 10, 1997, The Institute of Transportation Engineers (ITE) plans to publish the recommended practices for Guidelines for the Design and Application of Speed Humps.

References: 10, 11, 12, 13, 14, 15, 16, 32, 33

2. Rumble Strips

Rumble strips are a series of either bumps or depressions in the pavement. They are intended to alert drivers of a special situation, such as a speed reduction or stop ahead condition. They are typically $\frac{1}{2}$ to $1\frac{1}{2}$ inches high or deep, 3 to 4 inches wide and placed 90° to traffic flow.

Rumble strips produce both an audible rumble and a vibration that creates an awareness of a condition for which a driver must react. They are used most frequently on shoulders of high-speed roadways to alert drivers that they are not driving in the travel lanes of a road. They are also commonly used to alert drivers in rural or high speed areas of an unexpected stop-ahead condition.

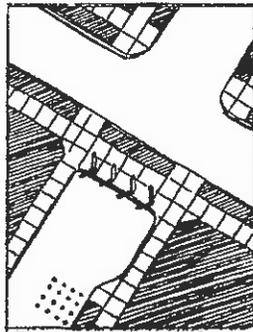
Many states now use 'portable' rumble strips, which are basically high density rubber sheets with a series of undulations. Though these are popularly used near construction zones, these may be used as a temporary measure in residential areas before installing permanent rumble strips.

Little research has been performed in residential areas for their use as a speed control device. A study in the City of Rochester Hills showed speed reductions of up to 2 MPH, whereas another study showed reductions of up to 15 MPH. Rumble strips can produce an annoying noise, cause vibration in nearby homes and be snow removal obstructions. One study suggests they should not be used where there is significant bus or truck activity or where traffic volumes exceed 2,500 vehicles per day. Due to the adverse effects, their installation must be carefully considered.

References: 4, 17, 18

3. Street Closures

The primary effect of street closures is to eliminate through traffic rather than to reduce speed. There may be some speed reduction



because higher speed through traffic is discouraged from using the neighborhood streets. This is true particularly where a pattern of closures is carefully designed to accomplish this end. Street closures can be constructed at an intersection or at midblock. The midblock application can be effectively used where it is desired to restrict traffic in a residential section while allowing access to a high traffic generator adjacent to the residential area. Generally, whenever a street closure is used, a cul-de-sacs should be constructed so as not to "trap" a

vehicle. Cul-de-sacs often require the purchase of right-of-way and often are constructed in a resident's front yard.

Among the disadvantages of street closures are:

- Restricted access to the neighborhood by service and emergency vehicles.
- Problems with vandalism and maintenance.
- Traffic is often transferred to neighboring streets, generating new problems and complaints.

Street closures are difficult to apply to existing roadways and are better suited for newly developing subdivisions.

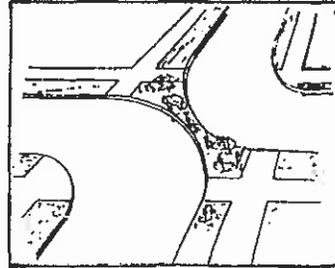
When cul-de-sacs are used, adequate turnaround areas must be provided at the end of the street. Proper signs must be installed to warn drivers of the end of the street.

Reference: 8, 28

4. Traffic Diverters

a. Diagonal Diverters

Diagonal diverters are barriers placed diagonally across an intersection. This converts a normal four-legged intersection into two separate roadways, each with a 90° turn. The purpose is to discourage "through" traffic by requiring it to take a circuitous route through the neighborhood.



Speeds of vehicles are only affected in the immediate vicinity of the diverter because drivers must make a 90° turn. Diverters may discourage drivers from using the street as a short-cut route. However, some drivers will simply move to another residential street, thus moving the problem. Since they create formidable barriers in the intersection, they must be marked similar to one-way streets and have appropriate lights so they can be seen at night.

References: 8, 9, 19

b. Semi-Diverters

A semi-diverter is a barrier placed transverse to traffic at the beginning of a block. It prohibits traffic from entering the block, but allows two-way traffic within the block. Since they create formidable barriers in the intersection, they must be marked similar to one-way streets and have appropriate lights so they can be seen at night.

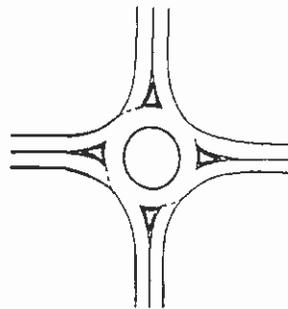
Semi-diverters have no effect on speeds other than in the immediate vicinity of the barrier. They can reduce traffic volumes, but only at the end of the block at which they are placed. The violation incidence can be quite high.

Reference: 8, 19

5. Traffic Islands

a. Traffic Roundabout

Modern roundabouts are different from traditional traffic circles, in that all approaching traffic yields right of way to circulating traffic. This is reinforced through the use of yield signs on the approaches. Other characteristics of roundabouts include deflection and flared approaches. Use of deflection helps slow entering vehicles, leading to safer merges with the circulating traffic stream. The use of splitter islands helps drivers perceive a change in the roadway geometry and enter the roundabout safely. Benefits of roundabouts realized in the states of California, Florida, Maryland and others include slowing of traffic, reducing delay and emissions when compared to stop/signal controlled intersections, improving safety and aesthetics.



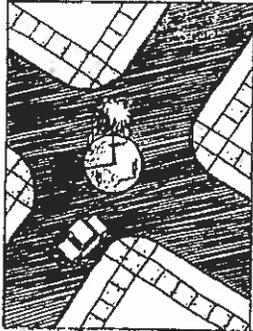
Its primary use is to reduce crash frequency at residential intersections. These roundabouts also have an effect on traffic volume and speeds.

At ten study locations, average speeds were reduced 4 MPH (from 27.5 MPH to 23.3 MPH) downstream from the circles, but only for short distances. Speed reductions can be even more significant near the circle, similar to speeds near stop signs.

One study shows a significant 77% decrease in crashes. Traffic volumes on the higher volume street at twenty study locations decreased an insignificant 2%. The construction cost of a roundabout is quite high (\$10,000 - \$30,000).

References: 4, 8, 19, 20, 30

b. Traffic Islands



A traffic island is a defined area, painted or raised, included in highway design for the primary purposes of controlling and directing traffic movements. They also provide refuge for pedestrians, reduce excessive pavement areas, and can be used to indicate proper use of an intersection or to locate traffic control devices.

Painted/striped islands do not affect speeds significantly; raised islands reduce vehicle speeds in some instances, mostly in combination with narrow lanes, which can create hazards.

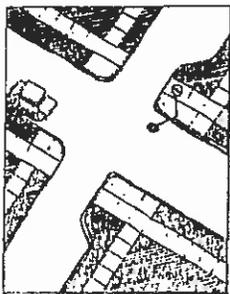
Improper islands make roadways unsafe. If an island is not large enough to command attention, motorists will drive over it. Curbed islands are sometimes difficult to see at night due to oncoming headlights or other light sources, thus causing crashes.

Islands do not reduce traffic volume by any significant amount, but can be an effective treatment for traffic movement and safety. If a traffic island is used, it might be beneficial to plan an island initially, then observe the effect and change the layout arrangement accordingly. The same process can be repeated until an optimum arrangement is established and a permanent raised island can be installed.

6. Chokers and Road Narrowing

Chokers are narrowed roadway widths using landscaped areas between the sidewalk and street. The pavement width between chokers can be constructed for one or two lanes of traffic. The choker can be constructed parallel to the traveled way or twisted to the direction of travel.

Road narrowing is a method used mostly in residential areas to control vehicle speeds and reduce traffic volume to improve safety. Another road narrowing technique can be found by the use of medians.



In one community in Maryland, medians 20 to 50 feet or more in length have been constructed in advance of intersections. It was found to effectively reduce speeds though, it was necessary to construct bulb-outs to force drivers to shift over inconveniently. Once implemented, the 85th percentile speeds were reduced by 2-5 mph.

Chokers and road narrowing can control the speeds of vehicles efficiently and can increase safety and reduce traffic flow if properly installed. However, they should not be used on high volume streets, and sudden road narrowing should always be avoided. Curbside parking may have to be sacrificed to implement these methods. Proper signs should be installed to warn drivers of the chokers.

Reference: 4, 32

7. On-Street Parking

On-street parking is parking that is allowed on a street in the curb lane and is commonly permitted in residential areas.

Drivers of through vehicles generally reduce their speed in anticipation of conflict situations with parked vehicles or pedestrians. A study was done in Dallas where parking was removed in four central business districts. A 60-day study showed an increase of 26.7% in vehicle speed. In another study, only peak period prohibitions were reported which increased average speeds by 27%.

A clear relationship exists between crashes and vehicles parked on-street. One study in a community of 65,000 people found that 43% of all local and collector-street crashes involved on-street parking.

The angle of on-street parking has an affect on safety. Although angle parking allows for more parking spaces per unit of curb length than parallel parking, it requires more space for maneuvering, increases the amount of time a car is exposed to oncoming traffic, and can create a visibility problem for drivers when backing out into traffic. Therefore, angle parking has a substantially higher crash rate than parallel parking. Many studies have found that eliminating angle parking and replacing it with parallel parking reduces crashes 19 to 63 percent. A study in Maine found that parallel parking had a crash rate 12 percent lower than angle parking. A study in Nebraska concluded that parking should be of parallel rather than angle type to improve safety by reducing traffic crashes.

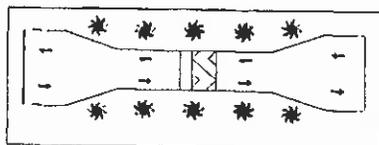
Several studies have been conducted that show the safety concerns of on-street parking. Primary hazards are:

1. Parked vehicles make the road width narrower and significantly restrict the flow of traffic. Parked vehicles can easily increase rear-end or side-swipe crashes due to hazardous maneuvers by drivers avoiding parked vehicles or drivers entering or leaving parking stalls.
2. Drivers or rear-seat passengers getting out of parked vehicles on the side street present an added obstacle in the roadway. This produces both rear-end and side-swipe collisions.
3. Reduced sight distances involving pedestrians, especially children, attempting to cross the street from between parked vehicles or at intersections.

It is advisable to avoid on-street parking especially on residential streets because of the crash hazard, traffic volume/capacity/flow reduction, etc. It does, however, reduce speeds by restricting sight distances.

References; 21, 22, 23, 24, 34, 35

8. Combination of Physical Control Measures



Various combinations of traffic control and traffic calming measures can be used to enhance effectiveness. The combinations are governed by the major objectives or purpose for which the installation is planned. For ex-

ample, the objective of reducing speeds and cut through traffic may be achieved by using a combination of a speed hump and street narrowing. The illustration presents such a combination. This combines the installation of a speed hump as well as street narrowing within the vicinity of the speed hump. The street narrowing helps to reduce speeds over a longer distance than a conventional speed hump.

References: 31

C. ROADWAY MARKINGS

1. Transverse Markings

Transverse pavement markings consist of a series of painted lines placed across the road. The spacing between the lines gradually decreases as the hazard is approached. The paint pattern is intended to give the illusion of high speed and causes drivers to reduce their speeds. In Maine, transverse pavement markings used in conjunction with standard speed limit signs, when entering a small town, increased the number of vehicles traveling below the speed limit by 10 percent. In Scotland, similar

success occurred when yellow transverse markings were applied in advance of a traffic circle. Initial results showed a 30 percent reduction in 85th percentile speeds, which were later reduced to 16 percent after one year. Crashes were reduced at the Scotland site from 14 crashes in the year prior to the installation to only 2 crashes in the 16 months following the installation.

A study in Great Britain showed that speeds were influenced by the existence or non-existence of a hazard following the transverse markings. If no hazard exists at the first location with transverse markings, the driver would not slow down at the second location even if a hazard existed.

It appears from the various studies that if transverse markings are used at locations in advance of potentially hazardous locations or in addition to normal speed limit signing when entering small towns, that speed reductions will occur at both types of locations and crashes will be reduced at the hazardous locations. However, it does not appear from the literature reviewed that reductions in speeds should be anticipated by applying transverse pavement markings in the middle of a typical residential area.

Reference: 27

2. Longitudinal Markings

Longitudinal pavement markings for speed control is intended to give drivers the impression of a narrow lane through which the vehicle must be guided. One study involved the striping of two residential streets to nine foot wide lanes. It was found that speeds changed in a range of a decrease of 1.4 MPH to an increase of 3.2 MPH. It was theorized that the narrowing by striping was ineffective because it actually made the drivers task of tracking the roadway easier.

3. Crosswalks

The use of painted crosswalks is to provide improved pedestrian safety by guiding them across the street and to notify drivers of the possibility of the presence of pedestrians. When painted

crosswalks are used, sidewalks on both sides of the road should also be provided. There is no indication in the literature that crosswalks result in lower vehicular speeds.

Reference: 16

D. PLANNING-RELATED ALTERNATIVES

1. Adequate Arterial Capacity

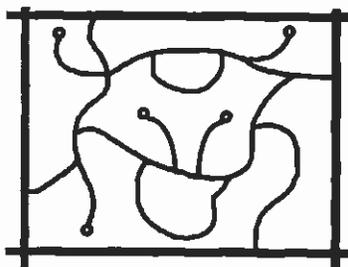
By providing adequate capacity on the surrounding major street network, the amount of through traffic using residential streets can be reduced. Although not specifically a speed regulating method, reducing the traffic volume can decrease the number of speed complaints on residential streets and can improve safety.

Though this is a costly means of reducing residential speeding complaints, improved traffic flow and crash reduction can be realized on residential streets.

Reference: 26

2. Subdivision Planning

Residential street design can influence the speed of vehicles through a neighborhood. Designs that feature curvilinear alignment, a narrow cross-section, short block length, reduced building setback and roadside tree planting can create a feeling of restriction and result in a speed reduction and may increase traffic crashes. Conversely, local streets built to high standards, in an attempt to improve safety, create an environment that allows increased vehicle speeds.



New subdivision streets can be designed to discourage cut-through traffic, which will reduce speeding complaints.

Attachment 2

Care must be taken in the design process to ensure adequate sight distances along the roadway and at intersections, to provide the highest level of safety possible.

Reference: 26, 29

VI. CONCLUSIONS

An effective traffic calming program can be implemented by following the guidelines in this booklet. The key to a successful program is **community involvement**. Local officials and residents must work together for the common goal of improving safety on residential streets. This booklet provides alternatives that may help decrease speeds and/or reduce through traffic on residential streets. It also gives direction for developing a traffic calming program in those communities that currently use only traffic law enforcement to control speeds.

Whenever traffic calming devices are used, special care must be taken to advise drivers of the device by installing adequate warning signs and/or permanent markings.

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Attachment 2

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Updated Guidelines for the Design and Application of Speed Humps

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Abstract

Speed humps have gained acceptance as a traffic calming device by North American and international jurisdictions. However, design and application varies widely between jurisdictions, and speed humps often meet resistance from residents and road users. In 1997, the Institute of Transportation Engineers (ITE) published a Recommended Practice for the design and application of speed humps. The recommended practice is now being updated to provide state-of-the-practice guidelines for speed humps and speed tables.

To update the ITE speed humps recommended practice, the experiences of agencies implementing speed humps were obtained through an extensive literature review. The literature review was supplemented with an online survey targeting North American and international jurisdictions.

This paper provides an overview of the recommended framework for an agency to follow to implement speed humps or speed tables in their jurisdiction. This framework is based on the experience documented by dozens of agencies. The framework includes:

- Develop and follow a formal public consultation process;
- Determine the needs of the street or neighborhood;
- Construct and maintain speed humps; and
- Monitor and evaluate speed hump effectiveness.

1. INTRODUCTION

Speed humps are one tool available in the traffic calming toolbox, and have gained acceptance by North American and international jurisdictions since their development in the early 1970s by the Transport and Road Research Laboratory (TRRL) in Great Britain. However, design and application varies widely between jurisdictions, and speed humps often meet resistance from residents and road users.

In 1997, the Institute of Transportation Engineers (ITE) published a Recommended Practice for the design and application of speed humps. Research has been conducted and lessons have been learned through experience regarding the design and implementation of speed humps since the publication of this guide.

As a result, ITE initiated an update to the Recommended Practice to provide state-of-the-practice guidelines for the design and application of speed humps. State-of-the-practice guidelines were obtained through an extensive literature review on relevant published material. The knowledge base gained from the literature review was supplemented through an on-line survey of jurisdictions implementing speed humps. The on-line survey was designed to capture

information to fill the knowledge gap from the literature review. Jurisdictions in the United States, Canada, and internationally provided their experiences; close to 300 responses to the survey were received.

Guidance was also provided by an ITE Technical Advisory Committee (TAC) whose members have extensive experience in speed hump design and implementation. The update is currently under review, and is expected to be published later this year.

This paper provides an overview of the recommended framework for an agency to follow to implement speed humps or speed tables in their jurisdiction. This framework is based on the experience documented by dozens of agencies. The framework includes:

- Develop and follow a formal public consultation process;
- Determine the needs of the street or neighborhood;
- Construct and maintain speed humps; and
- Monitor and evaluate effectiveness.

Other common speed control measures currently used by various agencies are documented in ITE's "Traffic Calming: State of the Practice". (Ewing 1999)

1.1 Speed humps vs. speed bumps

A speed hump is a raised area in the roadway pavement surface extending transversely across the travel way. Speed humps are sometimes referred to as "pavement undulations" or "sleeping policemen". Most agencies implement speed humps with a height of 3 to 3.5 inches (76 to 90 mm) and a travel length of 12 to 14 feet (3.7 to 4.3 m). Speed humps are generally used on residential local streets.

A speed bump is also a raised pavement area across a roadway. Speed bumps are typically found on private roadways and parking lots and do not tend to exhibit consistent design parameters from one installation to another. Speed bumps generally have a height of 3 to 6 inches (76 to 152 mm) with a travel length of 1 to 3 feet (0.3 to 1 m).

From an operational standpoint, speed humps and bumps have critically different impacts on vehicles. Within typical residential operational speed ranges, vehicles slow to about 20 mph (32 km/h) on streets with properly spaced speed humps. A speed bump, on the other hand, causes significant driver discomfort at typical residential operational speed ranges and generally results in vehicles slowing to 5 mph or less at each bump.

Speed bumps of varying design have been routinely installed on private roadways and parking lots without the benefit of proper engineering study regarding their design and placement. Speed humps, on the other hand, have evolved from extensive research and testing and have been designed to achieve a specific result on vehicle operations without imposing unreasonable or unacceptable safety risks.

1.2 Speed tables

Speed tables are essentially flat-topped speed humps, and may have a textured material on the flat section with asphalt or concrete for the approaches. Speed tables are sometimes referred to as “trapezoidal humps” or “speed platforms”. If marked as a pedestrian crossing, speed tables may also be referred to as “raised crosswalks” or “raised crossings”.

Most agencies implement speed tables with a height of 3 to 3.5 inches (76 to 90 mm) and a travel length of 22 feet (6.7 m). Speed tables generally consist of 10 foot (3.1 m) plateau with 6 foot (1.8 m) approaches on either side that can be straight, parabolic or sinusoidal in profile. The longer lengths of speed tables provide a gentler ride than speed humps and generally result in vehicle operating speeds ranging from 25 to 30 mph (40 to 48 km/h) on streets depending on the spacing between speed tables. Speed tables are generally used on residential collectors, emergency routes or transit routes.

The City of Portland, OR has designed “split” speed tables for designated emergency routes. Split speed tables are also 22 feet (6.7 m) long and extend from curb to centerline on opposite sides of the street. Split speed tables are separated by a longitudinal gap that allows fire trucks to weave around the split speed humps in slalom-like fashion. The Portland Department of Transportation is currently testing this alternative speed table design. Split speed tables are not included in this paper.

2. PUBLIC CONSULTATION PROCESS

Traffic calming activities are carried out to reduce traffic speeds and volumes. Based on the experience of most agencies, it is critical to obtain the support of a substantial majority of all residents in a neighborhood targeted for traffic calming measures, including speed humps, prior to implementation. Therefore, it is important for agencies to develop a working relationship with communities and have well defined administrative procedures in place.

Based on a survey of agencies in North America and around the world, the large majority of agencies (77%) have a formal public consultation process for implementing speed humps.

It is recommended that each agency, prior to installing speed humps, develop a formal process for speed humps. Five key elements are recommended:

1. Appropriate legislation (policies, ordinances and regulations);
2. Request procedure;
3. Evaluation of requests;
4. Consultation (with the public and other agencies); and
5. Removal procedure.

2.1 Appropriate legislation

Statutory authority, constitutionality, and tort liability are the legal issues surrounding speed hump installation that jurisdictions should take into consideration. A jurisdiction must have the legal authority to implement speed humps on a given class of roadways, while respecting the

constitutional rights of affected landowners and road users, and minimizing the risks to road users. (Ewing 1999)

Before initiating a speed hump installation program, it is recommended that appropriate policies, regulations, and/or ordinances are developed to govern elements such as the community involvement process, hump design and location criteria, cost sharing relationships, installation and maintenance requirements, and evaluation/modification procedures. It is also important to clearly define the project area, that is, the area expected to be affected by speed hump implementation. For example, any property located within 250 feet (76 m) from the first and last speed humps is considered by the City of Beaverton (OR) to be part of the project area.

It is important that jurisdictions review state and municipal ordinances and regulations to ascertain if existing legislation could affect the implementation of speed humps. Existing legislation may have to be modified, or new legislation developed, before proceeding with speed hump installation (TAC 1998).

2.2 Request procedure

Speed hump installation may be requested by a single resident, though additional support from the community is generally needed at a later stage in the process for the project to remain eligible. The request procedure should clearly outline the expectations of all potentially impacted parties and the timing of their participation in the various stages of the process. The following components are recommended for inclusion into a speed hump request procedure:

- Develop a request or petition form which residents can use to request speed humps in their neighborhood. Many agencies have petition forms available on the internet, which residents can download, collect signatures, and return to the appropriate department;
- Identify the department that will be responsible for receiving speed humps requests and coordinating the overall process;
- Screen all requests received to determine eligibility. Common eligibility criteria include the 85th percentile speed, the posted speed limit, and the average daily traffic. Some agencies also require support from a certain number or percentage of affected residents in order for a request to be eligible; and
- If a request meets all eligibility requirements, obtain wider community support before proceeding to the evaluation stage. Define the project area for the speed hump request in order to determine who to include in the process. Speed hump projects typically extend between higher-order streets.

The eligibility criteria will vary depending on the needs of each jurisdiction. Therefore, it is recommended that each implementing agency develop a customized speed hump request procedure with input from other relevant agencies (e.g., emergency services, transit agencies). Before proceeding to evaluation of a request, the eligibility criteria should be met.

2.3 Evaluation of requests

To evaluate the merit of installing speed humps, it is recommended that eligible requests be ranked to determine priority levels. Some agencies use a points system to evaluate and rank projects with points allocated based on certain elements, such as:

- Speed;
- Traffic volumes;
- Collisions (e.g., speed-related);
- Proximity to schools or other land uses where high numbers of children could be present, such as parks or playgrounds;
- Lack of sidewalks; and
- Designated bicycle routes.

During evaluation, traffic conditions in the neighborhood should be observed and data collected, such as daily traffic volume and operating speed. The data collection required will be determined by the evaluation criteria developed for the jurisdiction.

As part of the evaluation of requests, consideration should be given to the objectives of the installation (e.g., reduced speed, reduced infiltration or cut-through traffic). The objectives of the installation will guide the monitoring and evaluation of speed humps after implementation. Collection of data is a key part of the evaluation of speed humps both before and after implementation.

For those projects which receive the highest ranking, a preliminary design plan can be developed to show the potential locations of speed humps prior to initiating public and agency consultation.

2.4 Public and agency consultation

Consultation of proposed speed hump installations should include:

- Property owners, residents, and business owners. Special consultation should be considered with those residents or landowners directly adjacent to proposed hump locations;
- Emergency services (police, fire, ambulance, etc.); and
- Other groups such as school districts, nearby hospitals or emergency medical centers, transit operators, road maintenance workers, snow plow operators, and waste collection agencies.

At least one public meeting is recommended to have an open discussion of speed humps. Notification of the meeting should be provided well in advance, and the meeting should be held as close as possible to the study area. However, a single method of public involvement may not be suitable for every situation. More complex or controversial requests will require greater public education and involvement throughout the process.

At the public meeting, the scope and timing of the project can be discussed and the preliminary design plan should be presented for comments from all parties. Comment sheets could be distributed at the meeting, and collected at the end of the meeting. A deadline for resident comments after the meeting should be established. All comments received should be considered

fully in the decision-making process to arrive at the final design plan.

Most agencies perform another survey at this stage, and require a higher level of support from the public to continue with the implementation of speed humps. In order to gauge support, a mail-out questionnaire or survey can be conducted. Some agencies require the support of at least 67 percent of all residents before speed humps are installed. This ensures that a substantial majority of the affected people agrees with the project and there is a general acceptance of the final design plan.

2.5 Removal procedure

Most agencies require speed hump removal requests to be supported by a majority of residents, although poor traffic operations, emergency services or transit agencies may also initiate the removal procedure. Monitoring and evaluation of speed hump installations will assist in the determination of any unexpected problems that may have been created.

The removal procedure will vary depending on the needs of each jurisdiction. Therefore, it is recommended that each implementing agency develop a customized speed hump removal procedure with input from other relevant agencies (e.g., emergency services, transit agencies).

3. DETERMINE NEEDS OF THE STREET OR NEIGHBOURHOOD

Speed humps should be implemented only to address documented safety or traffic issues supported by a traffic engineering review. It is recommended that an engineering review be conducted to identify, quantify, and document the existing traffic issues on the street and in the neighbourhood. Issues could include speeding, cut-through traffic, or safety. It is important to review existing conditions and determine if there is a measurable problem, rather than a perceived problem (TAC 1998). Documented issues can then be used to support the implementation of speed humps, and to measure their effectiveness if implemented (Ewing 1999).

Installing speed humps in a community can be met by resistance from residents, thus community support and involvement are important for increasing awareness of speed humps and creating an atmosphere of acceptance and ownership (TAC 1998). By explaining the full context, setting residents' expectations appropriately, and discussing the potential benefits and disbenefits of speed humps and other traffic calming treatments, consensus on the most appropriate treatment for the neighbourhood is more likely achievable.

3.1 Roadway characteristics

In the United States and Canada, speed humps are generally installed on roadways functionally classified as local streets and neighbourhood or residential collector streets as defined in AASHTO's "A Policy on Geometric Design of Highways and Streets" (AASHTO 2004, pg 12; TAC 1998).

Attachment 2

Many agencies install speed humps on roads with an urban cross-section (i.e., curb and gutter). Streets where speed humps are applied may or may not have sidewalks or bicycle facilities (such as on or off road trails). The surrounding land use for streets where speed humps are applied is generally residential in nature, and may include schools, parks or community centers.

Speed humps can be used on one-way or two-way streets (TAC 1998). Speed humps are not recommended on streets with more than two travel lanes. In addition, the pavement should have good surface and drainage qualities. The location of individual speed humps will depend on the presence of on-street parking, driveways, intersections, and other roadway features. Figure 1 shows a speed hump installed on a street with parking and bicycle lanes in the City of Portland, OR.

Speed humps are generally not recommended for use on bus routes or emergency vehicle routes (Ernish et al. 1998), or on streets that provide access to hospitals and emergency medical services. Speed tables may be more appropriate, and could be applied after consultation with representatives of the emergency services. The use of alternative traffic calming measures may also be considered for use on bus or emergency vehicle routes.



Figure 1: Speed hump on residential street with parking and bicycle lanes in Portland, Oregon

Photo by: Scott Batson (City of Portland, Oregon)

3.2 Traffic characteristics

Traffic operation elements include traffic speeds, traffic volumes and mix (including cut-through traffic), emergency vehicle access, transit routes, vehicle and cargo damage, and environmental impacts. The decision to install speed humps includes consideration of the posted speed limit and the operating speed of traffic. Speed humps are usually recommended only on streets where the

speed limit is 30 mph (50 km/h) or less. Speed humps are generally not considered appropriate where the 85th percentile speed is 45 mph (70 km/h) or more.

Spacing and location of the speed humps and the length of the road segment where the hump is installed affects operating speeds. The research available suggests that speed humps should be no more than 500 feet (152 m) apart where the desired 85th percentile operating speed is between 25 and 30 mph (40 and 48 km/h). Short road segments may require only a single speed hump even where two could be installed as acceleration opportunities are limited on a short segment.

The final locations of the humps are dependent on site specific considerations, making the determination of actual spacing and final location a complex task. After the general spacing and layout of the speed humps have been established, the final location of each hump is determined by considering vertical alignment, horizontal alignment, intersections, driveways, street lighting, on-street parking, pedestrian crossings, installation angle, and drainage and utilities.

Several studies have shown that speed humps reduce vehicle speed as measured by the 85th percentile speed, the percentage of drivers traveling over the speed limit, and the percentage of drivers traveling 10 mph or more over the speed limit.

The installation of speed humps should also consider traffic volumes in terms of the total volume of traffic, the presence of cut-through traffic, and the traffic mix. Each street requires individual assessment prior to implementation. An area-wide approach is needed to avoid simply diverting traffic from roads with speed humps to parallel untreated roads, but the extent of the diversion problem is unclear at present.

Speed humps have been shown to reduce traffic volumes. The combined results for speed humps and speed tables investigated in the City of Portland (OR) showed an average traffic reduction of 28 percent.

3.3 Pedestrians and bicyclists

The consideration of all road users, especially pedestrians and bicyclists, is another key component of the engineering review conducted prior to the installation of speed humps. Speed humps and speed tables are two traffic calming techniques that can be used to facilitate pedestrian and bicyclist movement and improve the safety of these road users (Zegeer 1998).

Speed tables can serve as raised marked crosswalks when they extend from curb to curb (Figure 2) and provide a flat surface suitable for pedestrians to use. Speed tables can facilitate pedestrian flow while providing vehicle speed control at the crosswalk location (Ewing 1999, Ernish et al. 1998). Parabolic or circular speed humps are too rounded or sloped for pedestrians to safely use.

Where a speed table is used as a raised pedestrian crosswalk, crosswalk design elements can be incorporated. Design element considerations include the following:

- The markings must be visible to motorists, especially at night. Inlay tape and thermoplastic are generally recommended for crosswalk pavement markings on speed tables (PBIC 2006)

- Granite and cobblestones finishes are not recommended because, although aesthetically pleasing, the surface may become slippery when wet, and may be difficult to cross for pedestrians who are visually impaired or using wheelchairs (PBIC 2006).



Figure 2: Raised pedestrian crosswalks can control vehicle speeds on local streets at pedestrian crossings

Photo by: Dan Burden

In general, bicyclists do not require extensive special provision (TAC 1998). Bicyclists may, however, be concerned that the vertical deflection of the speed hump will be uncomfortable and inconvenient and that abrupt slopes could even throw a bicyclist from their bicycle (PBIC 2006). Additional elements that could be considered to accommodate bicyclists include (DeRobertis and Wachtel 1996):

- Using a tapered edge before the curb to reduce the likelihood of pedal impact on hump. If this gap is too wide, it may promote gutter running by motor vehicles;
- Using speed humps that are less than 4" high;
- Providing adequate warning signs and markings;
- Ensuring that speed humps are far enough from intersections so bicyclists do not have to negotiate humps while turning; and
- Ensuring that speed humps are not installed on streets with vertical grade greater than 5 percent.

4. CONSTRUCT AND MAINTAIN SPEED HUMPS

Speed humps and speed tables are most often constructed on existing roadways (i.e., retrofit); however, speed humps and speed tables may be constructed on new roadways or during resurfacing projects.

Attachment 2

It is recommended that jurisdictions planning to implement speed humps or speed tables develop standard construction procedures. Following these procedures will ensure more uniform speed humps and speed tables are constructed throughout the jurisdiction. The procedures should be used by both municipal staff and private contractors engaged to work on municipal roads.

The construction procedures should contain detailed working drawings showing development of the desired profile and allowable tolerances for speed hump height. Material specifications and construction guidelines can also be included.

Agencies have reported that parabolic or sinusoidal cross-sections are more difficult to construct than circular speed humps or speed tables with straight approaches. However, many agencies have successfully constructed parabolic and sinusoidal cross-sections within acceptable tolerances. This success is often related to the use of a speed hump profile template which is used to verify that the speed hump dimensions and profile are accurate within reasonable tolerances. Figure 3 shows the use of a speed hump profile template in Beaverton, OR to construct a parabolic speed hump. If the profile is incorrect, the effect of the speed hump will likely change, which might result in unanticipated or reduced effectiveness.



Figure 3: Use of speed hump profile template in Beaverton, OR

Photo by: Jabra Khasho (City of Beaverton, Oregon)

Care should be taken in the initial installation and monitoring of speed humps to minimize the risk of edge raveling and profile deformation exceeding established tolerances. It is important to maintain the appropriate design relationship between the hump or table and the street so the device continues to perform its intended purpose within allowable tolerances. From the experiences of several agencies, speed humps constructed of asphalt concrete tend to deform over time in the direction of traffic flow, while rubberized speed humps may develop ruts along

the wheel paths or curl up along the edges. Ambient temperature during construction as well as sufficiency of the bond between the new asphalt and the existing street also play a role in the durability an asphalt hump.

If maintenance activities, such as utility work or pavement resurfacing, result in speed hump pavement markings being reduced or eliminated, they should be promptly replaced or supplemented with temporary signs providing the same warning to motorists.

Experience has shown that speed humps and speed tables are generally not damaged by snow plowing activities. Snow removal crews in Montgomery County (GA) reported minimal impact or cost associated with speed humps (Wainwright 1998). The City of Edmonton (AB) experienced some damage to parabolic speed humps from snow plows; however, in most cases there was no damage since snow plow operators do not plow down to the pavement on local streets where speed humps are located. For jurisdictions which experience substantial snowfall, it is recommended that snow plow operators be informed of all streets with speed humps before the winter season starts.

5. MONITOR AND EVALUATE EFFECTIVENESS

Speed hump installations affect residents and road users; traffic speeds, volumes and travel time; roadway safety, noise levels and emissions. It is important to monitor and evaluate the effect of each speed hump or speed table installation project. Minimum monitoring and evaluation includes data collection and analysis of vehicle operating speed and traffic volume changes including traffic diversion. More extensive evaluation may include gathering feedback from residents and road users.

The type, number, and extent of studies performed to evaluate speed humps may vary based upon the particular circumstances and objectives of each installation. However, some review could be performed after each installation to determine if the desired results were achieved, or if unexpected problems were created. If the installation of speed humps resulted in undesirable safety or traffic operations issues, consideration can be given to mitigation efforts including possible removal of the humps.

Monitoring and evaluation may include several aspects of the speed hump installation, including impacts on residents, traffic operations and safety, and on the environment.

6. CONCLUSIONS AND RECOMMENDATIONS

Speed humps and speed tables are two of several geometric design techniques that may be used to control vehicular traffic speeds along a roadway. Positive results in terms of reduced operating speeds and reduced traffic volumes have been documented after speed hump installation.

The experiences of various agencies currently implementing speed humps across North America are documented in the updated ITE Recommended Practice along with findings from published research work. The ITE Recommended Practice also provides details on the design of speed humps and speed tables.

This paper provides an overview of the recommended framework for an agency to follow to implement speed humps or speed tables in their jurisdiction. This framework is based on the experience documented by dozens of agencies. General considerations for the implementation of speed humps as a traffic calming measure were discussed along with the importance of community involvement.

7. ACKNOWLEDGEMENTS

The authors would like to acknowledge the significant contributions of the Technical Advisory Committee for this project, as well as the hundreds of respondents to our on-line survey.

This paper was originally published in the conference proceedings of the CITE 2007 Conference held in Toronto, Ontario, Canada.

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Attachment 2

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TRAFFIC AND SAFETY INFORMATIONAL SERIES FREQUENTLY ASKED QUESTION #9

WHY CAN'T SPEED BUMPS BE USED ON ALL STREETS TO SLOW TRAFFIC?

Speed “humps” are the most widely used traffic calming device in the United States. They are one response to citizen concerns about speeding and cut-through traffic in residential areas. The primary objective of speed humps, and other traffic calming measures in general, is to improve the environment and safety of a roadway by physically controlling vehicle speeds. Another consequence of speed humps can also be a reduction in the amount of cut-through traffic. Excessive vehicle speeds and/or traffic volumes are common neighborhood complaints. These roadway characteristics are typically viewed as a disruption to the peace, safety, and quality of life of the neighborhood.

SPEED “HUMP” AND SPEED “BUMP”

Speed “humps” are not the same as speed “bumps”. The primary objective of these two devices is to control the speed of vehicles, but they have different designs and allowable uses. A schematic of their differences is shown in Figure 1.



FIGURE 1 Schematic differences between a speed bump and speed hump.

Speed humps are raised pavement areas across a roadway. They are typically parabolic, circular, or sinusoidal in shape and are a gentle version of the speed bump (see Figure 1). National guidelines have set the maximum height of speed humps at three to four inches (although 3.5 inches is now commonly accepted as the maximum height) and a maximum length at 12 feet (although 14 foot and longer are now becoming more common). Speed humps create a gentle vehicle rocking motion at low speeds but can jolt a vehicle at higher speeds. They are typically designed to reduce the speed of vehicles to about 15 miles per hour (mph).

The design of speed humps has evolved from extensive research and testing to achieve the specified speed reduction goal without imposing a high level of safety risks. When designed and installed properly, speed humps can be effective at lowering vehicle speeds and possibly reducing speed-related collisions. Speed humps can also be installed in a series to reduce speeds along an extended section of street.

Speed bumps, on the other hand, have a more abrupt design. They consist of a portion of raised pavement, but because of their abruptness their use is very restricted. In fact, most speed bumps are found in parking lots and or along private roadways. Their height is typically between three and six inches, and they are usually only one to three feet long. Speed bumps produce substantial driver discomfort, damage to the vehicle suspension, and/or loss of control if encountered at too high a speed. This is one reason speed bumps are not used on public roadways. In general,

Attachment 2

vehicles must slow to about five miles per hour or less for a speed bump (compared to 15 mph for a speed hump).

SPEED HUMP APPLICATION

Streets are classified according to the type of service they generally provide. *Arterial* streets are used for mobility purposes and are typically used by through vehicles (on longer trips) at higher speeds. On arterial streets, such as highways and major urban streets, speed humps are typically considered impractical because these roadways are meant to serve a mobility purpose. *Collector* roadways typically link arterials to the local roadway system. They normally experience moderate to low speeds. Typically, speed humps are not automatically recommended for collector streets but may be allowed in some jurisdictions. The decision to implement a speed hump on a collector street is usually made on a case by case basis after an engineering study of the roadway. *Local* streets primarily provide access to land uses and are expected to serve a small number of relatively short low-speed vehicle trips. Speed humps are used on these type of roadways when the neighborhood and the city believe that lower vehicle speeds and/or through traffic are needed, and this belief is supported by the results of an engineering investigation.

In addition to the type of roadway, there are other factors that should also be considered before the installation (and design) of a speed hump. Winter maintenance (e.g., snowplows) and emergency response vehicles need to have the ability to efficiently clear and respond to an emergency along a roadway. Studies have shown that the response time of emergency vehicles does increase (depending on the vehicle type) for each speed hump. This is one reason some cities do not all the installation of speed humps along specified emergency vehicle response routes. The installation of speed humps and other traffic calming devices can also require additional maneuvering and/or a reduction in speed during winter maintenance activities. The result can be reduced efficiency. The installation of speed humps must also be supplemented with signs and/or pavement markings to warn motorists of their presence and to indicate suitable driver behavior.

For more information on traffic calming, speed humps, and their impact consult *Traffic Calming State of the Practice*. This document is published by the Institute of Transportation Engineers.

For more information

For more information, please contact _____.

TRAFFIC AND SAFETY INFORMATIONAL SERIES FREQUENTLY ASKED QUESTION #9

Why aren't speed bumps used on all streets to slow traffic?

When traffic goes too fast on a street, people sometimes suggest we install speed bumps to slow vehicles down. Speed bumps are usually not an effective solution to speeding on public roadways. Speed *humps*, on the other hand, are used in some locations.

What is the difference between speed bumps and speed humps?

Speed bumps and speed humps are both used to slow vehicles, but they have different designs and are used in different places.



Speed Bump



Speed Hump

Speed bumps are made of an abruptly raised portion of pavement. Most speed bumps are found in parking lots and along private roadways. Speed bumps can produce substantial driver discomfort/injury, damage to vehicle suspension, and/or loss of control if encountered at too high a speed. These are some of the reasons why speed bumps are not used on public roadways.

A speed hump, on the other hand, is a much more gently raised portion of pavement. Speed humps are much longer than speed bumps and not nearly as steep. Speed humps create a gentle vehicle rocking motion at low speeds, but they can jolt a vehicle at higher speeds.

Factors that determine the use of speed humps

There are many factors that are considered when decided whether or not to install a speed hump at a particular location.

The use of speed humps typically lowers vehicle speeds to about 15 miles per hour. Speed humps are installed on some local roads and other low speed limit roadways. Speed humps may be used on local streets when it is determined that lower vehicle speeds and less through traffic are needed. Speed humps are not used on roadways that are intended for high-speed and high-volume traffic.

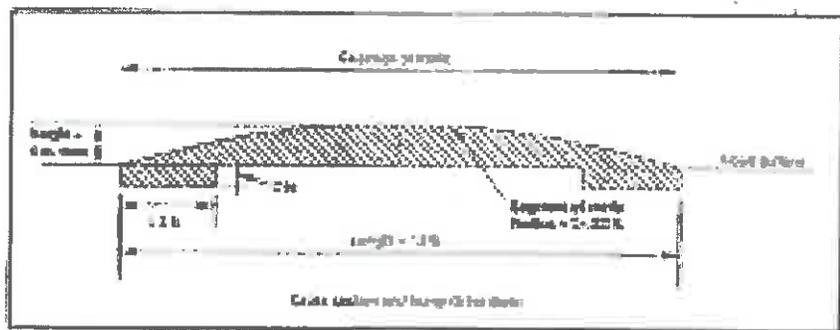
Speed humps can make the work of winter maintenance vehicles more difficult and can slow emergency vehicle response speeds. These factors should also be considered in deciding the location of speed humps.

For more information

For more information, please contact _____.

Speed Hump Policy

Figure 11 Cross Section of a Speed Hump



Description:

A speed hump is a rounded, raised area of pavement approximately twelve feet in length with a maximum height of approximately three inches, placed perpendicular to the traffic flow of the roadway. Speed humps are placed in pairs along the designated block.

Eligible Roadways:

All Minneapolis local streets (not currently designated as a "thru street" by City Council action) under the Public Works Department jurisdiction that meets the guidelines outlined below.

Not Eligible Roadways:

All roadways within Minneapolis designated as County, State, or Federal Highways, State or County "Aid" roadways, Park Board roadways, or shared jurisdiction roadways, such as city limit boundary streets.

Guidelines:

1. Minimum roadway width shall not have less than a 9 ft. drive lane or a 7 ft. parking lane.
2. The traffic volume for the roadway exceeds 300 vehicles per day.
3. The average speed exceeds 20 MPH or more than 10 percent of traffic exceeds the speed limit.
4. 75 percent of the property owners agreed to the speed humps.
5. Minimum distance need between proposed speed hump and a...

A. Traffic Signal	300 ft.
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MAINE LOCAL ROADS CENTER [Home](#) > [Technical Subjects](#) > [Traffic Issues](#) > [Speed Humps vs. Speed Bumps](#)

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Technical Subjects
Traffic Issues
Speed Humps vs. Speed Bumps

Speed Humps vs. Speed Bumps

In an effort to get drivers to slow down, many towns have considered, or been asked by citizens, to construct speed bumps, or humps, or tables, etc on public roads. If these public roads are townways, then the decision can be made by the municipal officers. If these roads are State Highways or State Aid Highways (inside or outside urban compact areas), then these controls are generally not allowed.

In contemplating this decision, a town must consider several related issues. If the road is planned for reconstruction or it is a new subdivision road, then a "different" design could be done that incorporates traffic calming measures in the geometry so that humps or bumps are not needed.

However, if the road exists today and people are looking to the town to slow drivers down, then the municipality has a few options.

- First, you need to step up enforcement of current ordinances and speed limits (officially lowering the speed limit or erecting unwarranted STOP signs is not the right approach).
- Second, the same geometric design options exist which could mean obtaining right-of-way and spending some significant dollars to reconfigure the road.
- Third, the cheaper option is to construct some speed humps or tables. Do not construct speed Bumps which are the shorter, more abrupt obstructions that you see in parking lots and bank driveways and private roads. A speed Hump (or table) is a viable option, if designed correctly, that will slow traffic to a certain level. They usually are 12 to 15 feet long and 4 inches in height. Usually, they are painted to identify a vertical change in the road and there should be advance warning signs from both directions. There are many municipalities across the country which have successfully installed these humps even though they create loads of local controversy. You could choose to install permanent bituminous ones or you could buy portable rubber ones --- there are pros and cons to each type. A town will probably will not find a lot of positive reaction from the folks who have to drive plow trucks, or ambulances, or fire trucks over them.

From the legal perspective, it's important to pass a "traffic ordinance". As stated in State law 30-A MRSA Section 3009, "the municipal officers have exclusive authority to enact all traffic ordinances in the municipality.". Therefore, the Board of Selectmen (or Town Council) can authorize the use of these traffic control devices. From a liability perspective, anyone will sue for anything and a speed hump could be viewed as a "highway defect".

However, State law 23 MRSA Section 3651(1) states that "legal objects are not defects. Trees, structures and other things which exist in accordance with municipal ordinances are not defects in a public way". It may also be difficult to prove that they are dangerous especially when they have been used successfully by some many entities in the US and in foreign countries. If the Town decides to start allowing these humps, I would want to make sure that they are properly designed and marked and signed according to the standards in the MUTCD.

It's important to consider all the ramifications before you decide to open this "can of worms". Once you install one hump, many other folks will want them on their road.

Speed Humps

- Are a gradual raised area in the pavement surface extending across the entire travel width
- Typically, 3 to 4 inches in height with a travel length of 12 to 15 ft
- Have evolved from extensive research & testing
- Create a gentle vehicle rocking motion which results in most vehicles slowing to 15 mph at each hump and 25 to 30 mph between properly spaced humps in a system
- Need to be designed and installed with proper planning and engineering
- Effective at controlling speeds without creating accidents or imposing unreasonable or unacceptable safety risks

Examples of Speed Humps



Speed Bumps

- Are an abrupt raised area in the pavement surface
- Effective at controlling speeds on low volume, low speed roads, especially private driveways and parking lots
- Typically, 3 to 6 inches in height with a travel length of 6 in. to 3 ft
- Cause significant driver discomfort at typical residential speeds\
- Cause vehicles to slow to 5 mph or less at the bump
- Maintenance headaches especially for plow trucks

Examples of Speed Bumps



Traffic Calming Information

Much more information can be found on "traffic calming" at the following links:

- Federal Highway Administration: http://www.fhwa.dot.gov/environment/traffic_calming/
- Institute of Transportation Engineers (ITE): <http://www.ite.org/traffic/>
- Manual on Uniform Traffic Control Devices (MUTCD) (see Sections 3B.25, 3B.26 and 2C.29) : <http://mutcd.fhwa.dot.gov/>
- Speed Management: <http://safety.fhwa.dot.gov/speedmgt/>

This page last updated on 6/25/15

Attachment 2

Judy Walsh

From: Matt Callahan <MattC@romi.gov>
Sent: Wednesday, December 23, 2015 10:11 AM
To: 'Walsh, Judy'
Subject: Traffic Committee Request - January

Please add to January agenda

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

From: info@romi.gov [mailto:info@romi.gov] On Behalf Of david@davidgullo.net
Sent: Tuesday, December 22, 2015 4:32 PM
To: mattc@ci.royal-oak.mi.us
Subject: [Engineering] Traffic Committee Request

David Gullo sent a message using the contact form at <http://www.ci.royal-oak.mi.us/contact>.

Hello, I'd like to request that speed bumps be added to the re-pavement scheduled for Mohawk Ave in 2016. Residents on my street already contend with speeding, through traffic; with a freshly paved road, these drivers will find it easier to violate the "no through traffic" rule and furthermore accelerate the degradation of the newly paved roadway. Adding speed bumps every few houses will not only slow down would be violators, but help to keep our street safer while preserving the roadway for a longer period of time.

Thanks for your consideration - please let me know if there's anything I can do to assist the process, David

Attachment 2

Judy Walsh

From: Gullo <david@davidgullo.net>
Sent: Tuesday, January 05, 2016 12:51 PM
To: judyw@ci.royal-oak.mi.us
Subject: Re: Traffic committee

Hi Judy,

I appreciate the follow-up. I'm at 1003 Mohawk Ave, and am requesting speed bumps for the entirety of Mohawk Ave.

Thank you,
David

On Jan 5, 2016, at 12:48 PM, Judy Walsh <judyw@ci.royal-oak.mi.us> wrote:

Hi David

We received your traffic committee request for Mohawk. We need your address and the block or blocks that you are requesting speed bumps.

Thanks

Judy



Traffic Improvement Association of Michigan

Crash Detail Report

Request #: 0037701

Printed By: Patrick Cawley

Printed On: 1/8/2016

DATE_VAL: between 1/1/2013 and 12/31/2015

PR/MP	PR 652405 FROM MP 0.492 TO MP 0.973 [Mohawk & E 10 Mile Rd to Mohawk & E Lincoln]
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#1 Location: MOHAWK AVE (0.58) 20 feet N of E DONDERO AVE Crash ID: 8652400

Crash Date: 05/26/2013 Day: Sun Hour: 2am Weather: clear Roadway: dry Light: dark/ltd

Injures K: 0 Inj A: 0 Inj B: 0 Inj C: 0 Inj 0: 1 How: single

CVT: Royal Oak Area: straight HBD: N Drugs: N Complaint No: 130014733

Unit No	Veh Dir	Action	Prior Event 1	Event 2	Event 3	Event 4	Haz Action	Veh Type	Damage
1	E	go straight	loss of control	ran off road/l	other non-fixed obj	none	speeding	car	ctrfront

UD-10: 8652400

Crash Type

Count	Type
0	uncoded
1	single
0	head-on
0	head-on/lt
0	angle
0	rr-end
0	rr-end/lt
0	rr-end/rt
0	ss-same
0	ss-opp
0	unknown
Totals:	1

Light Conditions

Count	Type
0	uncoded
0	day
0	dawn
0	dusk
1	dark/lt
0	dark/unltd
0	unknown
Totals:	1

Weather

Count	Type
0	uncoded
1	clear
0	cloudy
0	fog/smoke
0	rain
0	snow
0	wind
0	sleet/hail
0	unknown
Totals:	1

Road Condition

Count	Type
0	uncoded
1	dry
0	wet
0	icy
0	snowy
0	muddy
0	slushy
0	debris
0	unknown
Totals:	1

Crashes By Month

Count	Type
0	January
0	February
0	March
0	April
1	May
0	June
0	July
0	August
0	September
0	October
0	November
0	December
Totals:	1

Hazardous Action

Count	Type
0	none
1	speeding
0	imprp/no signal
0	imprp backing
0	unable to stop
0	other
0	unknown
0	reckls driving
0	negl driving
0	spd too slow
0	failed to yield
0	disrgd traffic cntrl
0	wrong way
0	left of center
0	imprp passing
0	imprp lane use
0	imprp turn
Totals:	1

Unit Type

Count	Type
0	Bicyclist
0	Engineer
1	Vehicle
0	Pedestrian
Totals:	1

Crashes By Year

Count	Type
0	2000
0	2001
0	2002
0	2003
0	2004
0	2005
0	2006
0	2007
0	2008
0	2009
0	2010
0	2011
0	2012
1	2013
0	2014
0	2015
Totals:	1

Crash Severity

	FATAL	A	B	C	No Inj	Total
Persons	0	0	0	0	1	1
Crashes	0	0	0	0	1	1

Alcohol in Crashes

	FATAL	PI	PD	Total
Drinking	0	0	0	0
Not Drinking	0	0	1	1
Total	0	0	1	1

Crashes per Hour by Day

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Unknown	Total
12a - 1a	0	0	0	0	0	0	0	0	0
1a - 2a	0	0	0	0	0	0	0	0	0
2a - 3a	1	0	0	0	0	0	0	0	1
3a - 4a	0	0	0	0	0	0	0	0	0
4a - 5a	0	0	0	0	0	0	0	0	0
5a - 6a	0	0	0	0	0	0	0	0	0
6a - 7a	0	0	0	0	0	0	0	0	0
7a - 8a	0	0	0	0	0	0	0	0	0
8a - 9a	0	0	0	0	0	0	0	0	0
9a - 10a	0	0	0	0	0	0	0	0	0
10a - 11a	0	0	0	0	0	0	0	0	0
11a - 12p	0	0	0	0	0	0	0	0	0
12p - 1p	0	0	0	0	0	0	0	0	0
1p - 2p	0	0	0	0	0	0	0	0	0
2p - 3p	0	0	0	0	0	0	0	0	0
3p - 4p	0	0	0	0	0	0	0	0	0
4p - 5p	0	0	0	0	0	0	0	0	0
5p - 6p	0	0	0	0	0	0	0	0	0
6p - 7p	0	0	0	0	0	0	0	0	0
7p - 8p	0	0	0	0	0	0	0	0	0
8p - 9p	0	0	0	0	0	0	0	0	0
9p - 10p	0	0	0	0	0	0	0	0	0
10p - 11p	0	0	0	0	0	0	0	0	0
11p - 12a	0	0	0	0	0	0	0	0	0
Unknown Time	0	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	0	1

Attachment 2

Judy Walsh

From: Matt Callahan <MattC@romi.gov>
Sent: Friday, January 08, 2016 8:40 AM
To: 'Walsh, Judy'
Subject: FW: Speeding on Fernwood and Crane

judy - please add to Traffic committee

From: Anya Margenthaler [<mailto:dreamlabs@hotmail.com>]
Sent: Thursday, November 05, 2015 10:42 AM
To: Mike Frazier
Cc: Callahan, Matthew
Subject: RE: Speeding on Fernwood and Crane

Thank you for your response. I'm currently collecting signatures from our block to get 4-way stop installed. We have a lot of small children that love to play outside together, especially in good weather. One neighbor lost a cat because someone was driving at least 40 last year and didn't even bother to stop. Thank you for your help, I'll mail the signatures in the next week or so.

Anya Margenthaler

From: MikeF@romi.gov
To: dreamlabs@hotmail.com
CC: MattC@ci.royal-oak.mi.us
Subject: Speeding on Fernwood and Crane
Date: Fri, 30 Oct 2015 15:18:59 -0400

Ms. Margenthaler,

Thank you for bringing this matter to our attention. I will give this information out to the officers that patrol your area and they will give this problem special attention. I have cc'd Matt Callahan on this email. Matt is the head of the Traffic Committee and can follow up regarding the need for a four way stop. Please don't hesitate to contact me with any questions. Thanks!

Mike Frazier
Deputy Police Chief



221 E. Third, Royal Oak MI 48067
248-246-3510

From: info@romi.gov [<mailto:info@romi.gov>] On Behalf Of ROSCO
Sent: Wednesday, October 28, 2015 8:43 AM
To: info@ci.royal-oak.mi.us
Subject: Form submission from: ROSCO

Attachment 2

Submitted on Wednesday, October 28, 2015 - 8:42am Submitted by user:

Submitted values are:

Location: Fernwood Rd and Crane

Issue Type: Speeding

Optional Description: My neighbors and I have notices excessive speeding on our street. We all agree that if there were a stop sign put in on Fernwood Rd and Crane that would slow people down. Currently there is only one-way stop sign on Crane, we would like to see 4 way stop.

Picture :

First Name: Anya

Last Name: Margenthaler

Email: dreamlabs@hotmail.com

Phone (Optional):

Attachment 2

Judy Walsh

From: Matt Callahan <MattC@romi.gov>
Sent: Friday, January 08, 2016 8:41 AM
To: 'Walsh, Judy'
Subject: FW: Speeding on Wyandotte

judy - please add to Traffic committee

From: Kendra Alpert [<mailto:kendrah@gmail.com>]
Sent: Thursday, January 07, 2016 10:06 AM
To: Mike Frazier
Cc: CorriganO@romi.gov; Callahan, Matthew
Subject: Re: Speeding on Wyandotte

Thank you so much for replying. I appreciate anything that can be done to slow down these speeders. I have 2 young boys myself and it scares me all the time. Many neighbors on the block feel the same way.

Matthew please let me know what steps I need to take in order to get a speed bump considered for our road.

Thanks again and Happy New Year!!!

Sent from my iPhone

On Jan 7, 2016, at 8:07 AM, Mike Frazier <MikeF@romi.gov> wrote:

Ms. Alpert,

Thank you for bringing this matter to our attention. We are more than happy to help. I will have our officers conduct extra checks on Wyandotte throughout the day and evening. I have cc'd Matt Callahan from the Engineering Department on this email. Matt is a member of our Traffic Committee and would be the person to contact in regards to a "speed bump". If you have any questions please don't hesitate to contact me.

Sincerely,

Mike Frazier
Deputy Police Chief
<image001.png>
221 E. Third, Royal Oak MI 48067
248-246-3510

Location: Wyandotte avenue between Dondero and Hudson Issue Type: Speeding Optional Description: Cars are flying down our road again. A speed bump is urgently needed in our road. It is an unusually long road with direct access to the service drive. Many kids live and play on this block. How can we get a speed bump installed? I can get neighbors to petition for one if needed.

Picture :

First Name: Kendra

Last Name: Alpert

Attachment 2

Email: kendrah@gmail.com
Phone (Optional): 313-729-2437

Attachment 2

Judy Walsh

From: Matt Callahan <MattC@romi.gov>
Sent: Friday, January 08, 2016 9:41 AM
To: 'Walsh, Judy'
Subject: FW: Manor Ave. Parking

Please add to traffic committee

From: Mary Guzik [<mailto:mary.guzik@gmail.com>]
Sent: Thursday, January 07, 2016 2:53 PM
To: mattc@romi.gov
Subject: Manor Ave. Parking

Matt,

Thank you for taking my call today.

To re-iterate our conversation, I feel we have an accident waiting to happen at the end of our block area, Crooks & Manor Ave.

My request is for a No Parking sign at least on one side of the street if not both. When even one car is parked between the driveways of the apartment complexes (either side) and the end of our block there is tough negotiating in good weather. Should we get ice or snow this would be a real hazard when cars are coming and going from Manor Ave. Since this is a thoroughfare and if we can have only one side closed off my suggestion would be the north.

Thank you for your time,

Mary Guzik

4309 Manor Ave.

Royal Oak

work: 248-548-1040 (feel free to call me at this number)

--

Mary Guzik

BY-LAWS OF THE CITY OF ROYAL OAK TRAFFIC COMMITTEE

Article I – Scope of Authority, Objectives and Membership

The objectives and membership of the City of Royal Oak Traffic Committee are those set forth in the Uniform Traffic Code for Cities, Townships and Villages. The Committee shall limit its review to neighborhood traffic and safety issues only unless otherwise requested by the City Commission. In all cases, the Traffic Committee shall request entities proposing to impact traffic flow to complete a traffic study to assist in the Committee's work. Subsequent to the Committee taking action on a traffic request, at least one year must pass before the Committee can again consider a similar request. (CC02/07/05)

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Article II - Traffic Committee Membership Appointment

Traffic Committee member appointments shall meet the current requirements of CITY ORDINANCE NO. 93-21 as amended.

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Article III – Officers and Their Duties

Section 1. The officers of the Traffic Committee shall consist of a Chairperson and Vice Chairperson.

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Section 2. The Chairperson shall preside at all meetings of the Traffic Committee and shall have the duties normally conferred by parliamentary usage on such officers.

Section 3. The Chairperson shall be one of the citizen members of the Committee and shall have the privileges of discussing all matters before the Committee and of voting thereon.

Section 4. The Vice Chairperson shall act for the Chairperson in his or her absence. The Vice Chairperson shall be a citizen member of the Committee, with the rights and privileges of the Chairperson.

Article IV – Election of Officers

Section 1. Nomination of officers will be made from the floor of property owner members at the annual organization meeting, which shall be held on the FOURTH TUESDAY OF FEBRUARY OF EACH YEAR, and the election shall follow immediately thereafter.

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Section 2. A candidate receiving a majority vote of the members present at the annual organization meeting of the Traffic Committee shall be declared elected and shall serve for one year or until his or her successor shall take office.

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Section 3. Vacancies in offices shall be filled immediately by regular election procedure.

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Article V – Meetings

Section 1. Regular meetings will be held on the fourth Tuesday of every other (CC02/07/05) month at 7:00 P.M. in Room 315 of the Royal Oak City Hall, 211 Williams St., Royal Oak, Michigan.

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Section 2. A majority of the voting membership of the Committee shall constitute a quorum. Voting shall be by a rotating roll call. A record of the roll call vote shall be kept as part of the minutes.

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Section 3. Special meetings may be called by the Chairperson. It shall be the duty of the Chairperson to call such a meeting when requested to do so by the City Engineer or by a majority of the members of the Committee. The notice of such a meeting shall specify the purposes of the meeting and no other business may be considered except by a majority consent of the Committee members present. The City Engineer shall notify all members of the Committee not less than 24 hours in advance of such a special meeting.

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Section 4. All meetings at which official action is taken shall be open to the general public.

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Section 5. The City Engineer of the City of Royal Oak shall keep the minutes and records of the Committee, prepare the agenda of regular and special meetings with the chairperson, provide notice of meetings to Committee members, and attend to correspondence of the Committee.

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Section 6. Unless otherwise specified in these by-laws, rules of procedure for meetings will be in accordance with the most recent version of Robert's Rules of Order.

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Section 7. The Committee shall act to make a recommendation to the City Commission on any petition within three consecutive official meetings from the first presentation of any petition on the Traffic Committee Meeting Agenda.

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Article VI – Order of Business

The order of business at regular meetings shall be:

- (a) Roll Call
- (b) Approval of Minutes of Previous Meeting
- (c) Visitors' Time
- (d) Tabled Items
- (e) Business Agenda
- (f) Other Business
- (g) Adjournment

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Article VII – Committees

Special committees may be appointed by the Chairperson or Vice Chairperson for purposes and terms which the Committee approved.

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Article VIII – Amendments

These by-laws may be amended by a two-thirds vote of the entire voting membership of the Traffic Committee.

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CITY OF ROYAL OAK
MODEL DRAFT TRAFFIC COMMITTEE BYLAWS
JANUARY 2016

I. NAME

The name of this committee is the Traffic Committee.

II. PURPOSE

The purpose of this committee is to review proposed traffic regulations, ~~and~~ traffic and pedestrian safety and residential parking issues, as established by the City of Royal Oak Ordinance ~~§ 39-35, adopted 3-20-2000~~ Code Chapter 39, Article IV.

The committee shall comply will all Federal, state and local laws.

III. MEMBERSHIP AND VACANCIES

a. The committee shall consist of seven (7) members.

b. All members shall be appointed by the city commission consistent with the Appointment Ordinance, No. 93-21 *as amended* by No. 2000-08.

i. The committee shall promptly notify the city commission, through the city clerk's office, of any vacancies on the committee.

ii. The committee shall also keep the city clerk's office timely informed of the names, addresses, telephone numbers and other contact information for each member of the committee.

iii. Members appointed to fill a vacancy shall hold office until the term expires as set by the city commission and/or the Appointments Ordinance.

iv. Consistent with the Appointment Ordinance, *id.*, absence from three consecutive meetings consecutive meetings without excuse and/or five consecutive meetings with or without an excuse, or is convicted of a felony or any other serious crime while serving as a member, the position shall be automatically determined to be vacant and filled pursuant to the Appointment Ordinance, *id.*

~~v. OPTIONAL. [As much as possible membership in the [committee] [commission] [authority] [board] shall rotate on staggered terms].~~

IV. OFFICERS

~~ALTERNATIVE 1. The officers of the committee are the chairman, vice chairman and as many other officers as the committee deems necessary.~~

~~ALTERNATIVE 2. The officers of the committee are the chairman, vice chairman and the executive director.~~

Duties. The chairman shall preside over the meetings of the committee. The chairman shall have no administrative authority over the committee.

The vice-chairman shall preside over the meeting of the committee in the absence of the chairman.

~~OPTION. The executive director shall be responsible for the administration of the committee.~~

Terms of Office. Each officer shall be elected to serve a term of number one (1) years, or until he or she has been duly succeeded. Each officer's term of office shall begin at the close of the ~~[]~~ first meeting immediately following his or her election.

V. MEETINGS

Regular Meetings. There shall be at least ~~[]~~ three (3) meeting(s) of the committee each year. The committee is free to hold as many meetings as it deems necessary. Regular meetings will be held on the fourth Tuesday of every other (CC02/07/05) month at 7:00 P.M. in Room 315 of the Royal Oak City Hall, 211 Williams St., Royal Oak, Michigan. This (these) meeting(s) shall be held on (in) []. The second meeting of the year [] shall be the annual meeting.

Special Meetings. Special meetings of the committee may be called by the chairman or by a majority vote of the [] members of the committee.

All meetings of the committee shall comply with the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 *et seq.* The committee shall notify the city clerk's office of all meetings reasonably in advance of the scheduled meeting.

Order of Business. All meetings shall be conducted to conform to the following order:

- a. Meeting Called to Order;
- b. Roll Call;
- c. Agenda, Approval of Minutes
- d. Announcements, Agenda
- e. Public Comment, Announcements
- f. Approval of Minutes, Public Comment
- g. Old Business;
- h. New business;
- i. Information only items
- ij. Motion to Adjourn.

Quorum. A majority of the committee members present shall constitute a quorum.

Minutes. The ~~committee-city engineer~~ shall keep a permanent journal recording the minutes of all meetings, resolutions and votes. The journal will be filed with the city clerk's office.

Action. All action by the committee shall be made by motion adopted by a majority of the membership.

VI. PARLIAMENTARY AUTHORITY

Parliamentary authority for the committee is governed by Robert's Rules of Order (Newly Revised, 10th Edition) ~~[publication information]~~. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state legislation, the state legislation controls.

VII. NOMINATIONS AND ELECTIONS OF OFFICERS

Elections shall take place on (in) [date or event].

~~(a) Nominating Committee. (Alternative 1) The chairman shall appoint a nominating committee, consisting of [] of the [committee] [commission] [authority] [board]. OR~~

Attachment 2

(a) Nominations. ~~(Alternative 2)~~—Nominations may be made by any member of the committee at the meeting convened to conduct elections.

~~(b) Nominations by the Nominating Committee. (Companion to Alternative 1) The nominating committee shall submit nominees to the chairman at least [] days prior to the election.~~

(c) Tie vote. In case of a tie vote, the successful candidate shall be determined by lot conducted by the [] ~~{city clerk or designee}~~ city engineer.

(d) Vacancies and special elections. In the event that a vacancy occurs in the position of the chairman, the vice chairman shall automatically assume the position of chairman for the remainder of the term.

In the event a vacancy occurs in the position any other officers, a special election will be conducted to elect (a) new officer(s) to fill the vacancy for the remainder of the term.

Special elections shall observe the procedures established for general elections.

(e) Voting. The majority of the members voting shall decide general and special elections.

VIII. AMENDMENT OF BYLAWS

Adoption. Recommendations to adopt these bylaws to the city commission shall be adopted by two-thirds vote of the entire membership of the committee.

Recommendations to amend these bylaws to the city commission may be made by two-thirds vote of the entire membership of the committee.

These bylaws are subject to approval, modification or repeal by the city commission.

IX. GENERAL PROVISIONS

~~OPTIONAL.~~—No member of the committee shall order or instruct any city staff member to perform any service or duty without having first been approved by ~~{name of office or body}~~ majority vote of the traffic committee.

~~OPTIONAL.~~—The committee is an advisory organization to the City of Royal Oak and its city commission and acts by making recommendations to the city commission.

The objectives and membership of the City of Royal Oak Traffic Committee are those set forth in the Uniform Traffic Code for Cities, Townships and Villages. The committee shall limit its review to neighborhood traffic and safety issues only unless otherwise requested by the city commission. In all cases, the traffic committee shall request entities proposing to impact traffic flow to complete a traffic study to assist in the committee's work.

Subsequent to the committee taking action on a traffic request, at least one year must pass before the committee can again consider a similar request. (CC02/07/05)

The committee is authorized to perform reviews and make recommendations for the designation of residential permit parking zones (Code 497), and for the allowance of residential pull-off parking areas (Code 498).

The city engineer shall prepare the agenda of regular and special meetings with the chairperson, provide notice of meetings to Committee members, and attend to correspondence of the Committee

~~OPTIONAL. The committee is specifically subject to the [Name] Ordinance, No. []].~~
Special committees may be appointed by the chairperson or vice chairperson for purposes and terms which the committee approved.

X. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY

Committee shall specifically comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 *et seq.*] and the city's most recent FOIA policy. The City Clerk will assist the committee in compliance.

XI. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY

Committee shall specifically comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 *et seq.*]. The City Clerk will assist the committee in compliance.

XII. SUNSET PROVISION

The committee is commissioned to conduct business ~~until [date or event], or until~~ abolished by the city commission.

CITY OF ROYAL OAK RECOMMENDED TRAFFIC COMMITTEE BYLAWS JANUARY 2016

I. NAME

The name of this committee is the Traffic Committee.

II. PURPOSE

The purpose of this committee is to review proposed traffic regulations, traffic and pedestrian safety and residential parking issues, as established by the City of Royal Oak, City Code of Ordinances Chapter 39, Article IV. The committee shall comply will all Federal, state and local laws.

III. MEMBERSHIP AND VACANCIES

- a. The committee shall consist of seven (7) members.
- b. All members shall be appointed by the city commission consistent with the Appointment Ordinance, No. 93-21 *as amended by* No. 2000-08.
 - i. The committee shall promptly notify the city commission, through the city clerk's office, of any vacancies on the committee.
 - ii. The committee shall also keep the city clerk's office timely informed of the names, addresses, telephone numbers and other contact information for each member of the committee.
 - iii. Members appointed to fill a vacancy shall hold office until the term expires as set by the city commission and/or the Appointments Ordinance.
 - iv. Refer to the City Code, Chapter 12: Appointments to Advisory Boards, Commissions and Committees for current rules regarding vacancies and absences from meetings.

IV. OFFICERS

The officers of the committee are the chairperson, vice chairperson and as many other officers as the committee deems necessary.

Duties. The chairperson shall preside over the meetings of the committee. The chairperson shall have no administrative authority over the committee.

The vice-chairperson shall preside over the meeting of the committee in the absence of the chairperson.

Terms of Office. Each officer shall be elected to serve a term of one (1) years, or until he or she has been duly succeeded. Each officer's term of office shall begin at the close of the first meeting immediately following his or her election.

V. MEETINGS

Regular Meetings. There shall be at least three (3) meeting(s) of the committee each year. The committee is free to hold as many meetings as it deems necessary. Regular

Attachment 3

meetings will be held on the fourth Tuesday of every other (CC02/07/05) month at 7:00 P.M. in Room 315 of the Royal Oak City Hall, 211 Williams St., Royal Oak, Michigan. The second meeting of the year shall be the annual meeting.

Special Meetings. Special meetings of the committee may be called by the chairperson or by a majority vote of the members of the committee.

All meetings of the committee shall comply with the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 *et seq.* The committee shall notify the city clerk's office of all meetings reasonably in advance of the scheduled meeting.

Order of Business. All meetings shall be conducted to conform to the following order:

- a. Meeting Called to Order
- b. Roll Call
- c. Approval of Minutes
- d. Agenda
- e. Announcements
- f. Public Comment
- g. Old Business
- h. New business
- i. Information only items
- j. Motion to Adjourn.

Quorum. A majority of the committee members present shall constitute a quorum.

Minutes. The city engineer shall record the minutes of all meetings, resolutions and votes. The minutes will be filed with the city clerk's office.

Action. All action by the committee shall be made by motion adopted by a majority of the membership.

VI. PARLIAMENTARY AUTHORITY

Parliamentary authority for the committee is governed by Robert's Rules of Order (Newly Revised, 10th Edition) . In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state legislation, the state legislation controls.

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(b) Tie vote. In case of a tie vote, the successful candidate shall be determined by lot conducted by the city engineer.

(c) Vacancies and special elections. In the event that a vacancy occurs in the position of the chairperson, the vice chairperson shall automatically assume the position of chairperson for the remainder of the term.

Attachment 3

In the event a vacancy occurs in the position any other officers, a special election will be conducted to elect (a) new officer(s) to fill the vacancy for the remainder of the term.

Special elections shall observe the procedures established for general elections.

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These bylaws are subject to approval, modification or repeal by the city commission.

IX. GENERAL PROVISIONS

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The committee is an advisory organization to the City of Royal Oak and its city commission and acts by making recommendations to the city commission.

The objectives and membership of the City of Royal Oak Traffic Committee are those set forth in the Uniform Traffic Code for Cities, Townships and Villages. The committee shall limit its review to neighborhood traffic and safety issues only unless otherwise requested by the city commission. In all cases, the traffic committee shall request entities proposing to impact traffic flow to complete a traffic study to assist in the committee's work.

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Attachment 3

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Committee shall specifically comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 *et seq.*]. The City Clerk will assist the committee in compliance.

XII. SUNSET PROVISION

The committee is commissioned to conduct business until abolished by the city commission.

**Resolution to Support the Michigan Street Lighting Coalition (MSLC) in the
Michigan Public Service Commission (MPSC)
Directed Collaborative Rate Process with DTE**

February 11, 2016

The Honorable Mayor Ellison and
Members of the City Commission

During its April 13, 2015 meeting, the commission adopted a [resolution](#) to join the MSLC intervention in MPSC Rate Case U-17767 regarding DTE's proposed rates for municipal street lighting, and approved a purchase order of \$5,000 to support costs related to the rate case. Under DTE's rate case, rates on LED lighting would have increased 12-15 percent while less energy efficient options would have been reduced by as much as 20 percent. This would have negated much of the 30-40 percent reduction in energy costs that is typically experienced by DTE's municipal customers when switching to LED light fixtures, and would have taken pay-back periods from three-five years to over 10 years.

In December the MSLC, Royal Oak included, attained a significant victory when the MPSC rejected DTE's proposed municipal street lighting rates and policies. The MPSC found that DTE could not adequately support that its rates were based on actual costs, that DTE failed to account for costs in aid of construction that had already been paid by municipalities, and that project maintenance costs did not adequately account for the longer life expectancies of LED lighting options. Furthermore, the MPSC sided with the MSLC that the best way to develop a reasonable rate case would be through a collaborative process between DTE and municipal customers, overseen by the staff of the MPSC.

This collaborative process is significant as it will allow municipalities to exercise an unprecedented level of influence over street lighting rates, and its outcomes will help shape the use of LED street lighting in Michigan for the next several years. However, this collaborative process also extends beyond the original scope of work for which the MSLC budgeted. According to the MPSC, this collaborative process will occur over five meetings between now and May, with the purpose of creating an agreed upon rate structure that can be supported by the MPSC.

To ensure the best possible outcome for municipalities, the MSLC has voted to continue working with its counsel, expert consultants, and the Southeast Regional Energy Office for the duration of the collaborative process. As such, during its January 25th meeting, members of the MSLC voted to adopt a budget of \$55,999.22 for the collaborative process, and to distribute these costs amongst member municipalities relative to the number of DTE owned street lights they have. This request for funding is expected to be the final request for funds relating to this case. As shown in Attachment 1, Royal Oak's share comes to \$3,395 for our 2,762 DTE owned street lights.

As such, the following resolution is recommended for adoption:

Be it resolved, the City of Royal Oak continues its support of the MSLC intervention in MPSC Rate Case U-17767 through the duration of the directed collaborative process, and approves a purchase order in the amount of \$3,395 to support the effort.

Respectfully submitted,
Kayla Barber-Perrotta
Management Analyst/Grants Coordinator

Approved,



Donald E. Johnson
City Manager

1 Attachment

Attachment 1

Michigan Street Lighting Coalition	
Budget, January-May 2016	
Consultants	total
Douglas Jester	\$20,000.00
John Liskey	\$5,000.00
Rate-case Accounts payable	\$7,000.00
Consultants subtotal	\$32,000.00
SEMREO	
Staff	\$19,212.15
operating expense	\$1,300.00
direct subtotal	\$20,512.15
indirect/overhead	\$3,487.07
SEMREO Total	\$23,999.22
Total	\$55,999.22

**Request to Schedule Special City Commission Meetings
(Fiscal Year 2016-17 Budget Work Sessions)**

February 9, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

I'm asking the city commission to establish special meeting dates to discuss the fiscal year 2016-17 recommended city budget. The delivery of the fiscal year 2016-17 recommended budget to the mayor and city commission is planned for May 9th. A public hearing for the budget is recommended for June 13th and final adoption on June 13th or June 27th at the latest. The last few years, three meetings were needed to accomplish the budget discussions.

The following three dates/times are proposed for the special budget commission meetings:

Monday	May 16 at 6:00p.m.
Tuesday	May 17 at 6:00p.m.
Thursday	May 26 at 6:00p.m.

It is requested that the city commission adopt the below resolution. Should the proposed schedule not suit the commission, please adopt an alternate schedule which completes the budget meetings no later than May 26, 2016.

The following resolution is requested for approval:

Be it resolved, the Royal Oak City Commission hereby calls special meetings to review and discuss the city manager's fiscal year 2016-17 recommended budget at 6:00p.m. on Monday May 16, Tuesday May 17, and Thursday May 26, 2016.

Respectfully submitted,
Julie Rudd
Finance Director

Approved,



Donald E. Johnson
City Manager

**Recommendation for Clinton River
Watershed Council Membership**

February 16, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

In keeping with sustainability goals and storm water best practices, staff recommends membership in the Clinton River Watershed Council (CRWC).

CRWC has worked for many years with SEMCOG, Oakland County and Macomb County to advance watershed management, the economy and green infrastructure in southeast Michigan. A list of CRWC community-based initiatives can be found at www.crwc.org.

The CRWC membership fee for the City of Royal Oak – which is based on population – is \$5,000. The city's membership would include assistance with green infrastructure programs, grant administration, public education needs and attendance at community meetings on the city's behalf.

The CRWC would also act as a fiduciary should the city be successful in obtaining a \$50,000 grant from the Fred A. and Barbara M. Erb Family Foundation. The Erb Family Foundation will consider a proposal on March 2 to grant \$50,000 in funds to go toward green infrastructure initiatives at the new Center Street Park, which is scheduled to begin construction this spring. The Erb Family Foundation will not make grants directly to a city government.

The following resolution is recommended for approval:

Be it resolved, the Royal Oak City Commission directs staff to apply for government membership benefits in the Clinton River Watershed Council at a cost of \$5,000.

Respectfully submitted,
Judy Davids
Community Engagement Specialist

Approved,



Donald E. Johnson
City Manager

**Treasury Department Request to
Create and Fill a Full-time Accountant Position**

February 15, 2016

The Honorable Mayor Ellison and
Members of the City Commission

In compliance with the city commission's attrition policy, this letter is a request for the approval to create and fill a full-time accountant position in the treasury department.

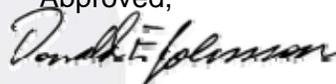
Currently, the treasury department is staffed lean with only four full-time employees (the treasurer, a cashier, an accountant II and a water/sewage clerk). Prior to 2009, the treasury department had seven full-time positions along with part-time staff. In each of the years 2009, 2010, and 2012 full-time treasury positions were eliminated. With the current staffing, it is very difficult to adhere to good internal control procedures with adequate reviews, checks and balances, methods and procedures. Following sound internal control is essential to 1) conduct treasury business in an orderly and efficient manner, 2) deter, and detect errors, fraud, and theft, 3) ensure the accuracy and completeness of the accounting data, 4) produce reliable and timely financial information, and 5) ensure adherence to city's policies and procedures. The staffing deficiency not only negatively impacts the treasury office operations; it has negatively impacted other city offices with delays and failures to provide necessary information. Also, it is important to relay that the city's audit review committee has supported the addition of a full-time staff member in the treasury department in response to auditor comments in prior years.

An accountant would be hired under the "new tier" wage/benefit plan. The person in this position would have a less costly defined contribution retirement (401A) and defined contribution retiree healthcare and pay 20% of medical insurance (illustrative rates). Total initial cost would be \$67,000 (salary of \$45,000 and benefits costing \$22,000) assuming the more costly family medical coverage is selected. This proposal is estimated to reduce part-time hours resulting in a saving of approximately \$8,000. Approximately 70% of the wage and benefit cost will be charged to general fund and the remaining 30% will be charged to water and sewer fund. A portion of the 1% administration fee on taxes will partially fund the general fund's allocation of this position.

Your consideration of this request is greatly appreciated. I am happy to address any questions that you may have. We request that the following resolution be adopted:

Be It Resolved the city commission hereby approves the creation and hiring of a full-time accountant I.

Respectfully Submitted,
Julie Rudd
Finance Director

Approved,

Donald E. Johnson

**Treasury Department Request to
Modify and Fill Full-time Cashier Vacancy**

February 18, 2016 Revised

The Honorable Mayor Ellison and
Members of the City Commission:

In compliance with the city commission's attrition policy, I am requesting to modify and fill the vacant full-time cashier I position in the treasury department with a full-time cashier III position. This position is the primary position for receipting over the counter payments at treasury in city hall.

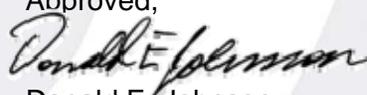
The current cashier has recently resigned leaving the position vacant as of February 15, 2016. The treasury department is staffed lean with only three (3) other full-time employees (the treasurer, accountant II, and a water/sewage clerk) along with some part-time positions that have frequently turned over. Staff entrusted with the receipting function is required to come in early and frequently stay late to finish balancing and it often can be a stressful position. Unfortunately, it's proving to be difficult to attract and retain qualified candidates for this position either internally or externally due to the nature of the job and the lower pay scale. In the past year, two cashiers have left the position; one for a municipal clerk III position within the city and the second resigned due to stress from demands of the position. Training this position takes a lot of resources and time due to the wide variety of transactions this position encounters therefore turnover is a significant concern. The assistant finance director, city treasurer and I believe this position upgrade is one of the changes necessary in the effort to hire and retain someone to help resolve the overall turnover problem in the treasury office.

The cashier III would be hired under the "new tier" wage/benefit plan, assuming the position is filled from the outside. The individual in this position would have a defined contribution 401A plan and defined contribution retiree healthcare and pay 20% of their medical insurance (illustrative rate). The annual base wage differential between the two positions is approximately \$6400. This position will be funded by the general fund, water & sewer fund and auto parking fund. A portion of the 1% administration fee on taxes will fund some of the general fund's allocation of this position.

Your consideration of this request is greatly appreciated. I am happy to address any questions that you may have. I respectfully request that the following resolution be adopted:

Be It Resolved, the city commission hereby approves the modification and filling of the vacant full-time cashier position with a full-time cashier III.

Respectfully Submitted,
Julie Rudd
Finance Director

Approved,

Donald E. Johnson

**44th District Court Request to
Make the Collections Clerk a Full-time Position**

February 16, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

Attached is a letter from Court Administrator Gary Dodge requesting to make his part-time collections clerk a full-time position (Attachment 1). Technically, the court does not need our permission to do this. State law gives the court authority to make its own personnel decisions. However, the court does need the city commission to approve its budget and this decision will impact the court's budget.

Finance calculates the additional cost of a full-time employee will total \$31,500/year when including fringe benefits not provided to part-time employees. The court administrator is confident this change will generate far more than that amount in additional collection revenue and I'm very confident in our court administrator.

Our finance director has requested that she be permitted to submit the budget adjustment later as part of her third adjustment of the 2015-16 budget. It will include both revenue and expenditure increases.

Be it resolved, the director of finance shall include in her next budget adjustment an increase to court revenue and expenditures to allow for the conversion of the court collections clerk to full-time status.

Respectfully submitted,
Approved,



Donald E. Johnson
City Manager

1 Attachment

**44th DISTRICT COURT
OFFICE OF THE COURT ADMINISTRATOR**



To: Commissioners, City of Royal Oak
Don Johnson, City Manager

Date: February 11, 2016

Re: Collections/Jury Clerk Position

When I started here in December of 2014 I shared with Don Johnson my vision to grow a strong effective court compliance program. Court compliance meaning vigilant enforcement of all sanctions imposed by the judges. I believe we can ultimately reduce violations of the law in our community by consistently enforcing the message if you are given a sanction in Royal Oak (and Berkley) you will be held accountable. One component of the compliance package is collections. In the past year we have instituted several programs with a goal of convincing persons owing fines that it is in their best interest to pay them promptly.

People coming from court who do not pay all their fines/costs that day are put on payment plans. If the person does not abide by the plan there are additional sanctions, financial and otherwise that are employed to compel compliance. If necessary, the person is ordered to court to explain why they should not be held in contempt of court.

We implemented a program to garnish tax returns to collect on outstanding cases. Due to time and staff limitations, we were able to only file 1,500 garnishments for Royal Oak this year. I anticipate we will collect \$100,000 or more from those garnishments. We collected \$24,000 before the end of December, and start of tax season, just because people received notice that they were being garnished. My goal this year is to have 5,000 garnishments filed.

The collections program is administered by our director of court services. But because of all the other demands on the director, the bulk of the hands-on work actually falls on our part-time collection/jury clerk. These programs are demanding and labor intensive. They continue to grow weekly as does the associated workload.

These programs essentially are still in their infancy but they are growing and producing results. In calendar year 2015 we increased total deposits by \$640,356 over 2014. You may recall the first six months of 2015 were spent primarily on merging with the Berkley court and moving that operation into the Royal Oak courthouse. From January through May 2015 total deposits increased over 2014 by \$78,287. Due primarily to getting our compliance programs going, for the period June through December 2015, we increased total deposits by \$562,071.

Attachment 1

My point in all this is that we have a viable collections program that is producing significant results for the court and the city. I want to keep it growing and doing more but we cannot maintain this momentum with a part-time clerk.

I ask the commissioners to approve making the collections/jury clerk a full-time position, that I be permitted to fill the position and that the court's budget be amended as needed to accomplish this.

Thank you for your consideration.

Respectfully,

Gary W. Dodge
Court Administrator

Attachment 1

Payment Plan/Show Cause: People coming out of court who do not pay all their fines/costs that day must meet face-to-face with the compliance clerk. The payment plan process now has a couple thousand people in it and the program grows weekly. The collections clerk conducts about a 15-minute interview gathering personal, financial and work information and entering the data into our collections software. The collections clerk determines how much the person is able to pay monthly, but not less than \$50. The individual is advised that failure to make payments according to the plan will result in additional sanctions. When entered into a payment plan, we establish a show cause calendar for the person. If the person does not pay as they are supposed they are referred to the judge. If they fail to show up for the hearing then an arrest warrant is issued for failure to appear as ordered and an additional \$75 cost is assessed. The collections clerk interacts with about 200 people per week between setting up payment plans and working the show cause docket. The collections clerk has to pull all the files, check for payments, update the collections program, prepare and send out letters, prepare arrest warrants, get judges' signatures and coordinate with police to enter the warrant into LEIN.

Garnishment Program: This program intercepts an individual's tax refund to satisfy their debt to the court. The program promises to close a lot of cases for the court and produce significant revenue for the city for several years. We should see a bell-shaped process here. For several years the number of cases and concurrent revenue will grow. Revenues should be \$100,000 or more per year. At some point this will begin to gradually recede because we will have resolved the old cases and because we are more proactive about getting people to pay promptly.

Because of all the merger activities we just were not able to give the garnishment program the attention necessary. This year we were able to file only 1,574 garnishments on behalf of Royal Oak and a like number for Berkley. We used 5.5 cases of paper preparing all the paperwork to kick off the program this year. The dollar value of the garnishments filed \$416,000 and we should get payment this year on at least 20 to 25 percent of that. As said earlier, we collected \$24,000 of this before tax season even began. Those that we don't get full payment on this year are carried forward until the debt is fully satisfied.

A garnishment program requires year round attention. If you are not preparing the mountain of initial paperwork, you are getting disclosures from treasury about pending payments, updating case files and the electronic case management system, notifying defendants, checking with bankruptcy court, taking voluntary payments from people who don't want to have their taxes garnished, sending releases back to treasury, and obtaining defendant information and social security numbers throughout the year for the next year's garnishment files. Having a garnishment program is an extremely demanding and labor intensive undertaking, but I believe the results justify the effort.

Jury Coordinator: Our clerk sends out summonses three weeks prior to trial. From then until their appearance date, she fields phone calls from prospective jurors, updating personal information, explaining how to request postponement, coordinating with the judges on cases set for trial, printing all the juror lists and other paperwork.

Attachment 1

On the appearance date she has to check all the jurors in, update the jury software, run the program to randomly pick panels, print and assemble document packages for the courtrooms, get the jurors separated into panels and up to the courtrooms when the judges call, and prepare letters for employers. Jury trials can take several days to complete so the clerk has variations of the above tasks each day the jurors return. After the trials are over, the clerk again has to update the jury software with attendance information and run the report for payment.



JAMES B. ELLISON, MAYOR

OFFICE OF THE MAYOR
211 South Williams Street
Royal Oak, MI 48067

COMMISSION MEMBERS

Sharlan Douglas
Kyle DuBuc
Michael Fournier
Jeremy Mahrle
Patricia Paruch
David Poulton

**A RESOLUTION FOR RESPONSIBLE SPENDING OF TRANSPORTATION FUNDS IN
SOUTHEAST MICHIGAN**

WHEREAS, communities across the southeast Michigan face an acute shortage of transportation funds to repair existing streets and bridges, address safety needs, and provide the quality of life that attracts and retains residents and employers; and

WHEREAS, within the City of Royal Oak these needs specifically include the repair of existing roads; and

WHEREAS, the Michigan Department of Transportation has approved and intends to commence major highway reconstruction and capacity expansion projects on I-75 in Oakland County and I-94 in Detroit, with expected costs that may exceed \$4 billion dollars, including hundreds of millions for capacity expansion; and

WHEREAS, the 2040 Long-Range Plan states that traffic congestion in southeast Michigan is "limited," that the region will not regain its 2000 population within the next 25 years, and that any increase in traffic levels will be modest; and

WHEREAS, surveys performed by SEMCOG show that a majority of the region's residents do not support raising taxes for the purpose of expanding highway capacity; and

WHEREAS, the expansions threaten significant negative impacts to the communities they traverse, including displacement of residents, destruction of local tax base, loss of property value, increases in traffic noise, aggravated air pollution, and continued disinvestment;

WHEREAS, it has been well established that such road expansions provide only temporary relief, while exacerbating traffic congestion in the long run; and

WHEREAS, \$4 billion would be far better spent addressing our region's desperate need for a comprehensive regional transit system to meet the needs of residents; and

WHEREAS, cities across the state are suffering consequences of decades of anti-urban policies, such as freeway expansions, which encourage sprawl while decreasing investment in the very population centers where the majority of residents live; and

WHEREAS, state law dictates that not only must cities and villages suffer the consequences of these policies, but in fact, must bear a portion of the cost of opening, widening, and improving state trunk line highways resulting in further deterioration of existing local infrastructure; and

WHEREAS, SB 557 introduced by State Senator Knollenberg proposed to eliminate the requirement that Royal Oak residents' tax dollars be redirected to a project that harms our community; and

NOW THEREFORE BE IT RESOLVED, the City Commission of the City of Royal Oak opposes the inclusion of these highway capacity expansion projects in the 2040 Long-Range Plan; and

BE IT FURTHER RESOLVED, the City Commission especially opposes the proposed Transportation Improvement Project amendments pertaining to the acceleration of the widening of 1-75 between Eight Mile Road and M-59; and

BE IT FURTHER RESOLVED, the Royal Oak City Commission requests that the funding currently programmed for these capacity projects be redirected to other roadway projects, such as performing preventive maintenance and rehabilitating existing major roads, bridges and local streets; addressing critical safety needs; developing and implementing mass transit; and enhancing the overall quality of life through these measures; and

BE IT FURTHER RESOLVED, that the city of Royal Oak will utilize all legal means at its disposal to prevent this expansion from taking place; and

BE IT FURTHER RESOLVED, that the city of Royal Oak supports the passage of SB 557 which, at the very least, would end the requirement that Royal Oak residents fund a project that will bring harm to our city; and

BE IT FURTHER RESOLVED, this Resolution shall be transmitted to SEMCOG and its Member Communities, the Michigan Municipal League, the Michigan Department of Transportation (MDOT), Governor Rick Snyder, and Representative James Townsend and Senator Marty Knollenberg.

BE IT FINALLY RESOLVED, the City of Royal Oak hereby adopts this Resolution requesting that the two expansion projects be excluded from the 2040 Long-Range Plan, and funding redirected towards other needs, until such time as their utility is re-examined in the light of current transportation and funding conditions.

Announcements – February 22, 2016
The next regular City Commission meeting will be
March 14, 2016

UPCOMING MEETINGS			
Wednesday February 24	Downtown Development Authority	4:00 p.m.	City Commission Room 315
	Environmental Advisory Board	7:00 p.m.	Mahany-Meiningner Senior Community Center
	Historical Commission	7:00 p.m.	Orson Starr House Museum
Thursday February 25	ROOTS Foundation	7:00 p.m.	Mahany-Meiningner Senior Community Center
Thursday March 3	Parks and Recreation Advisory Board Meeting	7:00 p.m.	Mahany-Meiningner Senior Community Center
Tuesday March 8	Election Day! Polls are open from 7:00a.m. to 8:00p.m.		
Tuesday March 8	Crime Prevention Council	6:00 p.m.	Police Conference Room
Wednesday March 9	Retirement Board	1:00 p.m.	Conference Room 309
	Commission for the Arts	7:00 p.m.	Friends' Auditorium at the Public Library
Thursday March 10	Zoning Board of Appeals	7:00 p.m.	City Commission Room 315
Thursday March 17	Historic District Study Committee	7:00 p.m.	Mahany-Meiningner Senior Community Center
	Animal Shelter Committee	7:15 p.m.	Police Conference Room
Tuesday March 15	Planning Commission	7:30 p.m.	City Commission Room 315
Wednesday March 16	Downtown Development Authority	4:00 p.m.	City Commission Room 315
Tuesday March 22	Charter Review Committee	5:30 p.m.	Mahany-Meiningner Senior Community Center
	Citizens' Traffic Committee	7:00 p.m.	City Commission Room 315
	Library Board of Trustees	7:00 p.m.	Friends' Auditorium at the Public Library
	Rehabilitation Board of Appeals	7:00 p.m.	Conference Room 309
Wednesday March 23	Historical Commission	7:00 p.m.	Orson Starr House Museum
	Environmental Advisory Board	7:00 p.m.	Mahany-Meiningner Senior Community Center
Thursday March 24	ROOTS Foundation	7:00 p.m.	Mahany-Meiningner Senior Community Center
Friday March 25	City Hall Closed in Observance of the Good Friday Holiday		

SPECIAL EVENTS

Beginning Friday, February 26 and continuing through Saturday, March 6: Royal Oak Restaurant Week returns. More than 25 of downtown Royal Oak's top restaurants and venues will feature 3-course lunch and dinner menus at \$15, \$25, and \$35 a person. No tickets or passes are necessary, but reservations are strongly recommended! Event details, menus and more can be found online at www.dineroyaloak.org

Sunday, March 7: You're cordially invited to participate in the "2016 Oakland County St. Patrick's Day Parade". The parade is a great family event and one of the largest parades in Oakland County. Please note that the parade fills up quickly and participation is limited due to safety regulations. If your group is interested it is necessary to contact us no later than March 7 to insure your participation. To register or for additional information, please contact Steve Zanneti by email at s2600z@yahoo.com or call (248) 761-6073. This year we are again offering the opportunity to "Sponsor a Piper" for a fee of \$200. As a sponsor your group will be announced and listed as supporting one of our talented pipers, and what says "Happy St. Patrick's Day" better than the sounds of the pipes!

Tuesday, March 8: Election Day! Polls open at 7:00a.m. and close at 8:00p.m. Don't forget to make your voice heard and cast your ballot!

Saturday, March 12: You're cordially invited to participate in the "2016 Oakland County St. Patrick's Day Parade". The parade is a great family event and one of the largest parades in Oakland County. Your family, business or organization will enjoy a wonderful day celebrating with other members of our fine community. Parade check-in will begin at 9:00a.m. in the Royal Oak Middle School parking lot with the step-off commencing at 11:30a.m. For additional information, please contact Steve Zanneti by email at s2600z@yahoo.com or call (248) 761-6073.

Now Open and Weather Permitting: Lace up those ice skates as depressions for two earth rinks at Grant Park and Exchange Park have been transformed to skateable ice rinks by Department of Public Service (DPS) volunteers!

Continuing: Did you know there will be three elections in Royal Oak this year? March 8; August 2 and November 8 will all be Election Days this year and the demand for election workers is very high. Workers receive \$160 for the day (this includes attending a training class prior to election). Applicants should feel comfortable using laptop computers, as they are in every precinct. If you're interested in this civic opportunity and would like to learn more, please go to <http://romi.gov/departments/city-clerk/election-inspector>

Continuing: Be involved in your hometown in an advisory capacity by volunteering to be a part of a city board, committee or commission. An informational list of boards and committees within the city and a current list of vacancies is posted on the city's website at: <http://romi.gov/departments/city-clerk/boards-committees> . Indicate your interest to serve by filling out an application. You can download the form at: http://romi.gov/webfm_send/3611 . Students are encouraged to participate, too! The student application can be found at: http://romi.gov/webfm_send/2967 . Be involved! Fill out an application today.

HAPPENINGS AT THE PUBLIC LIBRARY

PLEASE NOTE: More information and registration where specifically required for the events at the Public Library can be made by visiting ropi.org or calling the Youth and Teen Services Desk at 248-246-3725. Most programs are completely free of charge unless otherwise noted in the event description.

Ongoing: Middle and high school student volunteers are needed to help at the Friends' Annual Book Sale, March 3-5, 2016. Tasks include stocking, straightening tables, and assisting customers with purchases. Contact Amy Staples at 248-246-3725 or amy@ropi.org to sign up for a shift.

Tuesday, February 23: Do you know what a nanosecond is? Have you ever held one? Participants can come and explore unique ways to measure time and learn what can happen in the blink of an eye in this Family Science Workshop presented by the U-M Museum of Natural History Outreach program at 7:00p.m. Designed for children ages 6-11, registration is limited to 30.

Thursday, February 25: Video game day at the Library!!! Come, chill out, and play Wii, Game Cube, and Xbox 360 with Kinect. Friends are welcome and snacks are provided but each session will be limited to 20, please call to

register. Children ages 7 to 11 at the 4:30p.m. session and at 6:30pm. middle and high school age students take over the controls.

Beginning Monday, March 7: Students ages 10 to 18 are invited to take a break from homework and have some after-school fun every Monday in March! The fun begins at 4:00p.m. Drop-in for an hour of crafts and games with snacks provided. No registration is necessary.

Tuesday, March 8: Join Matthew Ball, aka The Boogie Woogie Kid, at 7:00p.m. for an upbeat family-friendly program of piano fun with lively music from the '20s, '30s and '40s. Don't miss this toe-tapping program of swinging piano favorites. Registration is limited to 100 for this free program.

Thursday, March 10: Jason Gittinger, owner of Detroit School of Rock and Pop Music, will show middle and high school students how to turn their rock star dreams into reality. The rocking and rolling will begin at 6:30p.m. Registration is limited to 20.

Continuing Monday, March 14: March Monday madness continues for students ages 10 to 18 after-school at 4:00p.m. Take a break from homework to drop-in at the Public Library for an hour of crafts and games with snacks provided. No registration is necessary.



Non-Action Item
January 2016 SOCCRA and SOCWA Quarterly Reports

February 16, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

Attached are the quarterly reports for SOCCRA and SOCWA (Attachments 1 and 2). If you have any questions, please advise my office.

Respectfully submitted,
Greg Rassel
Director of the Departments of
Public Services and Recreation

Approved,

A handwritten signature in black ink that reads "Donald E. Johnson".

Donald E. Johnson
City Manager

2 Attachments





Berkley • Beverly Hills • Birmingham • Clawson • Ferndale • Hazel Park • Huntington Woods • Lathrup Village • Oak Park • Pleasant Ridge • Royal Oak • Troy

QUARTERLY REPORT January 2016

BOARD OF TRUSTEES	
Representative	Municipality
D. Schueller (Alternate)	City of Berkley
C. Wilson	Village of Beverly Hills
L. Wood	City of Birmingham
M. Pollock	City of Clawson
L. Cureton	City of Ferndale
A. LeCureaux	City of Hazel Park
A. Sullivan	City of Huntington Woods
M. Baumgarten	City of Lathrup Village
R. Fortura	City of Oak Park
S. Pietrzak	City of Pleasant Ridge
G. Rassel	City of Royal Oak
T. Richnak	City of Troy

OFFICERS	
Chairman:	G. Rassel
Vice Chair:	C. Wilson
Secretary:	T. Richnak
Advisory Committee:	C. Wilson G. Rassel

J. A. McKeen	General Manager
R. Jackovich	Operations Manager

January 2016

Board of Trustees
SOCRRA

Subject: Quarterly Report - January 2016

Board Members:

Attached is a copy of SOCRRA's Quarterly Report covering the first six months operation of the 2015/16 fiscal year. The report contains a financial statement of SOCRRA's operation and an outline of projects in progress or completed during the quarter. The report also contains statistical information and other information of general interest to the members of the Board of Trustees, and the members of the governing body of each of the member municipalities of this Authority.

FINANCIAL STATEMENT

The total net income for the first 6 months of 2015/16 was \$547,238 before depreciation. This is an increase from the net income of \$372,531 that was recorded for the first 6 months of 2014/15. The net income for the first 6 months was \$519,153 more than budgeted.

	<u>Actual</u>	<u>Compared to Budget</u>
Revenue	\$9,901,498	+\$ 365,208
Expenses	\$9,354,259	-\$ 153,946
Net Income	+\$547,238	+\$ 519,153

Revenue was higher than planned due to increased non-member refuse from Car Trucking, Rizzo Services and Tringali Sanitation (+\$437,000), revenue from the member communities (+\$111,000), non-member yard waste revenue (+\$41,000) and compost sales (+\$26,000). These increases were partially offset by lower than planned prices for our recycled materials (-\$240,000) and by lower than planned miscellaneous revenue (-\$7,000).

Expenses were below budget primarily due to lower than planned costs for non-labor Administrative and General Expenses (-\$124,000), maintenance (-\$72,000) and utilities (-\$21,000), which were partially offset by higher than planned costs for labor (+\$23,000), contractor expenses (+\$22,000) and supplies (+\$12,000).

Total revenue for the first six months of 2015/16 decreased by \$3,182,000 compared to the first six months of 2014/15. This decrease was due to decreased revenue from the member communities due to the flood debris that occurred during 2014/15 (-\$3,050,000), decreased revenue from the sale of recyclables (-\$150,000), decreased compost sales (-\$6,000) and lower miscellaneous revenue (-\$5,000) which were partially offset by increased non-member refuse (+\$26,000), and increased non-member yard waste (+\$7,000).

Operating expenses for the first six months of 2015/16 were \$3,356,000 lower compared to the first six months of 2014/15. The decrease in expenses was primarily due to the extra collection and disposal costs associated with the increased refuse tonnage that resulted from the August 2014 flooding disaster.

Additional financial detail is attached.

MATERIAL HANDLED

SOCRRA processed 116,965 tons of refuse, yard waste and recyclables during the first six months of the current fiscal year. This represents a decrease of 14.3% or 19,501 total tons compared to the same period last year. Member refuse decreased by 28.4% largely due to the huge amount of refuse resulting from the August 2014 flood disaster. Member recycling increased by 8.0% from the previous year. Non-member refuse decreased by 2.0% compared to last year due to Tringali Sanitation, Rizzo Services and Car Trucking delivering lower tonnages to our Troy Transfer Station.

Our recent history of tonnage handled for the first half of the fiscal year is displayed in the table below:

	2011/12	2012/13	2013/14	2014/15	2015/16
Member Refuse	55,319	53,039	54,400	77,447	55,460
Non-Member Refuse	13,431	14,600	16,169	19,389	18,985
Member Recycling	8,819	8,986	9,273	9,005	9,729
Non-Member Recycling	240	261	261	263	227
Yard Waste	<u>30,259</u>	<u>29,581</u>	<u>32,947</u>	<u>30,362</u>	<u>32,564</u>
TOTAL	108,068	106,467	113,050	136,466	116,965

CAPITAL EXPENDITURES

Capital expenditures for the first six months of the fiscal year totaled \$411,107 and were for the replacement of concrete paving at the Troy Transfer Station that was damaged by the flood debris in 2014 (\$121,000), repairs to one of our rental homes in Rochester Hills that was severely damaged by a fire (\$91,000), payments for the purchase of a new loader at the MRF (\$50,000), payments for the purchase of a used Scarab compost turner at the Compost Site (\$39,000), purchase of the parts for relining the baler at the MRF (\$33,000), the initial expenses for the conversion of our MRF to single stream operation (\$29,000), several improvements to the Troy Transfer Station (\$23,000), a series of improvements to several of our rental homes in Rochester Hills (\$14,000) and the replacement of the axle of the Transfer Station loader (\$11,000). The loader and compost turner were financed over a several year period. The repairs to the fire damaged rental home were an insurable loss. The revenue from the insurance claim was recorded when it was received in 2014/15.

MAJOR PROJECTS

ELECTRONICS RECYCLING

In early December, we were notified by our electronics recycling vendor that they were closing down their operations in Michigan and terminating all of their Michigan contracts. Poor commodity prices and the loss of revenue from the manufacturers of electronic equipment were given as the reasons for their decision. The vendor failed to provide the notice period required under our contract. Lucas Dean, our supervisor of the MRF and Transfer Stations, was able to quickly identify two local vendors that were able to continue our electronics recycling service. Lucas' timely response was important because December is the time of the year during which our electronics recycling peaks due to new electronics being purchased for the holiday season

and all the other electronics recyclers in Michigan were looking for outlets for their electronics. SOCRRA was able to provide continuous service to our residents during this period.

We entered into 3 month agreements with Great Lakes Electronics, located in Warren, and e-Cycle Opportunities, located in Southfield. e-Cycle Opportunities is a small electronics recycler run by Jewish Vocational Services as a means of providing employment for people with disabilities. Both vendors are registered with the State of Michigan. Great Lakes Electronics is certified by a third party organization as an electronics recycler and e-Cycle is in the process of becoming certified.

This change in vendors will turn our electronics recycling program from a producer of a small amount of revenue into an expense. The 3 month agreements will enable us to measure the performance of the new recyclers and to determine how much our electronics recycling program will cost in the future.

CONVERSION OF THE MRF TO SINGLE STREAM OPERATION

Changing to single stream recycling using 65 gallon recycling carts has been part of SOCRRA's long term plan to improve service to our residents and to generate additional recyclable material. In order to do this, SOCRRA needs to revise our collection contracts to include single stream recycling, develop the ability to process the single stream material at our Materials Recovery Facility (MRF) and provide the 65 gallon recycling carts to all of the households in the 12 SOCRRA communities. Accomplishing all of this will result in significant expenditures.

For the first phase of this project, SOCRRA staff worked with Resource Recycling Systems (RRS) to develop a Request for Proposals for the conversion of our MRF to single stream recycling. This would enable SOCRRA to process the commingled recyclables that would be generated by our residents using the 65 gallon recycling carts. The RFP was sent out on September 21, 2015. The RFP offers 2 options for a single stream MRF, Design/Build or Design/Build/Operate and a third option to transfer of single stream recyclables to another location for processing. A total of 7 proposals were received in late December. The proposals were very thorough and provided SOCRRA with a large number of options to evaluate. SOCRRA staff and RRS are in the process of evaluating the proposals. We plan to ask Board approval of a specific proposal in early 2016.

MDEQ RECYCLING CART GRANTS

The MDEQ has announced a \$450,000 grant program for the purchase of recycling carts. Grant applications are due by March 31 and a 50% local funding match is required. We are working with the member communities to prepare and submit a number of grant applications. I believe that the SOCRRA communities are well positioned to compete for these grants. While obtaining some grant funding from the MDEQ would be very helpful, SOCRRA would need about \$5 million to provide recycling carts to all 110,000 household in the 12 SOCRRA communities.

RECYCLED COMMODITY PRICES

The prices that we receive for our recycled plastic and metal products have fallen to very low levels. Revenue from the sale of recyclables declined \$151,000 (25%) from last year. Prices have been consistently below the level used to prepare our budget. It appears that recycled commodity prices will remain low at least for the remainder of this fiscal year.

Our purchasers of recycled commodities have also become much more demanding regarding the quality of the recycled materials that we produce. This typically happens during times of low

commodity prices and costs us some additional labor at the MRF in order to meet the requirements of our purchasers.

PROCESSING MATERIALS FROM OTHER COMMUNITIES

Car Trucking, Rizzo Services and Tringali Sanitation are continuing to bring us a significant amount of refuse from outside of the SOCRRA communities. The incremental revenue from Rizzo and Tringali helps us to offset the fixed costs of running the Troy Transfer Station.

STYROFOAM RECYCLING

SOCRRA began accepting Styrofoam for recycling at our recycling drop-off center in Troy on December 1, 2014. Dart Industries, which is located in Mason, MI, is picking up the recycled Styrofoam on a no cost/no pay basis. This service has proven to be very popular with our residents. During 2015, we recycled 10 tons of Styrofoam, which required 25 truckloads of material being picked up by Dart. It appears that SOCRRA is their largest Styrofoam recycling location in Michigan. We will not be accepting Styrofoam as part of our curbside recycling program.

RECYCLING BIN BLITZ

As part of our celebration of America Recycles Day, during the month of November SOCRRA and the member communities sold recycling bins at a reduced price of \$6. This is about half of the usual price. We are doing this in order to encourage more residents to recycle and to use more than one bin for recycling in order to recycle the full range of materials that can be collected through our curbside recycling program. We sold 747 recycling bins during the month of November which was about the same as the number of bins sold during November of 2014.

FALL LEAF SEASON

The recently completed fall leaf season went very well. Our municipal crews and contractors were able to completely clean up the leaves before the middle of December. During the winter months, residents of the SOCRRA communities can bring in up to 10 kraft paper bags of yard waste to our Troy Transfer Station for disposal. We will be continuing this service until curbside pickup of yard waste begins again in April.

COLLECTION CONTRACTS

SOCRRA's current collection and disposal contracts all expire on June 30, 2017. The SOCRRA Board has approved a plan of renegotiating the collection contracts with the current providers so that they include single stream recycling. SOCRRA General Counsel, Bob Davis, has developed a draft contract that simplifies the existing agreement and includes single stream recycling. This draft contract will be reviewed with the contractors during November. We plan to have final contracts ready for review by the SOCRRA Board in early 2016.

PENSION FUNDING

The SOCRRA Board approved some additional funding for the MERS plan that provides pension benefits for the retired and active salaried employees that provide services to both SOCRRA and SOCWA. This pension plan is significantly underfunded and we plan to increase the funding level to about 100% over a five year period. This was the fourth year of incremental funding in that five year plan. We will include an additional contribution to this fund in our budget for 2016/17.

MERS has announced a series of changes to their actuarial assumptions, all of which will serve to increase our required pension contributions in the future. These changes will be phased in over the next 5 years. After we receive our December, 2015 pension actuarial report, which

Attachment 1

should be in June of 2016, SOCRRA staff will work with the SOCRRA Audit Committee to develop a plan for addressing the increased pension contributions that will be required by MERS

ANNUAL AUDIT

The audit report for the 2014/15 fiscal year was completed by our auditors, Plante & Moran. This was the fifth audit performed by Plante & Moran under our five year agreement. The audit found the Authority to be in complete conformity with generally accepted accounting practices. The auditors concluded that the Authority's level of working capital decreased over the previous year to a level of 4.8% annual expenditures, which is below the goal level of 7.5%. The net assets of SOCRRA decreased by \$479,000 during 2014/15. The SOCRRA Board approved a new 5 year audit agreement with Plante & Moran in November Of 2015.

Respectfully submitted,

Jeffrey A. McKeen, P.E.
General Manager

Attachment 1

SOCRRA
STATEMENT OF INCOME
JULY 1, 2015 THROUGH DECEMBER 31, 2015

<u>REVENUES</u>	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>VARIANCES</u>
MEMBER SERVICES	\$8,370,690.00	\$8,481,962.46	\$111,272.46
NON-MEMBER REFUSE	346,000.00	782,986.03	436,986.03
NON MEMBER YARD WASTE	42,000.00	83,211.17	41,211.17
	\$8,758,690.00	\$9,348,159.66	\$589,469.66
<u>RECYCLING</u>			
NEWSPAPERS	\$255,000.00	\$182,850.18	(\$72,149.82)
BOXBOARD	88,000.00	80,971.70	(\$7,028.30)
CARDBOARD	22,500.00	21,124.75	(1,375.25)
PLASTIC	216,000.00	119,804.46	(96,195.54)
SCRAP METAL	32,500.00	15,726.97	(16,773.03)
TIN CANS	50,000.00	13,348.36	(36,651.64)
NON FERROUS METAL	7,500.00	4,239.55	(3,260.45)
GLASS	5,500.00	368.00	(5,132.00)
BATTERIES	1,600.00	1,940.00	340.00
USED ELECTRONICS	10,000.00	8,288.22	(1,711.78)
	\$688,600.00	\$448,662.19	(\$239,937.81)
<u>OTHER</u>			
REVENUES-COMPOST	\$23,000.00	\$49,430.43	\$26,430.43
INTEREST ON INVESTMENTS	10,000.00	9,136.99	(863.01)
RENTAL INCOME	43,000.00	40,017.57	(2,982.43)
GRANTS	0.00	0.00	0.00
MISC. INCOME	13,000.00	6,090.78	(6,909.22)
	\$89,000.00	\$104,675.77	\$15,675.77
TOTAL REVENUES	\$9,536,290.00	\$9,901,497.62	\$365,207.62
<u>EXPENSES</u>			
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCES</u>
	<u>APPROPRIATIONS</u>	<u>EXPENDITURES</u>	
MADISON HEIGHTS FACILITY	\$111,300.00	\$55,198.09	(\$56,101.91)
TROY TRANSFER FACILITY	1,175,278.00	1,389,658.11	214,380.11
MATERIAL RECOVERY FACILITY	641,784.00	630,339.06	(11,444.94)
HOUSEHOLD HAZARDOUS WASTE	144,400.00	132,207.21	(12,192.79)
COMPOST/LANDFILL FACILITY	254,950.00	217,883.18	(37,066.82)
ADMINISTRATIVE & GENERAL	680,765.00	549,503.34	(131,261.66)
COLLECTION FEES	4,670,894.00	4,236,309.25	(434,584.75)
COLLECTION & DISPOSAL FEES IN TRANSIT	1,828,834.00	2,143,161.13	314,327.13
	\$9,508,205.00	\$9,354,259.37	(\$153,945.63)
REVENUES OVER EXPENSES	\$28,085.00	\$547,238.25	\$519,153.25
NET INCOME BEFORE DEPRECIATION	\$28,085.00	\$547,238.25	\$519,153.25

Attachment 1

SOCRRA
STATEMENT OF INCOME
JULY 1, 2015 THROUGH DECEMBER 31, 2015

	<u>TOTAL TONS</u>	<u>AMOUNT</u>
<u>REVENUE</u>		
MEMBER SERVICES	55,460.29	\$8,481,962.46
NON-MEMBER REFUSE	18,985.05	782,986.03
<u>YARD WASTE</u>		
MEMBERS	31,563.39	0.00
OTHERS	1,000.06	83,211.17
<u>RECYCLABLES</u>		
MEMBERS	9,729.37	0.00
OTHERS	226.80	0.00
	<hr/>	
	116,964.96	\$9,348,159.66
<u>RECYCLING</u>		
NEWSPAPERS		\$182,850.18
BOXBOARD		80,971.70
CARDBOARD		21,124.75
PLASTIC		119,804.46
SCRAP METAL		15,726.97
TIN CANS		13,348.36
NON FERROUS METAL		4,239.55
GLASS		368.00
BATTERIES		1,940.00
USED ELECTRONICS		8,288.22
		<hr/>
		\$448,662.19
<u>OTHER</u>		
COMPOST SALES		\$49,430.43
INTEREST ON INVESTMENTS		9,136.99
RENTAL INCOME		40,017.57
GRANTS		0.00
MISC. INCOME		6,090.78
		<hr/>
		104,675.77
		<hr/>
TOTAL REVENUE		\$9,901,497.62
<u>EXPENSES</u>		
MADISON HEIGHTS FACILITY		\$55,198.09
TROY TRANSFER FACILITY		1,389,658.11
MATERIAL RECOVERY FACILITY		630,339.06
HOUSEHOLD HAZARDOUS WASTE		132,207.21
COMPOST/LANDFILL FACILITY		217,883.18
ADMINISTRATIVE & GENERAL		549,503.34
COLLECTION CONTRACT EXPENSES		4,236,309.25
COLLECTION & DISPOSAL FEES IN TRANSIT		2,143,161.13
		<hr/>
		\$9,354,259.37
NET INCOME BEFORE DEPRECIATION		\$547,238.25
DEPRECIATION		214,399.08
		<hr/>
NET INCOME		\$332,839.17

Attachment 1

SOCRRA
 STATEMENT OF REVENUES & EXPENDITURES
 COMPARED WITH TOTAL BUDGET
 JULY 1, 2015 THROUGH DECEMBER 31, 2015

<u>REVENUES</u>	TOTAL BUDGET 2015/16	ACTUAL 6 MONTHS	BALANCE	
MEMBERS SERVICES	\$17,067,700.00	\$8,481,962.46	\$8,585,737.54	50%
NON-MEMBER REFUSE	660,000.00	782,986.03	(122,986.03)	119%
<u>YARD WASTE</u>				
NON-MEMBERS	70,000.00	83,211.17	(13,211.17)	119%
<hr/>				
	\$17,797,700.00	\$9,348,159.66	\$8,449,540.34	
<u>RECYCLABLES</u>				
NEWSPAPERS	\$610,000.00	\$182,850.18	\$427,149.82	30%
BOXBOARD	210,000.00	80,971.70	129,028.30	39%
CARDBOARD	53,000.00	21,124.75	31,875.25	40%
PLASTIC	518,000.00	119,804.46	398,195.54	23%
SCRAP METAL	79,000.00	15,726.97	63,273.03	20%
TIN CANS	121,000.00	13,348.36	107,651.64	11%
NON FERROUS METAL	17,000.00	4,239.55	12,760.45	25%
GLASS	13,000.00	368.00	12,632.00	3%
BATTERIES	4,000.00	1,940.00	2,060.00	49%
USED ELECTRONICS	24,000.00	8,288.22	15,711.78	35%
<hr/>				
	\$1,649,000.00	\$448,662.19	\$1,200,337.81	27%
<u>OTHER</u>				
COMPOST SALES	\$60,000.00	\$49,430.43	\$10,569.57	82%
INTEREST ON INVESTMENTS	20,000.00	9,136.99	10,863.01	46%
RENTAL OF HOMES	90,000.00	40,017.57	49,982.43	44%
GRANTS	0.00	0.00	0.00	0%
MISC. INCOME	25,000.00	6,090.78	18,909.22	24%
<hr/>				
	\$195,000.00	\$104,675.77	\$90,324.23	54%
<hr/> <hr/>				
TOTAL REVENUES	\$19,641,700.00	\$9,901,497.62	\$9,740,202.38	50%

Attachment 1

SOCRRA
STATEMENT OF REVENUES & EXPENDITURES
COMPARED WITH TOTAL BUDGET
JULY 1, 2015 THROUGH DECEMBER 30, 2015

<u>EXPENSES</u>	<u>TOTAL BUDGET 2015/16</u>	<u>ACTUAL 6 MONTHS</u>	<u>BALANCE</u>	
MADISON HEIGHTS FACILITY	\$132,200.00	\$55,198.09	\$77,001.91	42%
TROY TRANSFER FACILITY	3,166,750.00	1,389,658.11	1,777,091.89	44%
MATERIAL RECOVERY FACILITY	1,286,400.00	630,339.06	656,060.94	49%
HOUSEHOLD HAZARDOUS WASTE	2,851,000.00	132,207.21	2,718,792.79	5%
COMPOST/LANDFILL FACILITY	446,700.00	217,883.18	228,816.82	49%
ADMINISTRATIVE & GENERAL	1,330,800.00	549,503.34	781,296.66	41%
COLLECTION & DISPOSAL FEES	12,089,000.00	4,236,309.25	7,852,690.75	35%
COLLECTION & DISPOSAL FEES IN TRANSIT	0.00	2,143,161.13	(2,143,161.13)	0%
	<u>\$21,302,850.00</u>	<u>\$9,354,259.37</u>	<u>\$11,948,590.63</u>	
TOTAL EXPENDITURES	<u>\$21,302,850.00</u>	<u>\$9,354,259.37</u>	<u>\$11,948,590.63</u>	44%
NET INCOME	<u>(\$1,661,150.00)</u>	<u>\$547,238.25</u>	<u>(\$2,208,388.25)</u>	-33%

Attachment 1

S O C R R A
 COMPARATIVE STATEMENT
 JULY 1, 2015 THROUGH DECEMBER 31, 2015

<u>REVENUES</u>	<u>2015/16</u>	<u>2014/15</u>	<u>VARIANCES</u>
MEMBER SERVICES	\$8,481,962.46	\$11,531,408.48	(\$3,049,446.02)
NON MEMBER REFUSE	782,986.03	756,676.61	26,309.42
<u>YARD WASTE</u>			
MEMBERS	0.00	0.00	0.00
OTHERS	83,211.17	75,766.66	7,444.51
	<hr/>	<hr/>	<hr/>
	\$9,348,159.66	\$12,363,851.75	(\$3,015,692.09)
<u>RECYCLABLES</u>			
NEWSPAPERS	\$182,850.18	\$217,954.82	(\$35,104.64)
BOXBOARD	80,971.70	68,565.50	12,406.20
CARDBOARD	21,124.75	25,399.78	(4,275.03)
PLASTIC	119,804.46	195,574.84	(75,770.38)
SCRAP METAL	15,726.97	35,374.89	(19,647.92)
TIN CANS	13,348.36	36,956.40	(23,608.04)
NON FERROUS METAL	4,239.55	4,641.60	(402.05)
GLASS	368.00	1,133.50	(765.50)
BATTERIES	1,940.00	1,707.00	233.00
USED ELECTRONICS	8,288.22	12,334.17	(4,045.95)
	<hr/>	<hr/>	<hr/>
	\$448,662.19	\$599,642.50	(\$150,980.31)
<u>OTHER</u>			
COMPOST SALES	\$49,430.43	\$55,507.20	(\$6,076.77)
INTEREST ON INVESTMENTS	9,136.99	8,647.26	489.73
RENTAL OF HOMES	40,017.57	44,262.00	(4,244.43)
GRANTS	0.00	0.00	0.00
MISC. INCOME	6,090.78	11,296.92	(5,206.14)
	<hr/>	<hr/>	<hr/>
	\$104,675.77	\$119,713.38	(\$15,037.61)
TOTAL REVENUES	\$9,901,497.62	\$13,083,207.63	(\$3,181,710.01)
OPERATING EXPENSES	\$9,354,259.37	\$12,710,676.71	(\$3,356,417.34)
EXCESS	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	\$547,238.25	\$372,530.92	\$174,707.33

Attachment 1

SOCRRA
TOTAL SERVICE CHARGES
JULY 1, 2015 THROUGH SEPTEMBER 30, 2015

<u>MUNICIPALITY</u>	<u>TOTAL TONS</u>	<u>SERVICE CHARGES</u>
BERKLEY	5,359	\$459,489.38
BEVERLY HILLS	3,981	\$316,200.00
BIRMINGHAM	9,908	\$710,840.04
CLAWSON	4,433	\$388,668.32
FERNDALE	8,129	\$860,147.77
HAZEL PARK	4,868	\$545,940.00
HUNTINGTON WOODS	2,812	\$172,896.00
LATHRUP VILLAGE	1,861	\$142,542.98
OAK PARK	8,055	\$818,607.74
PLEASANT RIDGE	1,415	\$90,124.34
ROYAL OAK	22,420	\$1,859,063.54
TROY	23,511	\$2,117,442.35
	<hr/>	<hr/>
SUB-TOTAL	96,753	\$8,481,962.46
	<hr/>	<hr/>
OTHER CUSTOMERS	20,040	\$866,197.20
DROP OFF CENTERS	172	0.00
	<hr/>	<hr/>
TOTAL	116,965	\$9,348,159.66

Attachment 1

SOCRRA
IMPROVEMENT FUND
JULY 1, 2015 THROUGH DECEMBER 31, 2015

FIXED ASSETS

EXPENDITURES

TS Cement	\$120,761.11
TS Wall	6,684.00
TS Loader Axle Replacement	10,576.41
TS Compactor Repair	11,213.65
TS Fence	5,200.00
CS SCARAB	39,284.76
John Deer Loader MRF	50,440.85
1670 School Rd	91,200.22
Rental Property Demolition and Repairs	13,788.28
Single Stream Conversion	29,227.05
MRF Baler Relining	32,730.60
TOTAL	<u>\$411,106.93</u>
	\$411,106.93

Attachment 2



* Berkley * Beverly Hills * Bingham Farms * Birmingham
* Clawson * Huntington Woods * Lathrup Village * Pleasant Ridge
* Royal Oak * Southfield * Southfield Township

QUARTERLY REPORT January 2016

BOARD OF TRUSTEES	
Representative	Municipality
D. Schueller	City of Berkley
C. Wilson	Village of Beverly Hills
D. Warren	Village of Bingham Farms
P. T. O'Meara	City of Birmingham
H. Drinkwine	City of Clawson
C. Galed	City of Huntington Woods
M. Baumgarten	City of Lathrup Village
S. Pietrzak	City of Pleasant Ridge
G. Rassel	City of Royal Oak
L. Schultz	City of Southfield
R. Walsh	Township of Southfield

OFFICERS	
Chairman:	H. Drinkwine
Vice Chairman:	G. Rassel
Secretary:	C. Galed
Advisory Committee:	H. Drinkwine S. Pietrzak

J. A. McKeen	General Manager
R. Jackovich	Operations Manager

January 2016

Board of Trustees
Southeastern Oakland County Water Authority

Subject: Quarterly Report - January 2016

Board Members:

Attached is a copy of the Southeastern Oakland County Water Authority's Quarterly Report covering the first six months operation of the fiscal year 2015/16. The report contains a financial statement of the Authority's operation and an outline of projects in progress or completed during the second quarter. The report also contains statistical information and other information of general interest to the members of this Authority.

FINANCIAL STATEMENT

The total net operating income before depreciation for the first 6 months of 2015/16 was \$1,191,025, which was \$232,243 higher than budgeted. This was a substantial improvement from the net income of \$225,201 for the first six months of 2014/15.

	Actual	Compared to Budget
Revenue	\$13,861,848	- \$573,252
Expenses	\$12,670,823	- \$805,495
Net Income (before depreciation)	\$ 1,191,025	+ \$232,243

The increase in net income increased our working capital to 14.5%, based on unrestricted assets, as of December 31, 2015. This is higher than the 8.3% working capital goal approved by the Board and it is an increase from the 14.1% working capital as of December 31, 2014.

The decrease in revenue was primarily due to lower than planned water sales to both the member communities (-\$316,000) and to Bloomfield Hills and Bloomfield Twp. (-\$259,000). Revenue from rentals (-\$9,000) and interest (-\$8,000) were also below budget. Miscellaneous revenue was \$20,000 higher than budgeted primarily due to an accounting adjustment due to our bonds being paid off. Water sales for the six month period were 5.6% greater than the actual water sales for the same period in 2014/15 and 4.2% below budget.

The decrease in expenses was due largely to reduced costs for water purchased (-\$613,000), labor (-\$30,000), utilities (-\$30,000), maintenance (-\$6,000), supplies (-\$11,000) and lower than planned expenses for non-labor Administrative & General (-\$132,000).

Capital expenditures for the first six months of the fiscal year totaled \$67,507 and were for the initial expenses for the remodeling of our offices at Webster Station (\$55,000), replacement of one meter installation (\$6,000), initial expenses for replacement of the control SCADA system (\$5,000) and initial planning expenses for the replacement of a 16" ductile iron water main in Coolidge from 13 Mile to 14 Mile (\$2,000). SOCWA's office at Webster Station is being

Attachment 2

remodeled for the first time since it was built in 1972. SOCWA staff will be working in temporary space at Webster Station while the remodeling is completed.

Additional financial detail is attached.

The following is the Authority's record of revenues and expenditures based on the average cost per 1,000 cu. ft. of water.

	2013/14	2014/15	2015/16	Over or Under 2014/15
Total Sales (MCF)	716,634	672,438	709,766	+37,328
Water Sales	\$16.47	\$16.95	\$19.42	+2.47
Other Income	<u>.07</u>	<u>.06</u>	<u>0.11</u>	<u>+0.05</u>
Total Income	\$16.54	\$17.01	\$19.53	+\$2.52
Water Purchased for Resale	14.11	15.20	16.46	+1.26
Operating Expenses	1.39	1.45	1.39	-0.06
Fixed Charges	<u>0.04</u>	<u>0.02</u>	<u>0.00</u>	<u>-0.02</u>
Total Operating Expenses	\$15.54	\$16.67	\$17.85	+\$1.18
Available for Debt Service and Improvements	\$0.99	\$0.34	\$1.68	+\$1.34

COMPARATIVE STATEMENT

The following is a comparison of the first six months operation of the current fiscal year with the same period of the previous fiscal year.

Revenues From the Sale of Water	+ \$2,382,166
Revenues From Other Sources	+ <u>41,842</u>
TOTAL REVENUES	+ \$2,424,008
<u>Operating Expenses</u>	
Water Purchased for Resale	+ \$1,459,609
Other Operating Expenses	+ 13,450
Fixed Charges	- <u>14,875</u>
TOTAL EXPENDITURES	+ \$1,458,184
NET INCOME BEFORE DEPRECIATION	+ \$965,824

The following is the record of water sales to member municipalities for the period July 1 through December 31. The six month record shows a decrease in water sales of 5.6% during the current fiscal year compared with the same period of the previous fiscal year. For the six month period, our sales were 4.2% lower than budget.

WATER CONSUMPTION – DAILY AVERAGE (MGD) JULY 1 THROUGH DECEMBER 31						
Month	2011	2012	2013	2014	2015	Over or Under 2014
July	53.25	52.33	35.92	36.61	34.59	-2.02
August	40.61	43.25	38.34	32.91	37.06	+4.15
September	32.13	38.20	32.31	28.27	33.86	+5.59
October	24.90	25.70	24.58	23.09	25.69	+2.60
November	22.35	22.03	21.63	21.76	21.19	-0.57
December	22.39	21.60	21.89	21.24	20.66	-0.58
Average	32.66	33.89	29.13	27.34	28.86	+1.52
Variance	+22.3%	+3.8%	-14.0%	-6.2%	+5.6%	

The following is the precipitation record, as recorded at the Webster Station:

PRECIPITATION – INCHES					
Month	2011	2012	2013	2014	2015
July	3.40	3.80	3.00	2.70	1.30
August	3.30	4.30	3.30	7.20	2.10
September	7.80	2.00	2.00	2.20	1.30
October	3.20	1.70	3.10	1.70	1.80
November	5.60	0.72	2.40	2.40	1.30
December	<u>3.10</u>	<u>2.10</u>	<u>3.60</u>	<u>1.20</u>	<u>1.50</u>
Total:	26.40	14.62	17.40	17.40	9.30

MAJOR PROJECTS

RENEGOTIATION OF SOCWA WATER CONTRACT WITH DWSD

SOCWA and DWSD were able to renegotiate SOCWA’s water contract with DWSD in order to lower SOCWA’s Maximum Day and Peak Hour demands on the DWSD system. SOCWA was able to accomplish this by revising how we operate our water storage system. These two demand factors are important in determining the rate that SOCWA pays to DWSD. If these changes had been in effect for 2015/16, SOCWA’s water costs would have been reduced by 9.3% or \$2.15 million.

GLWA WATER RATES

GLWA will be announcing the rates for 2016/17 in late January. GLWA (and SOCWA) is continuing to experience reductions in sales volumes, so I anticipate that the average rate increase for all water customers (both City of Detroit and suburban customers) will be higher than the 4% cap on the increase in GLWA’s costs. As discussed above, the renegotiation of SOCWA’s water purchase contact volumes should result in SOCWA receiving a lower than average rate increase from the GLWA.

DWSD/GLWA ISSUES

As anticipated the Great Lakes Water Authority (GLWA) became operational on January 1, 2016. The transition from DWSD to GLWA was seamless with no transition issues noted. All of the systems that we use in our routine operations were successfully migrated from DWSD websites to GLWA websites.

DWSD Board of Water Commissioners

The old Board of Water Commissioners (BOWC) held their final meeting on December 16, 2015. A small reception was held to recognize the role that the Commissioners played in the many improvements that have taken place at DWSD over the last 4 years.

It appears that the suburban Commissioners will be resigning and a new BOWC will be appointed to govern the operations of the Detroit retail system. SOCWA staff plans to continue to monitor the activities of the new BOWC.

Bond Refinancing

In mid-December, DWSD was able to refinance \$142 million in water bonds to achieve lower interest rates. There was a very high demand for these bonds. The interest rate paid was just below 4% and present value savings totaled \$13 million. Additional refunding opportunities will exist for GLWA in 2016 and 2017, assuming bond interest rates do not rise too quickly.

Highland Park

Highland Park continues to owe the GLWA approximately \$2 million in unpaid water bills. The GLWA and Highland Park are continuing discussions as part of a confidential court ordered facilitation process.

DWSD

In the midst of all of the changes discussed above, DWSD is continuing their long term organizational improvement plan and they have filled several high level managerial jobs with external hires. Their total number of employees is continuing to decrease through attrition.

GLWA Customer Outreach

The GLWA Board has indicated that they plan to continue the Customer Outreach process. SOCWA staff is continuing to participate in the DWSD Customer Outreach Process. I have been serving as one of four elected customer co-chairs of the Technical Advisory Committee that guides this process. The City of Detroit will be represented in this process by a new co-chair representing Detroit. Significant progress has been made in improving the level of communication and understanding between the GLWA and its customers through this process, which will be a continuing effort. SOCWA continues to be a strong proponent of GLWA's customer partnering process.

GLWA Website

The GLWA website, www.glwater.org, is a great source of information regarding the GLWA. The agendas and minutes for all Board and Board Committee meetings are posted along with procurement information about all projects being performed by the GLWA.

PENSION FUNDING

The Board took continued additional steps to address the underfunded status of SOCWA's pension plan. SOCWA has been contributing the actuarially required amounts to this plan for many years, however it remains significantly underfunded. The Board approved a five year plan to make additional funding to the SOCWA pension plan above the actuarially required amount. The fourth of the five planned annual contributions was made before the end of 2015. We will include an additional contribution to this fund in our budget for 2016/17.

MERS has announced a series of changes to their actuarial assumptions, all of which will serve to increase our required pension contributions in the future. These changes will be phased in over the next 5 years. After we receive our December, 2015 pension actuarial report, which should be in June of 2016, SOCWA staff will work with the SOCWA Audit Committee to develop a plan for addressing the increased pension contributions that will be required by MERS.

INSPECTION OF THE 7.5 MILLION GALLON RESERVOIR AT WEBSTER STATION

We completed the painting of the internal and external surfaces of the 7.5 million gallon reservoir at Webster Station in July of 2014. This was a major project, which should protect the reservoir from corrosion over the next 20+ years. We performed an inspection of the interior surface of the reservoir one year after the completion of the project. The inspection was largely conducted using a Remote Operated Vehicle (ROV) which recorded video of the interior surface of the tank. This ROV inspection was augmented by inspection of the underside of the roof of the tank by an inspector floating on a raft inside the tank. Some minor issues were discovered which are being reviewed with the contractor that performed the painting.

ANNUAL AUDIT

The audit report for the 2014/15 fiscal year was completed by our auditors, Plante & Moran and was reviewed at the November SOCWA Board meeting. This was the fifth audit performed by Plante & Moran under our five year agreement. For the 2014/15 audit, the financial statements contained in the audit were prepared by the SOCWA staff and reviewed by the auditors. The audit found the Authority to be in complete conformity with generally accepted accounting practices. The auditors concluded that the Authority's level of working capital decreased by \$900,000 during the fiscal year but working capital continues to be maintained above the goal level established by the Board. The net position of SOCWA decreased by \$869,000 during the year. The Board approved a five year extension to the Plante & Moran audit contract in November, 2015.

FLINT WATER CRISIS

The City of Flint discontinued the purchase of DWSD water in April of 2014 and they have been running their own water treatment plant using the Flint River as source water since then. Flint has had a number of significant water quality issues, including violations of the Safe Water Drinking Act, as a result. In addition, Flint was not using a corrosion control additive during the treatment process. As a result, Flint had a series of water quality issues that prompted them to resume DWSD supply in October of 2015.

DWSD had conducted extensive contract negotiations with Flint prior to Flint's decision to discontinue DWSD water supply. DWSD's final contract offer to Flint was an extremely attractive offer that is significantly better than SOCWA's current contract with DWSD.

Attachment 2

DWSD's offer would have significantly reduced Flint's water costs and eliminated the many problems that Flint has had with their water supply system. Genesee County is continuing to purchase DWSD water while they are constructing a new water supply system for Flint and Genesee County using Lake Huron water.

The water being supplied by the GLWA remains extremely high in quality and completely safe. The details regarding the water treatment process and monitoring performed by the GLWA are contained in the Consumer Confidence Reports for each SOCWA member community. The report for each member community is available on their website.

Respectfully submitted,

Jeffrey A. McKeen, P.E.
General Manager

Attachment 2

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
 BUDGET ANALYSIS
 JULY 1, 2015 THROUGH DECEMBER 31, 2015

<u>REVENUES</u>	<u>ESTIMATED REVENUES</u>	<u>ACTUAL REVENUES</u>	<u>VARIANCES OVER OR UNDER</u>
<u>OPERATION</u>			
SALE OF WATER	\$9,147,000.00	\$8,831,480.00	(\$315,520.00)
SALE OF WATER OTHERS	5,208,600.00	4,950,077.24	(258,522.76)
	<u>\$14,355,600.00</u>	<u>\$13,781,557.24</u>	<u>(\$574,042.76)</u>
<u>OTHER INCOME</u>			
RENTALS	\$52,600.00	\$43,172.00	(\$9,428.00)
WATER ANALYSIS-LAB & MISC.	4,500.00	24,690.19	20,190.19
GRANT REVENUE	2,000.00	0.00	(2,000.00)
INTEREST ON INVESTMENTS	20,400.00	12,428.37	(7,971.63)
	<u>\$79,500.00</u>	<u>\$80,290.56</u>	<u>\$790.56</u>
<u>TOTAL REVENUES</u>	<u>\$14,435,100.00</u>	<u>\$13,861,847.80</u>	<u>(\$573,252.20)</u>
<u>EXPENSES</u>			
WATER PURCHASED FOR RESALE	\$6,644,000.00	\$6,370,924.34	(\$273,075.66)
WATER PURCHASE IN TRANSIT	5,655,000.00	5,315,368.35	(339,631.65)
POWER, PUMPING & GROUNDS WEBSTER	300,025.00	274,810.54	(25,214.46)
POWER, PUMPING & GROUNDS	135,142.50	81,800.56	(53,341.94)
COMPUTER OPERATIONS	35,500.00	37,446.49	1,946.49
PURIFICATION	33,000.00	39,493.54	6,493.54
METERS & MAINS	68,500.00	75,257.95	6,757.95
ADMINISTRATIVE & GENERAL	605,150.00	475,721.05	(129,428.95)
	<u>\$13,476,317.50</u>	<u>\$12,670,822.82</u>	<u>(\$805,494.68)</u>
<u>FIXED CHARGES</u>			
INTEREST ON BONDS	\$0.00	\$0.00	\$0.00
BOND MATURITIES	0.00	0.00	0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL EXPENSES	<u>\$13,476,317.50</u>	<u>\$12,670,822.82</u>	<u>(\$805,494.68)</u>
NET INCOME BEFORE DEPRECIATION	<u>\$958,782.50</u>	<u>\$1,191,024.98</u>	<u>\$232,242.48</u>

Attachment 2

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
 COMPARATIVE STATEMENT OF INCOME
 JULY 1, 2015 THROUGH DECEMBER 31, 2015

	2015/16 AVERAGE PER 1,000 CUBIC FEET	2014/15 AVERAGE PER 1,000 CUBIC FEET	
<u>AMOUNT</u>	<u>CUBIC FEET</u>	<u>CUBIC FEET</u>	
<u>REVENUES</u>			
<u>OPERATION</u>			
SALE OF WATER	\$8,831,480.00	\$16.4293	\$14.4600
SALE OF WATER OTHERS	4,950,077.24	28.7426	25.4800
	\$13,781,557.24	\$19.4170	\$16.9523
<u>OTHER INCOME</u>			
RENTALS	\$43,172.00	\$0.0608	\$0.0390
LAB & MISCELLANEOUS	24,690.19	0.0348	0.0018
INTEREST ON INVESTMENTS	12,428.37	0.0175	0.0164
	\$80,290.56	\$0.1131	\$0.0572
TOTAL REVENUES:	\$13,861,847.80	\$19.5302	\$17.0095
<u>EXPENSES</u>			
WATER PURCHASED FOR RESALE	\$6,370,924.34	\$8.9761	\$8.3699
WATER PURCHASE IN TRANSIT	5,315,368.35	7.4889	6.8385
POWER, PUMPING & GROUNDS WEBSTER	274,810.54	0.3872	0.3810
POWER, PUMPING & GROUNDS	81,800.56	0.1153	0.1225
COMPUTER OPERATIONS	37,446.49	0.0528	0.0495
PURIFICATION	39,493.54	0.0556	0.0646
METERS & MAINS	75,257.95	0.1060	0.0949
ADMINISTRATIVE & GENERAL	475,721.05	0.6703	0.7316
BOND INTEREST	0.00	0.0000	0.0221
	\$12,670,822.82	\$17.8521	\$16.6746
INC. BEFORE DEPRECIATION	\$1,191,024.98	\$1.6781	\$0.3349
DEPRECIATION	\$249,711.24	\$0.3518	\$0.3701
NET INCOME	\$941,313.74	\$1.3262	(\$0.0352)

Attachment 2

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
 STATEMENT OF REVENUES & EXPENDITURES
 COMPARED WITH TOTAL BUDGET
 JULY 1, 2015 THROUGH DECEMBER 31, 2015

	TOTAL BUDGET 2015/16	ACTUAL 6 MONTHS	BALANCE	PER CENT REC'D OR EXPENDED
<u>REVENUES</u>				
<u>OPERATION</u>				
SALE OF WATER	\$17,193,600.00	\$8,831,480.00	\$8,362,120.00	51.36%
SALE OF WATER OTHERS	8,930,000.00	4,950,077.24	3,979,922.76	55.43%
	\$26,123,600.00	\$13,781,557.24	\$12,342,042.76	52.76%
<u>OTHER INCOME</u>				
RENTALS	\$108,000.00	\$43,172.00	\$64,828.00	39.97%
LAB & MISCELLANEOUS	10,000.00	24,690.19	(14,690.19)	246.90%
GRANT REVENUE	5,000.00	0.00	5,000.00	0.00%
INTEREST ON INVESTMENTS	40,000.00	12,428.37	27,571.63	31.07%
	\$163,000.00	\$80,290.56	\$82,709.44	49.26%
 TOTAL REVENUES:	 \$26,286,600.00	 \$13,861,847.80	 \$12,424,752.20	 52.73%
<u>EXPENSES</u>				
WATER PURCHASED FOR RESALE	\$23,087,000.00	\$6,370,924.34	\$16,716,075.66	27.60%
WATER PURCHASE IN TRANSIT	0.00	5,315,368.35	(5,315,368.35)	0.00%
POWER, PUMPING & GROUNDS WEBSTER	585,500.00	274,810.54	310,689.46	46.94%
POWER, PUMPING & GROUNDS	276,450.00	81,800.56	194,649.44	29.59%
COMPUTER OPERATIONS	71,000.00	37,446.49	33,553.51	52.74%
PURIFICATION	76,000.00	39,493.54	36,506.46	51.97%
METERS & MAINS	137,000.00	75,257.95	61,742.05	54.93%
ADMINISTRATIVE & GENERAL	941,700.00	475,721.05	465,978.95	50.52%
BOND INTEREST	0.00	0.00	0.00	0.00%
TOTAL EXPENDITURES	\$25,174,650.00	\$12,670,822.82	\$12,503,827.18	50.33%
 NET INCOME BEFORE DEPRECIATION	 \$1,111,950.00	 \$1,191,024.98	 -\$79,074.98	 107.11%
DEPRECIATION	\$499,422.40	\$249,711.24	\$249,711.16	50.00%

Attachment 2

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
COMPARATIVE STATEMENT JULY 1, 2015 THROUGH DECEMBER 31, 2015

	<u>2015/16</u>	<u>2014/15</u>	<u>OVER OR (UNDER)</u>
<u>REVENUES</u>			
<u>OPERATION</u>			
SALE OF WATER	\$8,831,480.00	\$7,524,368.06	\$1,307,111.94
SALE OF WATER OTHERS	4,950,077.24	3,875,023.18	1,075,054.06
	<u>\$13,781,557.24</u>	<u>\$11,399,391.24</u>	<u>\$2,382,166.00</u>
 <u>OTHER INCOME</u>			
RENTALS	\$43,172.00	\$26,235.00	\$16,937.00
LAB & MISCELLANEOUS	24,690.19	1,200.30	23,489.89
GRANT REVENUE	0.00	0.00	0.00
INT. ON INVESTMENTS	12,428.37	11,013.16	1,415.21
	<u>\$80,290.56</u>	<u>\$38,448.46</u>	<u>\$41,842.10</u>
 TOTAL REVENUES	 <u>\$13,861,847.80</u>	 <u>\$11,437,839.70</u>	 <u>\$2,424,008.10</u>
 <u>EXPENSES</u>			
WATER PURCHASED FOR RESALE	\$6,370,924.34	\$5,628,215.30	\$742,709.04
WATER PURCHASE IN TRANSIT	5,315,368.35	4,598,468.30	716,900.05
OPERATING EXPENSES	984,530.13	971,080.08	13,450.05
FIXED CHARGES	0.00	14,875.00	(14,875.00)
TOTAL EXPENSES	<u>\$12,670,822.82</u>	<u>\$11,212,638.68</u>	<u>\$1,458,184.14</u>
 NET INCOME	 \$1,191,024.98	 \$225,201.02	 \$965,823.96

Attachment 2

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
TOTAL CHARGES JULY 1, 2015 THROUGH DECEMBER 31, 2015

<u>MUNICIPALITY</u>	<u>WATER CONSUMPTION CUBIC FEET</u>	<u>TOTAL WATER CHARGES</u>
BERKLEY	26,145.100	\$427,697.84
BEVERLY HILLS	22,189.500	\$364,584.31
BINGHAM FARMS	6,247.800	\$101,798.87
BIRMINGHAM	63,937.300	\$1,046,248.16
CLAWSON	19,464.900	\$320,140.47
HUNTINGTON WOODS	12,559.900	\$206,039.32
LATHRUP VILLAGE	8,538.600	\$141,135.44
PLEASANT RIDGE	6,298.400	\$102,717.27
ROYAL OAK	128,396.500	\$2,113,334.16
SOUTHFIELD	234,714.500	\$3,860,514.11
DETROIT ZOO & RACKHAM	9,052.600	\$147,270.06
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MEMBERS	537,545.100	\$8,831,480.00
NON-MEMBERS		
BLOOMFIELD HILLS	33,835.091	972,519.63
BOOMFIELD TOWNSHIP	<u>138,385.760</u>	<u>3,977,557.61</u>
	<u>172,220.851</u>	<u>4,950,077.24</u>
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TOTAL:	709,765.951	\$13,781,557.24

Attachment 2

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY IMPROVEMENT FUND
JULY 1, 2015 THROUGH DECEMBER 31, 2015

FIXED ASSET EXPENDITURES

Coolidge HWY Water Main	\$1,765.09
Berkshire/Greenfield Meter	6,016.22
SCADA Server	4,840.88
Webster Office Remodel	<u>54,884.66</u>
TOTALS:	\$67,506.85