



# AGENDA

Regular Meeting of the Kalamazoo Area Building Authority Board of Directors

## **Virtual Meeting via Zoom**

ID: 259 690 0630 Passcode: cujw2Q

January 19, 2020

2:00 PM

1. Call to Order
2. Approval of the Agenda
3. Consent Agenda
  - a. Approval of Minutes from the December 10, 2020 Board Meeting
  - b. Bank Reconciliation Report – December 2020
  - c. Financial Reports – December 2020
  - d. Building Report – December 2020
  - e. Permit Lists – December 2020
  - f. Motion Log - 2020
4. Citizen Comments on Agenda and Non-Agenda Items
  - a. *Policy: A citizen shall state his/her name and address and may speak only one time, for no more than three (3) minutes. This time may not be given to another citizen to extend their time. During this time, you will be making statements, without discussion from the Board, but you are welcome to make an appointment with the Building Official or Board Chair to discuss your comments further. (Approved by KABA Board on November 9, 2017)*
5. Business
  - a. KABA Construction Board of Appeals Procedure
  - b. Appointment of Board of Appeals Members
  - c. Discussion of Financial Reports on Agenda location
  - d. Appointment of Signatories for KABA Financial Accounts
  - e. KABA Conflict of Interest Policy (annual)
  - f. Engagement Letter from Siegfried Crandall (annual)
  - g. Engagement Letter for KABA Legal Counsel (annual)
6. Board Member Comments
7. Staff Member Comments
8. Adjournment

# Consent Agenda

**MINUTES OF THE VIRTUAL REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
December 10, 2020**

Alternate Chairperson, Randy Thompson called the Virtual Regular Meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:05 P.M., Virtual Meeting Via Zoom.

Present: Randy Thompson, Alternate Chairperson / Representative from Comstock Township  
Don Smith / Representative from Pine Grove Township  
Richard Bagley / Representative from City of Parchment  
Lysanne Harma / Representative from Richland Township  
Kim Lewis / Representative from Village of Richland  
Denise Barrons, At Large Board Member

Absent: Sherine Miller, Treasurer / Representative from Kalamazoo Township

Also present were Building Official, Mike Alwine; KABA Attorney, Robb Krueger; and Office Coordinator/Board Liaison, Penny Cassidy.

Alternate Chairperson asked the Board members to state their name and location for the minutes:

Randy Thompson in Comstock, Michigan  
Lysanne Harma in Richland, Michigan  
Kim Lewis in the Village of Richland  
Richard Bagley in City of Parchment  
Don Smith in Pine Grove Township  
Denise Barrons in Kalamazoo Township  
Robb Kreuger in Portage, Michigan  
Mike Alwine in Kalamazoo, Michigan  
Penny Cassidy in Kalamazoo, Michigan

**Approval of Agenda** – A motion was made by Ms. Harma to approve the agenda as presented, seconded by Mr. Smith and carried with a vote 6-0.

**Approval of Consent Agenda** - A motion was made by Ms. Harma to approve the minutes from the October 8, 2020 Board Meeting as presented, seconded by Ms. Barrons and carried with a vote 6-0.

**Citizen Comments** – There were no citizen comments.

**BUSINESS:**

**a. Appointment Election of Board Members –**

The newly appointed Primary & Alternate Members to the KABA Board from each member municipality are as follows:

Comstock Township: Randy Thompson (Supervisor) / Terry McIver (Trustee)  
Kalamazoo Township: Steve Leuty (Trustee) / TBD  
City of Parchment: Richard Bagley (Commissioner) / Mike Conner (Commissioner)  
Pine Grove Township: Don Smith (Supervisor) / TBD  
Richland Township: Lysanne Harma (Supervisor) / Paul Foust (Trustee)  
Village of Richland: Kim Lewis (Trustee) / TBD

Mr. Smith motioned to elect Mr. Thompson, as Chairperson; Mr. Leuty, as Treasurer; and Ms. Harma, as Secretary to the KABA Board of Directors for a 2-year term, seconded by Ms. Barrons and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.  
Nays: None

**b. 2021 Board Meeting Dates** – The dates for the KABA Regular Board Meetings has been changed to the third (3<sup>rd</sup>) week of every month on Tuesday at 2pm, beginning in January 2021.

**c. Annual Holiday Schedule** – Ms. Harma motioned to authorize Mr. Alwine to determine the holiday schedule for KABA on an annual basis and for what is in the best interest of KABA, seconded by Mr. Thompson and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.  
Nays: None

**d. KABA Construction Board of Appeals Procedure** – Ms. Harma motioned to table the KABA Board of Appeals Procedure to the January 19<sup>th</sup>, 2021 Board Meeting, seconded by Mr. Thompson and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.  
Nays: None

**e. Appointment of Board of Appeals Members** – Ms. Harma motioned to table the Appointment of Board of Appeals Members to the January 19<sup>th</sup>, 2021 meeting, seconded by Mr. Thompson and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.  
Nays: None

**Financial and Building Reports** – Ms. Harma motioned to remain with the current process of presenting the financial reports to the Board Members monthly, distribute the Financial Control Policy to all of the Board Members, gather details of deposits and make adjustments to process at the January 19<sup>th</sup> Board Meeting, seconded by Ms. Barrons and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.  
Nays: None

**KABA Board Member Comments** – Ms. Harma thanked the KABA staff for their hard work & dedication during the difficult year with COVID and wished everyone a very Merry Christmas and a Happy New Year. Ms. Lewis thanked everyone for the warm welcome and wished everyone Happy Holidays. Mr. Bagley wished everyone Merry Christmas and Happy New Year and looks forward to working with everyone. Mr. Smith looks forward to working with the Board and wished everyone a Merry Christmas and Happy New Year. Ms. Barrons welcomed the new members and wished everyone a Merry Christmas and Happy New Year. Mr. Thompson welcomed all the new members and wished everyone a Merry Christmas and Happy New Year.

**KABA Staff Comments** – Mr. Alwine thanked the new members for joining the KABA Board, he looks forward to working with them and really enjoyed the input from the new members. He thanked the other members for their continued participation and support of the KABA Board, the legal counsel & KABA staff for their excellent hands-on support and wished everyone a Merry Christmas & a Happy New Year. Ms. Cassidy wished everyone a Merry Christmas and a Happy New Year. Mr. Krueger welcomed all the new/previous members to the KABA Board, commended the new Board Members for their initiation to enlightenment on KABA's processes and wished everyone a Merry Christmas and a Happy New Year.

With no further business, at approximately 3:15pm, Alternate Chairperson, Mr. Thompson asked for motion to adjourn. Ms. Harma motioned to adjourn, seconded by Ms. Lewis and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.  
Nays: None

Drafted: December 15, 2020  
Approved:

Kalamazoo Area Building Authority  
Reconciliation Summary  
1050 - Checking / SMBT, Period Ending 12/31/2020

Beginning Balance	Dec 31, 20	130,651.28
Cleared Transactions		
Checks and Payments - 56 items		-46,753.63
Deposits and Credits - 95 items		46,918.53
Total Cleared Transactions		164.90
Cleared Balance		<u>130,816.18</u>
Uncleared Transactions		-4,636.85
Register Balance as of 12/31/2020		<u>126,179.33</u>
New Transactions		
Checks and Payments - 7 items		-15,605.20
Deposits and Credits - 1 item		342.00
Total New Transactions		-15,263.20
Ending Balance		<u>110,916.13</u>

**Kalamazoo Area Building Authority**  
**Reconciliation Detail**  
1050 - Checking / SMBT, Period Ending 12/31/2020

Beginning Balance	Type	Date	Num	Name	Memo	Clr	Amount	Balance
								130,651.28
<b>Cleared Transactions</b>								
<b>Checks and Payments - 56 items</b>								
	Check	10/22/2020	5364	Brausch Builders	Refund - PB20-03-279 (permit fee recalculated)	√	-208.00	
	Bill Pmt -Check	11/05/2020	5377	Modern Lawn Care	mowing: 10/05, 10/12, 10/19	√	-63.00	
	Check	11/19/2020	5395	Cornerstone Construction Management	Refund - PB20-07-046 (job canceled)	√	-120.00	
	Bill Pmt -Check	11/25/2020	5398	BS&A	Field Inspection - 11/01/20-11/01/21	√	-2,619.00	
	Bill Pmt -Check	11/25/2020	5404	Scott Paddock	11/15-11/21/20 (18 Inspections)	√	-900.00	
	Bill Pmt -Check	11/25/2020	5402	Great America Financial	Toshiba copier	√	-275.07	
	Bill Pmt -Check	11/25/2020	5400	Charter Comm	11/20-12/19/20	√	-179.97	
	Check	11/25/2020	5406	Mall City Mechanical, Inc.	Refund - PM20-03-564	√	-90.00	
	Liability Check	11/30/2020	5407	State of Michigan/Withhold	Nov 2020	√	-733.61	
	Bill Pmt -Check	12/03/2020	5409	Doug Scott	11/22-11/28/20 (19 Inspections)	√	-900.00	
	Check	12/03/2020	5416	Roy, Stephen A	Reimbursement - Mileage (541.08) & Phone (34.55)	√	-575.63	
	Bill Pmt -Check	12/03/2020	5413	Terry Thatcher/MP Services	11/22-11/28/20 (7 Mech / 3 Plumb Inspections)	√	-500.00	
	Bill Pmt -Check	12/03/2020	5410	Modern Lawn Care	Mowing: 11/14; trim bushes, hydrangas & perennials; leaf clean up	√	-376.00	
	Check	12/03/2020	5415	Alwine, Michael R	Reimbursement - Mileage (247.25), Phone (89.99) & furnace filters	√	-371.12	
	Bill Pmt -Check	12/03/2020	5412	Scott Paddock	11/22-11/28/20 (6 Inspections)	√	-300.00	
	Bill Pmt -Check	12/03/2020	5408	Allied Mechanical Services, Inc	Preventative maintenance & materials for 10/27 service call	√	-129.16	
	Check	12/03/2020	5414	Great Lakes Plumbing, Heating & Cooling	Refund - PP20-07-091	√	-50.00	
	Bill Pmt -Check	12/03/2020	5411	Republic Services	12/01-12/31/20	√	-48.52	
	Check	12/07/2020	3	Construction Services	Voided - PE-# Unknown (cc overcharged)	√	-167.00	
	Liability Check	12/08/2020	ACH	QuickBooks Payroll Service	Payroll (W/E 12/06/20)	√	-6,849.74	
	Liability Check	12/09/2020	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 12/06/20)	√	-2,477.82	
	Liability Check	12/09/2020	ACH	Great-West	Payroll (W/E 12/06/20)	√	-545.94	
	Liability Check	12/09/2020	ACH	Basic	Payroll (W/E 12/06/20)	√	-100.00	
	Bill Pmt -Check	12/10/2020	5422	Terry Thatcher/MP Services	11/30/20 (5 Mech / 2 Plumb Inspections) & 12/01-12/05/20 (8 Mech / 13 Plumb Inspections)	√	-1,400.00	
	Bill Pmt -Check	12/10/2020	5418	Doug Scott	11/30/20 (7 inspections) & 12/01-12/05/20 (13 Inspections)	√	-1,000.00	
	Bill Pmt -Check	12/10/2020	5421	Scott Paddock	12/01-12/05/20 (7 Inspections)	√	-350.00	
	Bill Pmt -Check	12/10/2020	5420	Kreis, Enderle, Hudjins & Borsos	General through 11/30/20	√	-240.00	
	Bill Pmt -Check	12/10/2020	5417	Consumers Energy	10/23-11/22/20	√	-239.39	
	Bill Pmt -Check	12/10/2020	5419	Knight Watch Inc	Monthly monitoring (Dec-Feb)	√	-119.85	
	Check	12/10/2020	5423	Penning & Sons	Refund PE20-07-460 (over payment)	√	-30.00	
	Check	12/10/2020	5424	Southwest Mechanical	Refund PM20-07-618 (over payment)	√	-10.00	
	Bill Pmt -Check	12/17/2020	5425	Blue Cross Blue Shield	01/01-01/31/21	√	-3,993.00	
	Bill Pmt -Check	12/17/2020	5427	Doug Scott	12/06-12/12/20 (25 Inspections)	√	-1,250.00	
	Bill Pmt -Check	12/17/2020	5433	Terry Thatcher/MP Services	12/06-12/12/20 (9 Mech / 9 Plumb Inspections)	√	-900.00	
	Bill Pmt -Check	12/17/2020	5432	TeiNet	12/08-01/07/21	√	-607.25	
	Bill Pmt -Check	12/17/2020	5430	Scott Paddock	12/06-12/12/20 (9 Inspections)	√	-450.00	
	Bill Pmt -Check	12/17/2020	5431	Sun Life Assurance	01/01-01/31/21	√	-371.46	

**Kalamazoo Area Building Authority**  
**Reconciliation Detail**  
1050 - Checking / SMBT, Period Ending 12/31/2020

Type	Date	Num	Name	Memo	Cir	Amount	Balance
Bill Pmt -Check	12/17/2020	5429	Redmond Engineering & Design	Plan Review - 5585 Gull Rd 108 (Domino's)	√	-250.00	
Check	12/17/2020	5435	Capitol Supply & Service	Refund - PE20-06-140 (job canceled)	√	-101.00	
Bill Pmt -Check	12/17/2020	5434	Zemlick	laminator	√	-85.46	
Bill Pmt -Check	12/17/2020	5428	I.T. Right	webcam/Mike	√	-75.00	
Check	12/17/2020	5436	Capitol Supply & Service	Refund - PM20-06-185 (job canceled)	√	-75.00	
Liability Check	12/22/2020	ACH	QuickBooks Payroll Service	Payroll (W/E 12/20/20)	√	-6,986.89	
Bill Pmt -Check	12/22/2020	online	SMBT	Jan 2021	√	-1,565.29	
Bill Pmt -Check	12/22/2020	5438	Doug Scott	12/13-12/19/20 (30 inspections)	√	-1,500.00	
Bill Pmt -Check	12/22/2020	5442	Terry Thatcher/MP Services	12/13-12/19/20 (15 Mech / 13 Plumb Inspections)	√	-1,400.00	
Bill Pmt -Check	12/22/2020	5439	EMC Insurance	Jan 2021	√	-947.40	
Bill Pmt -Check	12/22/2020	5437	Butch Hayes/State Approved Insp Svcs	12/06-12/12/20 (4 Mech / 4 Plumbing & (2) Plan Reviews)	√	-475.00	
Bill Pmt -Check	12/22/2020	5441	Scott Paddock	12/13-12/19/20 (9 Inspections)	√	-450.00	
Bill Pmt -Check	12/22/2020	5440	I.T. Right	Webcam / Penny	√	-50.00	
Liability Check	12/23/2020	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 12/20/20)	√	-2,503.76	
Liability Check	12/23/2020	ACH	Great-West	Payroll (W/E 12/20/20)	√	-546.30	
Liability Check	12/23/2020	ACH	Basic	Payroll (W/E 12/20/20)	√	-100.00	
Check	12/31/2020	Rtm Ck		Returned Check # 12053 (Closed Account)	√	-45.00	
Check	12/31/2020	ACH	Southern Michigan Bank & Trust - Fees	Cash Management Fees for month	√	-45.00	
Check	12/31/2020	Fee		Chargeback Fee - Returned Check # 12053	√	-12.00	
<b>Total Checks and Payments</b>							<b>-46,753.63</b>
<b>Deposits and Credits - 95 items</b>							
Deposit	11/30/2020			Deposit ID # 849986392	√	45.00	
Deposit	11/30/2020			Deposit ID # 85024177	√	55.00	
Deposit	11/30/2020			Deposit ID # 84984618	√	130.00	
Deposit	11/30/2020			Deposit ID # 84986123	√	209.00	
Deposit	12/01/2020			Deposit ID # 85100429	√	55.00	
Deposit	12/01/2020			Deposit ID # 85378186	√	167.00	
Deposit	12/01/2020			Deposit # 85071740	√	427.00	
Deposit	12/01/2020			Deposit	√	565.00	
Deposit	12/01/2020			Deposit	√	5,771.00	
Deposit	12/02/2020			Deposit ID # 85159668	√	100.00	
Deposit	12/02/2020			Deposit ID # 85164477	√	100.00	
Deposit	12/02/2020			Deposit ID # 85134950	√	105.00	
Deposit	12/03/2020			Deposit ID # 85218110	√	311.00	
Deposit	12/04/2020			Deposit ID # 85284274	√	200.00	
Deposit	12/04/2020			Deposit ID # 85258866	√	217.00	
Deposit	12/04/2020			Deposit ID # 85282716	√	225.00	
Deposit	12/04/2020			Deposit ID # 85256460	√	387.00	
Deposit	12/07/2020			Deposit	√	115.00	
Deposit	12/07/2020			Deposit ID # 85420305	√	136.00	

**Kalamazoo Area Building Authority**  
**Reconciliation Detail**  
1050 - Checking / SMBT, Period Ending 12/31/2020

Type	Date	Num	Name	Memo	Cir	Amount	Balance
Deposit	12/07/2020			Deposit ID # 85405527	√	140.00	
Deposit	12/07/2020			Deposit ID # 85378617	√	150.00	
Deposit	12/07/2020			Deposit ID # 85375471	√	161.00	
Deposit	12/07/2020			Deposit ID # 85408467	√	300.00	
Deposit	12/07/2020			Deposit	√	3,722.00	
Deposit	12/08/2020			Deposit ID # 85469349	√	100.00	
Paycheck	12/09/2020	DD30459	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	12/09/2020	DD30461	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	12/09/2020	DD30462	Roy, Stephen A	Direct Deposit	√	0.00	
Paycheck	12/09/2020	DD30460	Cassidy, Penny M	Direct Deposit	√	0.00	
Deposit	12/09/2020			Deposit ID # 85531920	√	100.00	
Deposit	12/09/2020			Deposit ID # 85508010	√	150.00	
Deposit	12/09/2020			Deposit ID # 85509612	√	170.00	
Deposit	12/09/2020			Deposit ID # 85503038	√	245.00	
Deposit	12/09/2020			Deposit ID # 85525391	√	295.00	
Deposit	12/10/2020			Deposit ID # 85561358	√	105.00	
Deposit	12/10/2020			Deposit ID # 85560586	√	150.00	
Deposit	12/11/2020			Deposit	√	525.00	
Deposit	12/11/2020			Deposit ID # 85659171	√	933.00	
Deposit	12/14/2020			Deposit ID # 85735915	√	55.00	
Deposit	12/14/2020			Deposit ID # 85728706	√	100.00	
Deposit	12/14/2020			Deposit ID # 85761481	√	101.00	
Deposit	12/14/2020			Deposit ID # 85757397	√	121.00	
Deposit	12/14/2020			Deposit ID # 85749716	√	125.00	
Deposit	12/14/2020			Deposit ID # 85764112	√	150.00	
Deposit	12/14/2020			Deposit ID # 85731359	√	315.00	
Deposit	12/14/2020			Deposit ID # 85738855	√	340.00	
Deposit	12/14/2020			Deposit	√	925.00	
Deposit	12/14/2020			Deposit	√	6,057.00	
Deposit	12/15/2020			Deposit ID # 85821371	√	100.00	
Deposit	12/15/2020			Deposit ID # 85820917	√	263.00	
Deposit	12/16/2020			Deposit ID # 85851268	√	45.00	
Deposit	12/16/2020			Deposit ID # 85872421	√	70.00	
Deposit	12/16/2020			Deposit ID # 85855356	√	101.00	
Deposit	12/17/2020			Deposit ID # 85919100	√	100.00	
Deposit	12/17/2020			Deposit ID # 85918495	√	115.00	
Deposit	12/18/2020			Deposit ID # 85987246	√	206.00	
Deposit	12/18/2020			Deposit ID # 85990553	√	345.00	
Deposit	12/21/2020			Deposit ID # 86092147	√	55.00	
Deposit	12/21/2020			Deposit ID # 86077691	√	155.00	
Deposit	12/21/2020			Deposit	√	8,588.00	



**Kalamazoo Area Building Authority**  
**Reconciliation Detail**  
1050 - Checking / SMBT, Period Ending 12/31/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	12/22/2020			Deposit ID # 86119903	√	100.00	
Deposit	12/22/2020			Deposit ID # 86126599	√	110.00	
Deposit	12/22/2020			Deposit ID # 86139472	√	323.00	
Paycheck	12/23/2020	DD30486	Roy, Stephen A	Direct Deposit	√	0.00	
Paycheck	12/23/2020	DD30485	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	12/23/2020	DD30487	Barrons, Denise	Direct Deposit	√	0.00	
Paycheck	12/23/2020	DD30484	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	12/23/2020	DD30483	Alwine, Michael R	Direct Deposit	√	0.00	
Deposit	12/23/2020			Deposit ID # 86175005	√	161.00	
Deposit	12/28/2020			Deposit ID # 86297329	√	101.00	
Deposit	12/28/2020			Deposit ID # 86305739	√	162.00	
Deposit	12/28/2020			Deposit ID # 86338458	√	168.00	
Deposit	12/28/2020			Deposit ID # 86325864	√	311.00	
Deposit	12/28/2020			Deposit	√	820.00	
Deposit	12/28/2020			Deposit	√	2,082.00	
Deposit	12/31/2020			Interest	√	5.53	
Deposit	12/31/2020			Deposit - Cash	√	15.00	
Deposit	12/31/2020			Deposit - Cash	√	25.00	
Deposit	12/31/2020			Deposit - Cash	√	125.00	
Deposit	12/31/2020			Deposit - Cash	√	157.00	
Deposit	12/31/2020			Deposit - Cash	√	215.00	
Deposit	12/31/2020			Deposit - Cash	√	267.00	
Deposit	12/31/2020			Deposit	√	300.00	
Deposit	12/31/2020			Deposit	√	310.00	
Deposit	12/31/2020			Deposit - Cash	√	340.00	
Deposit	12/31/2020			Deposit - Cash	√	479.00	
Deposit	12/31/2020			Deposit	√	5,344.00	
Paycheck	01/06/2021	DD30475	Roy, Stephen A	Direct Deposit	√	0.00	
Paycheck	01/06/2021	DD30474	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	01/06/2021	DD30473	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	01/06/2021	DD30472	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	01/06/2021	DD30471	Roy, Stephen A	VOID: Direct Deposit (PTO Incorrect)	√	0.00	
Paycheck	01/06/2021	DD30470	Feist, Erin L	VOID: Direct Deposit (PTO Incorrect)	√	0.00	
Paycheck	01/06/2021	DD30469	Cassidy, Penny M	VOID: Direct Deposit (PTO Incorrect)	√	0.00	
Paycheck	01/06/2021	DD30468	Alwine, Michael R	VOID: Direct Deposit (PTO Incorrect)	√	0.00	

Total Deposits and Credits 46,918.53  
 Total Cleared Transactions 164.90  
 Cleared Balance 130,816.18

Uncleared Transactions  
 Checks and Payments - 15 items

**Kalamazoo Area Building Authority**  
**Reconciliation Detail**

1050 · Checking / SMBT, Period Ending 12/31/2020

Type	Date	Num	Name	Memo	Cir	Amount	Balance
Bill Pmt -Check	11/25/2020	5397	Bear Priest	(Z20) 11/01-11/20/20 (7 hrs & 3-ZCP)		-555.00	
Bill Pmt -Check	12/17/2020	5426	CCU - Mastercard	5590 7020 0000 7886		-62.45	
Bill Pmt -Check	12/31/2020	5449	Terry Thatcher/MP Services	12/20-12/26/20 (9 Mech / 8 Plumb Inspections)		-850.00	
Bill Pmt -Check	12/31/2020	5445	Doug Scott	12/20-12/26/20 (15 Inspections)		-750.00	
Liability Check	12/31/2020	5454	State of Michigan/Withhold	Dec 2020		-740.50	
Bill Pmt -Check	12/31/2020	5447	Redmond Engineering & Design	Plan Review - 9100 E Michigan Ave (TechNiq Mezzanine)		-500.00	
Bill Pmt -Check	12/31/2020	5455	Bear Priest	(Z20) 12/01-12/31/20 (2.5 hrs & (2) land splits)		-350.00	
Bill Pmt -Check	12/31/2020	5444	Consumers Energy	11/23-12/22/20		-294.36	
Bill Pmt -Check	12/31/2020	5446	Great America Financial	Toshiba copier		-275.07	
Bill Pmt -Check	12/31/2020	5443	Charter Comm	12/20-01/19/21		-179.97	
Check	12/31/2020	5453	Cassidy, Penny M	Reimbursement - Mileage (97.75) & Postage (5.30)		-103.05	
Bill Pmt -Check	12/31/2020	5448	Scott Paddock	12/20-12/26/20 (2 Inspections)		-100.00	
Bill Pmt -Check	12/31/2020	5450	Zerlick	paper towel, post it notes, binder		-57.45	
Check	12/31/2020	5451	A-1 Mechanical Heating & Air Conditioning	Refund - PM20-03-641 (over payment)		-20.00	
Check	12/31/2020	5452	B&A Mechanical	Refund - PM20-03-642 (over payment)		-15.00	
<b>Total Checks and Payments</b>							<b>-4,852.85</b>
<b>Deposits and Credits - 1 item</b>							
Deposit	12/30/2020			Deposit ID # 86459385		216.00	
<b>Total Deposits and Credits</b>							<b>216.00</b>
<b>Total Uncleared Transactions</b>							<b>-4,636.85</b>
<b>Register Balance as of 12/31/2020</b>							<b>126,179.33</b>
<b>New Transactions</b>							
<b>Checks and Payments - 7 items</b>							
Check	01/04/2021	5457	Roy, Stephen A	Reimbursement - Mileage (595.13) & Phone (34.55)		-629.68	
Check	01/04/2021	5456	Alwine, Michael R	Reimbursement - Mileage (442.75) & Phone (89.99)		-532.74	
Liability Check	01/05/2021	ACH	QuickBooks Payroll Service	Payroll (W/E 01/03/21)		-6,865.98	
Liability Check	01/06/2021	ACH	Basic	KABA HSA Contribution 2021		-4,456.56	
Liability Check	01/06/2021	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 01/03/21)		-2,473.60	
Liability Check	01/06/2021	ACH	Great-West	Payroll (W/E 01/03/21)		-546.64	
Liability Check	01/06/2021	ACH	Basic	Payroll (W/E 01/03/21)		-100.00	
<b>Total Checks and Payments</b>							<b>-15,605.20</b>
<b>Deposits and Credits - 1 item</b>							
Deposit	01/05/2021			Deposit		342.00	
<b>Total Deposits and Credits</b>							<b>342.00</b>
<b>Total New Transactions</b>							<b>-15,263.20</b>
<b>Ending Balance</b>							<b>110,916.13</b>

## Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison December 2020

	Dec 20	Dec 19	% Change
<b>Income</b>			
4010 · Building Permits	15,037.00	14,093.00	6.7%
4015 · Special Permits	165.00	220.00	-25.0%
4020 · Electrical Permits	9,246.00	6,029.00	53.4%
4030 · Mechanical Permits	8,230.00	10,772.00	-23.6%
4040 · Plumbing Permits	6,083.00	3,519.00	72.9%
4090 · Ordinance Enforcement	0.00	55.00	-100.0%
4100 · Zoning Administration	707.50	1,232.50	-42.6%
4600 · Investment Income	5.53	32.54	-83.0%
<b>Total Income</b>	<b>39,474.03</b>	<b>35,953.04</b>	<b>9.8%</b>
<b>Expense</b>			
6200 · Bank Fees	45.00	0.00	100.0%
6400 · Depreciation Expense	0.00	8,123.29	-100.0%
<b>6500 · Payroll Expenses</b>			
6501 · Salary - Building Official	9,062.32	8,598.25	5.4%
6503 · Salary - Building Inspector	7,250.00	7,805.84	-7.1%
6505 · Wages - Administrative	9,501.35	8,968.86	5.9%
6510 · Payroll Taxes	1,388.79	1,354.40	2.5%
6511 · LTD / STD / AD&D / Life	371.46	371.46	0.0%
6512 · 401A (KABA)	1,092.24	1,065.21	2.5%
6513 · Health Insurance	4,577.90	4,439.98	3.1%
<b>Total 6500 · Payroll Expenses</b>	<b>33,244.06</b>	<b>32,604.00</b>	<b>2.0%</b>
6700 · Insurance - General	947.40	912.52	3.8%
6800 · Legal Fees	0.00	2,200.00	-100.0%
6810 · Computer Support (External)	245.86	154.98	58.6%
6820 · Accounting Services	31.17	81.45	-61.7%
7100 · Office Equipment	275.07	559.29	-50.8%
7110 · Office Supplies	219.75	702.96	-68.7%
7115 · Postage	8.25	165.00	-95.0%
7130 · Resource Materials	0.00	191.95	-100.0%
7400 · Rent/Lease Expense	0.00	1,077.50	-100.0%
7420 · Lawn Care/Snow Removal	38.10	70.00	-45.6%
7450 · Maintenance & Repairs - Office	0.00	0.00	0.0%
7500 · Utilities	294.36	305.63	-3.7%
7550 · Trash Removal	48.52	45.24	7.3%
7600 · Security (Office)	84.94	44.99	88.8%
7610 · Telephone - Office	607.25	610.71	-0.6%
7611 · Telephone - Cellular	124.54	124.59	0.0%
7701 · At-Large/Alternate Board Member	150.00	150.00	0.0%
7711 · Contracted Electrical Inspector	4,800.00	3,330.00	44.1%
7712 · Contracted Mechanical Inspector	5,187.50	4,930.00	5.2%
7713 · Contracted Plumbing Inspector	2,887.50	3,240.00	-10.9%
7715 · Contracted Zoning Administrator	350.00	945.00	-63.0%
7800 · Mileage Reimbursement	1,135.63	1,015.58	11.8%
7830 · Interest Expense	745.15	390.00	91.1%
7920 · Capital Outlay	0.00	2,337.76	-100.0%
<b>Total Expense</b>	<b>51,470.05</b>	<b>64,312.44</b>	<b>-20.0%</b>
<b>Net Income</b>	<b>-11,996.02</b>	<b>-28,359.40</b>	<b>57.7%</b>

# Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison January through December 2020

Accrual Basis

	Jan 20	Jan 19	\$ Change	% Change	Feb 20	Feb 19	\$ Change	% Change
<b>Income</b>								
4010 - Building Permits	11,072.00	7,747.00	3,325.00	42.9%	10,375.00	37,718.00	-27,343.00	-72.5%
4015 - Special Permits	385.00	605.00	-220.00	-36.4%	330.00	110.00	220.00	50.0%
4020 - Electrical Permits	11,610.00	5,620.00	5,990.00	106.6%	6,154.00	7,852.00	-1,698.00	-21.6%
4030 - Mechanical Permits	10,641.00	6,780.60	3,860.40	56.9%	6,508.00	7,888.50	-1,380.50	-17.3%
4040 - Plumbing Permits	4,276.00	2,262.00	2,014.00	89.0%	5,534.00	3,028.00	2,506.00	82.8%
4050 - Ordinance Enforcement	0.00	495.00	-495.00	-100.0%	137.50	110.00	27.50	25.0%
4100 - Zoning Administration	2,005.00	1,236.25	768.75	62.2%	1,666.25	2,642.50	-976.25	-36.9%
4600 - Investment Income	23.63	7.68	15.95	207.7%	17.75	6.24	11.51	184.5%
<b>Total Income</b>	<b>40,012.63</b>	<b>24,753.53</b>	<b>15,259.10</b>	<b>61.6%</b>	<b>30,722.50</b>	<b>59,445.24</b>	<b>-28,722.74</b>	<b>-48.3%</b>
<b>Expense</b>								
6010 - Advertising and Marketing	0.00	15.88	-15.88	-100.0%	516.15	0.00	516.15	100.0%
6200 - Bank Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6400 - Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6450 - Dues & Subscriptions	0.00	0.00	0.00	0.0%	0.00	575.00	-575.00	-100.0%
6500 - Payroll Expenses								
6501 - Salary - Building Official	4,062.64	4,375.00	-312.36	-7.1%	6,250.00	6,250.00	0.00	0.0%
6503 - Salary - Building Inspector	3,250.00	3,500.00	-250.00	-7.1%	5,000.00	5,000.00	0.00	0.0%
6505 - Wages - Administrative	4,307.00	4,409.61	-102.61	-2.3%	6,531.40	6,364.81	166.59	2.6%
6510 - Payroll Taxes	1,368.44	1,332.85	35.59	2.7%	1,368.19	1,340.64	27.55	2.1%
6511 - LTD / STD / AD&D / Life	371.46	370.22	1.24	0.3%	371.46	370.22	1.24	0.3%
6512 - 401A (KABA)	1,091.28	1,057.36	33.92	3.2%	1,091.08	1,063.46	27.60	2.6%
6513 - Health Insurance	4,700.66	6,751.47	-2,050.79	-30.4%	4,372.15	2,681.89	1,690.26	63.0%
6500 - Payroll Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 6500 - Payroll Expenses</b>	<b>19,151.50</b>	<b>21,796.51</b>	<b>-2,645.01</b>	<b>-12.1%</b>	<b>24,984.28</b>	<b>23,071.04</b>	<b>1,913.24</b>	<b>8.3%</b>
6700 - Insurance - General	889.29	692.68	196.61	28.4%	889.31	712.69	176.62	24.8%
6800 - Legal Fees	860.00	1,420.00	-560.00	-39.4%	940.00	1,960.00	-1,020.00	-52.0%
6810 - Computer Support (External)	6,324.98	6,962.98	-638.00	-9.2%	154.98	144.98	10.00	6.9%
6820 - Accounting Services	14.00	183.58	-169.58	-92.4%	14.00	122.00	-108.00	-88.5%
7100 - Office Equipment	437.18	437.18	0.00	0.0%	437.18	437.18	0.00	0.0%
7110 - Office Supplies	240.70	109.98	130.72	118.9%	44.26	67.90	-23.64	-34.8%
7115 - Postage	0.00	165.00	-165.00	-100.0%	185.00	0.00	185.00	100.0%
7125 - Computer (Hardware/Software)	3,557.60	2,091.70	1,465.90	70.1%	2,932.95	0.00	2,932.95	100.0%
7130 - Resource Materials	-109.25	172.40	-281.65	-163.4%	0.00	-21.00	21.00	100.0%
7400 - Rent/Lease Expense	0.00	2,215.00	-2,215.00	-100.0%	0.00	2,215.00	-2,215.00	-100.0%
7420 - Lawn Care/Snow Removal	35.00	208.86	-173.86	-83.2%	208.86	68.86	140.00	203.3%
7450 - Maintenance & Repairs - Office	334.41	25.94	308.47	1,189.2%	0.00	0.00	0.00	0.0%
7500 - Utilities	314.44	359.95	-45.51	-12.6%	417.26	483.47	-66.21	-13.7%
7550 - Trash Removal	45.24	38.88	6.36	16.4%	45.15	38.52	6.63	17.2%
7600 - Security (Office)	44.99	44.99	0.00	0.0%	44.99	44.99	0.00	0.0%
7610 - Telephone - Office	603.05	533.99	69.06	12.9%	602.26	541.10	61.16	11.3%
7611 - Telephone - Cellular	125.18	60.24	64.94	107.8%	125.18	117.52	7.66	6.5%
7701 - At-Large/Alternate Board Member	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7711 - Contracted Electrical Inspector	4,600.00	2,025.00	2,575.00	127.2%	4,460.00	4,170.00	290.00	7.0%
7712 - Contracted Mechanical Inspector	6,145.00	2,160.00	3,985.00	184.5%	3,730.00	4,550.00	-820.00	-18.0%
7713 - Contracted Plumbing Inspector	2,895.00	630.00	2,265.00	359.5%	3,300.00	1,575.00	1,725.00	109.5%
7714 - Contracted Ord Enforcement	67.50	67.50	0.00	0.0%	0.00	81.00	-81.00	-100.0%
7715 - Contracted Zoning Administrator	1,605.00	665.00	940.00	141.4%	1,335.00	2,160.00	-825.00	-38.2%
7800 - Mileage Reimbursement	920.00	66.82	853.18	7.8%	862.50	890.30	-27.80	-3.1%
7810 - Training Expense	0.00	55.00	-55.00	-100.0%	0.00	0.00	0.00	0.0%
7830 - Interest Expense	-390.00	0.00	-390.00	-100.0%	1,049.99	0.00	1,049.99	100.0%
7920 - Capital Outlay	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7999 - Misc Expense	0.00	-110.28	110.28	100.0%	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>48,710.81</b>	<b>43,861.14</b>	<b>4,849.67</b>	<b>11.0%</b>	<b>47,279.30</b>	<b>44,005.55</b>	<b>3,273.75</b>	<b>7.4%</b>
<b>Net Income</b>	<b>-8,698.18</b>	<b>-19,127.61</b>	<b>10,429.43</b>	<b>54.5%</b>	<b>-16,556.80</b>	<b>15,439.69</b>	<b>-31,996.49</b>	<b>-207.2%</b>

# Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison January through December 2020

1:34 PM  
01/14/21  
Accrual Basis

	Mar 20	Mar 19	\$ Change	% Change	Apr 20	Apr 19	\$ Change	% Change
<b>Income</b>								
4010 - Building Permits	9,620.00	16,820.00	-7,200.00	-42.8%	0.00	23,284.00	-23,284.00	-100.0%
4015 - Special Permits	715.00	1,870.00	-1,155.00	-61.8%	0.00	440.00	-440.00	-100.0%
4020 - Electrical Permits	6,815.00	8,551.00	-1,736.00	-20.3%	0.00	9,120.00	-9,120.00	-100.0%
4030 - Mechanical Permits	2,248.00	913.00	1,335.00	146.2%	-20.00	9,491.40	-9,511.40	-100.2%
4040 - Plumbing Permits	0.00	5,464.00	-5,464.00	-100.0%	0.00	5,498.00	-5,498.00	-100.0%
4090 - Ordinance Enforcement	0.00	0.00	0.00	0.0%	0.00	110.00	-110.00	-100.0%
4100 - Zoning Administration	1,253.75	502.50	751.25	149.5%	387.50	1,641.25	-1,253.75	-76.4%
4600 - Investment Income	10.23	9.19	1.04	11.3%	4.37	9.00	-4.63	-51.4%
<b>Total Income</b>	<b>29,791.98</b>	<b>41,433.69</b>	<b>-11,641.71</b>	<b>-28.1%</b>	<b>371.87</b>	<b>49,593.65</b>	<b>-49,221.78</b>	<b>-96.3%</b>
<b>Expense</b>								
6010 - Advertising and Marketing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6200 - Bank Fees	45.00	0.00	45.00	100.0%	115.00	0.00	115.00	100.0%
6400 - Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6450 - Dues & Subscriptions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6500 - Payroll Expenses								
6501 - Salary - Building Official	6,250.00	6,250.00	0.00	0.0%	9,375.00	6,250.00	3,125.00	50.0%
6503 - Salary - Building Inspector	5,000.00	5,000.00	0.00	0.0%	7,500.00	5,000.00	2,500.00	50.0%
6505 - Wages - Administrative	6,522.82	6,438.27	84.55	1.3%	9,835.20	6,354.86	3,480.34	54.8%
6510 - Payroll Taxes	1,379.01	1,352.03	26.98	2.0%	2,055.18	1,339.87	715.31	53.4%
6511 - LTD / STD / AD&D / Life	371.46	370.22	1.24	0.3%	371.46	370.22	1.24	0.3%
6512 - 401A (KABA)	1,090.57	1,067.89	22.68	2.1%	1,638.90	1,062.89	576.01	54.2%
6513 - Health Insurance	4,372.15	2,681.89	1,690.26	63.0%	4,573.84	2,681.89	1,891.95	70.6%
6500 - Payroll Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 6500 - Payroll Expenses</b>	<b>24,986.11</b>	<b>23,160.30</b>	<b>1,825.81</b>	<b>7.9%</b>	<b>35,349.58</b>	<b>23,059.73</b>	<b>12,289.85</b>	<b>53.3%</b>
6700 - Insurance - General	904.13	687.63	216.50	31.5%	904.18	701.69	202.49	28.9%
6800 - Legal Fees	416.10	0.00	416.10	100.0%	0.00	640.00	-640.00	-100.0%
6810 - Computer Support (External)	288.75	144.98	143.77	99.2%	154.98	144.98	10.00	6.9%
6820 - Accounting Services	255.75	4,194.50	-3,938.75	-93.9%	589.00	3,136.00	-2,547.00	-81.2%
7100 - Office Equipment	398.22	466.07	-67.85	-14.6%	354.57	437.18	-82.61	-18.9%
7110 - Office Supplies	140.35	822.75	-682.40	-82.9%	62.16	62.16	0.00	-100.0%
7115 - Postage	0.00	0.00	0.00	0.0%	0.00	220.00	-220.00	-100.0%
7125 - Computer (Hardware/Software)	-33.00	0.00	-33.00	-100.0%	0.00	0.00	0.00	0.0%
7130 - Resource Materials	-42.00	0.00	-42.00	-100.0%	0.00	85.00	-85.00	-100.0%
7400 - Rent/Lease Expense	0.00	2,215.00	-2,215.00	-100.0%	0.00	2,215.00	-2,215.00	-100.0%
7420 - Lawn Care/Snow Removal	0.00	332.00	-332.00	-100.0%	41.00	42.00	-1.00	-2.4%
7450 - Maintenance & Repairs - Office	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7500 - Utilities	310.07	317.73	-7.66	-2.4%	182.17	237.14	-54.97	-23.2%
7550 - Trash Removal	44.94	38.19	6.75	17.7%	46.23	42.37	3.86	9.1%
7600 - Security (Office)	44.99	44.99	0.00	0.0%	44.99	44.99	0.00	0.0%
7610 - Telephone - Office	607.69	543.73	63.96	11.8%	603.82	543.12	60.70	11.2%
7611 - Telephone - Cellular	125.18	117.52	7.66	6.5%	125.12	133.15	-8.03	-6.0%
7701 - At-Large/Alternate Board Member	150.00	75.00	75.00	100.0%	0.00	0.00	0.00	0.0%
7711 - Contracted Electrical Inspector	3,940.00	3,120.00	820.00	26.3%	340.00	4,815.00	-4,475.00	-92.9%
7712 - Contracted Mechanical Inspector	4,130.00	4,842.40	-712.40	-14.7%	225.00	3,105.00	-2,880.00	-92.8%
7713 - Contracted Plumbing Inspector	1,950.00	1,845.00	105.00	5.7%	235.00	2,205.00	-1,970.00	-88.3%
7714 - Contracted Ord Enforcement	0.00	0.00	0.00	0.0%	0.00	202.50	-202.50	-100.0%
7715 - Contracted Zoning Administrator	1,050.00	725.00	325.00	44.8%	270.00	1,335.00	-1,065.00	-79.8%
7800 - Mileage Reimbursement	633.65	911.76	-278.11	-30.5%	48.30	962.22	-913.92	-95.0%
7810 - Training Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7830 - Interest Expense	720.68	0.00	720.68	100.0%	670.09	0.00	670.09	100.0%
7920 - Capital Outlay	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7999 - Misc Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>41,066.62</b>	<b>44,604.55</b>	<b>-3,537.93</b>	<b>-7.9%</b>	<b>40,299.03</b>	<b>44,369.23</b>	<b>-4,070.20</b>	<b>-9.2%</b>
<b>Net Income</b>	<b>-11,274.64</b>	<b>-3,170.86</b>	<b>-8,103.78</b>	<b>-255.6%</b>	<b>-39,927.16</b>	<b>5,224.42</b>	<b>-45,151.58</b>	<b>-864.2%</b>

# Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison January through December 2020

Accrual Basis

	May 20	May 19	\$ Change	% Change	Jun 20	Jun 19	\$ Change	% Change
<b>Income</b>								
4010 - Building Permits	15,128.00	38,354.00	-23,226.00	-60.6%	124,245.00	59,166.00	65,077.00	110.0%
4015 - Special Permits	375.00	1,045.00	-670.00	-64.1%	825.00	1,045.00	-220.00	-21.1%
4020 - Electrical Permits	13,400.00	12,967.00	433.00	3.3%	10,085.00	9,343.00	742.00	7.9%
4030 - Mechanical Permits	8,715.20	9,599.00	-883.80	-9.2%	13,725.00	11,480.00	2,245.00	19.6%
4040 - Plumbing Permits	5,987.00	7,254.00	-1,267.00	-17.5%	5,032.00	5,676.00	-644.00	-11.4%
4090 - Ordinance Enforcement	0.00	440.00	-440.00	-100.0%	0.00	330.00	-330.00	-100.0%
4100 - Zoning Administration	1,586.25	1,499.55	86.70	5.8%	2,092.50	1,272.50	820.00	64.4%
4600 - Investment Income	3.00	10.66	-7.66	-71.9%	7.41	17.36	-9.95	-57.3%
<b>Total Income</b>	<b>45,194.45</b>	<b>71,169.21</b>	<b>-25,974.76</b>	<b>-36.5%</b>	<b>156,011.91</b>	<b>88,331.86</b>	<b>67,680.05</b>	<b>76.6%</b>
<b>Expense</b>								
6010 - Advertising and Marketing	0.00	0.00	0.00	0.0%	0.00	399.03	-399.03	-100.0%
6200 - Bank Fees	45.00	0.00	45.00	100.0%	45.00	2.00	43.00	2,150.0%
6400 - Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6450 - Dues & Subscriptions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6500 - Payroll Expenses								
6501 - Salary - Building Official	6,250.00	9,375.00	-3,125.00	-33.3%	6,250.00	6,250.00	0.00	0.0%
6503 - Salary - Building Inspector	5,000.00	7,500.00	-2,500.00	-33.3%	5,000.00	5,000.00	0.00	0.0%
6505 - Wages - Administrative	6,546.33	9,546.54	-2,998.21	-31.4%	6,535.63	6,356.58	179.05	2.8%
6510 - Payroll Taxes	1,369.50	2,010.91	-641.41	-31.9%	1,374.22	1,357.23	16.99	1.3%
6511 - LTD / STD / AD&D / Life	371.46	370.22	0.24	0.3%	370.22	370.22	0.00	0.3%
6512 - 401A (KABA)	1,092.09	1,595.19	-503.10	-31.5%	1,091.33	1,063.00	28.33	2.7%
6513 - Health Insurance	4,372.15	2,736.89	1,635.26	59.8%	4,372.15	2,681.89	1,690.26	63.0%
6500 - Payroll Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 6500 - Payroll Expenses</b>	<b>25,003.53</b>	<b>33,134.75</b>	<b>-8,131.22</b>	<b>-24.5%</b>	<b>24,994.79</b>	<b>23,078.92</b>	<b>1,915.87</b>	<b>8.3%</b>
6700 - Insurance - General	919.91	721.64	198.27	27.5%	919.99	721.69	198.30	27.5%
6800 - Legal Fees	0.00	600.00	-600.00	-100.0%	1,920.00	2,920.00	-1,000.00	-34.3%
6810 - Computer Support (External)	154.98	144.98	10.00	6.9%	654.98	594.98	60.00	10.1%
6820 - Accounting Services	3,145.25	14.00	3,131.25	22,366.1%	4,640.75	1,140.75	3,500.00	306.8%
7100 - Office Equipment	275.07	437.18	-162.11	-37.1%	619.94	719.76	-99.82	-13.9%
7110 - Office Supplies	393.47	0.00	393.47	100.0%	125.59	336.81	-211.22	-62.7%
7115 - Postage	183.20	0.00	183.20	100.0%	191.00	165.00	26.00	15.8%
7125 - Computer (Hardware/Software)	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7130 - Resource Materials	110.00	103.70	6.30	6.1%	0.00	-146.00	146.00	100.0%
7400 - Rent/Lease Expense	0.00	2,215.00	-2,215.00	-100.0%	0.00	2,215.00	-2,215.00	-100.0%
7420 - Lawn Care/Snow Removal	84.00	84.00	0.00	0.0%	195.00	84.00	111.00	132.1%
7450 - Maintenance & Repairs - Office	31.78	0.00	31.78	100.0%	141.00	0.00	141.00	100.0%
7500 - Utilities	234.05	189.46	44.59	23.5%	204.92	193.39	11.53	6.0%
7550 - Trash Removal	45.29	42.47	2.82	6.6%	47.91	42.60	5.31	12.5%
7600 - Security (Office)	392.65	44.99	347.66	772.8%	44.99	44.99	0.00	0.0%
7610 - Telephone - Office	600.76	541.97	58.79	10.9%	608.24	539.48	68.76	12.8%
7611 - Telephone - Cellular	125.11	133.15	-8.04	-6.0%	125.11	133.15	-8.04	-6.0%
7701 - At-Large/Alternate Board Member	0.00	0.00	0.00	0.0%	75.00	225.00	-150.00	-66.7%
7711 - Contracted Electrical Inspector	4,140.00	4,860.00	-720.00	-14.8%	4,820.00	4,125.00	695.00	16.9%
7712 - Contracted Mechanical Inspector	3,530.00	4,245.00	-715.00	-16.8%	4,810.00	3,330.00	1,480.00	44.4%
7713 - Contracted Plumbing Inspector	2,150.00	3,165.00	-1,015.00	-32.1%	3,010.00	2,250.00	760.00	33.8%
7714 - Contracted Ord Enforcement	0.00	351.00	-351.00	-100.0%	0.00	0.00	0.00	0.0%
7715 - Contracted Zoning Administrator	1,365.00	1,020.00	345.00	33.8%	1,020.00	935.00	85.00	9.1%
7800 - Mileage Reimbursement	610.08	1,254.54	-644.46	-51.4%	1,052.26	1,072.42	-20.16	-1.9%
7810 - Training Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7830 - Interest Expense	711.68	0.00	711.68	100.0%	707.27	0.00	707.27	100.0%
7920 - Capital Outlay	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7999 - Misc Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>44,250.81</b>	<b>53,302.83</b>	<b>-9,052.02</b>	<b>-17.0%</b>	<b>50,973.74</b>	<b>45,122.97</b>	<b>5,850.77</b>	<b>13.0%</b>
<b>Net Income</b>	<b>943.64</b>	<b>17,866.38</b>	<b>-16,922.74</b>	<b>-94.7%</b>	<b>105,038.17</b>	<b>43,208.89</b>	<b>61,829.28</b>	<b>143.1%</b>

**Kalamazoo Area Building Authority**  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

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 01/14/21  
 Accrual Basis

	Jul 20	Jul 19	\$ Change	% Change	Aug 20	Aug 19	\$ Change	% Change
<b>Income</b>								
4010 - Building Permits	11,142.00	24,381.00	-13,239.00	-54.3%	11,007.00	29,371.00	-18,364.00	-62.5%
4015 - Special Permits	550.00	880.00	-330.00	-37.5%	577.50	1,045.00	-467.50	-44.7%
4020 - Electrical Permits	8,184.00	9,761.00	-1,577.00	-16.2%	10,141.00	11,673.00	-1,532.00	-13.1%
4030 - Mechanical Permits	15,604.00	12,752.00	2,852.00	22.4%	14,748.40	12,449.00	2,299.40	18.5%
4040 - Plumbing Permits	4,484.00	9,363.00	-4,879.00	-52.1%	3,041.00	7,006.00	-3,965.00	-56.6%
4090 - Ordinance Enforcement	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4100 - Zoning Administration	2,792.50	2,060.00	732.50	35.6%	1,760.00	1,536.25	223.75	14.6%
4600 - Investment Income	22.31	32.39	-10.08	-31.1%	21.64	30.87	-9.23	-29.9%
<b>Total Income</b>	<b>42,778.81</b>	<b>59,229.39</b>	<b>-16,450.58</b>	<b>-27.8%</b>	<b>41,296.54</b>	<b>63,111.12</b>	<b>-21,814.58</b>	<b>-34.6%</b>
<b>Expense</b>								
6010 - Advertising and Marketing	0.00	329.97	-329.97	-100.0%	0.00	256.53	-256.53	-100.0%
6200 - Bank Fees	45.00	26.00	19.00	73.1%	45.00	0.00	45.00	100.0%
6400 - Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6450 - Dues & Subscriptions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6500 - Payroll Expenses								
6501 - Salary - Building Official	6,250.00	6,250.00	0.00	0.0%	6,250.00	6,250.00	0.00	0.0%
6503 - Salary - Building Inspector	5,000.00	5,000.00	0.00	0.0%	5,000.00	5,000.00	0.00	0.0%
6505 - Wages - Administrative	6,533.85	6,360.69	173.16	2.7%	6,548.33	6,356.58	191.75	3.0%
6510 - Payroll Taxes	1,376.04	1,340.33	35.71	2.7%	1,377.13	1,340.03	37.10	2.8%
6511 - LTD / STD / AD&D / Life	371.46	370.22	1.24	0.3%	370.22	370.22	0.00	0.3%
6512 - 401A (KABA)	1,091.23	1,063.24	27.99	2.6%	1,062.09	1,062.99	28.10	2.7%
6513 - Health Insurance	4,372.15	2,681.89	1,690.26	63.0%	2,938.19	2,681.89	256.30	9.6%
6500 - Payroll Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 6500 - Payroll Expenses</b>	<b>24,994.73</b>	<b>23,066.37</b>	<b>1,928.36</b>	<b>8.4%</b>	<b>23,577.20</b>	<b>23,061.71</b>	<b>515.49</b>	<b>2.2%</b>
6700 - Insurance - General	919.91	721.63	198.28	27.5%	1,069.99	871.69	198.30	22.8%
6800 - Legal Fees	440.00	2,100.00	-1,660.00	-79.1%	2,220.00	840.00	1,380.00	164.3%
6810 - Computer Support (External)	154.98	654.98	-500.00	-76.3%	182.38	154.98	27.40	17.7%
6820 - Accounting Services	14.00	14.00	0.00	0.0%	14.00	14.00	0.00	0.0%
7100 - Office Equipment	275.07	437.18	-162.11	-37.1%	275.07	437.18	-162.11	-37.1%
7110 - Office Supplies	536.05	152.43	383.62	251.7%	89.82	163.40	-73.58	-45.0%
7115 - Postage	0.00	0.00	0.00	0.0%	165.00	165.00	0.00	0.0%
7125 - Computer (Hardware/Software)	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7130 - Resource Materials	0.00	-105.00	105.00	100.0%	0.00	231.70	-231.70	-100.0%
7400 - Rent/Lease Expense	0.00	2,215.00	-2,215.00	-100.0%	0.00	2,215.00	-2,215.00	-100.0%
7420 - Lawn Care/Snow Removal	84.00	200.00	-116.00	-58.0%	84.00	93.50	-9.50	-10.2%
7450 - Maintenance & Repairs - Office	0.00	0.00	0.00	0.0%	510.47	320.40	190.07	59.3%
7500 - Utilities	253.13	257.36	-4.23	-1.6%	345.31	216.58	128.73	59.4%
7550 - Trash Removal	48.28	46.53	1.75	3.8%	48.79	44.54	4.25	9.5%
7600 - Security (Office)	44.99	44.99	0.00	0.0%	44.99	44.99	0.00	0.0%
7610 - Telephone - Office	605.83	536.54	69.29	12.9%	609.75	546.00	63.75	11.7%
7611 - Telephone - Cellular	125.61	135.28	-9.67	-7.2%	124.49	135.28	-10.79	-8.0%
7701 - At-Large/Alternate Board Member	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7711 - Contracted Electrical Inspector	5,160.00	5,250.00	-90.00	-1.7%	4,950.00	5,420.00	-470.00	-8.7%
7712 - Contracted Mechanical Inspector	5,050.00	3,060.00	1,990.00	65.0%	8,878.00	4,290.00	4,588.00	107.0%
7713 - Contracted Plumbing Inspector	2,500.00	3,285.00	-785.00	-23.9%	2,350.00	3,690.00	-1,340.00	-36.3%
7714 - Contracted Ord Enforcement	0.00	0.00	0.00	0.0%	0.00	135.00	-135.00	-100.0%
7715 - Contracted Zoning Administrator	2,195.00	1,715.00	480.00	28.0%	1,470.00	930.00	540.00	51.6%
7800 - Mileage Reimbursement	1,045.93	1,248.16	-202.23	-16.2%	998.78	1,147.24	-148.46	-12.9%
7810 - Training Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7830 - Interest Expense	634.83	0.00	634.83	100.0%	765.58	0.00	765.58	100.0%
7920 - Capital Outlay	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7999 - Misc Expense	75.00	0.00	75.00	100.0%	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>45,202.34</b>	<b>45,391.42</b>	<b>-189.08</b>	<b>-0.4%</b>	<b>48,758.62</b>	<b>45,424.72</b>	<b>3,333.90</b>	<b>7.3%</b>
<b>Net Income</b>	<b>-2,423.53</b>	<b>13,837.97</b>	<b>-16,261.50</b>	<b>-117.5%</b>	<b>-7,462.08</b>	<b>17,686.40</b>	<b>-25,148.48</b>	<b>-142.2%</b>

# Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison January through December 2020

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01/14/21

Accrual Basis

	Sep 20	Sep 19	\$ Change	% Change	Oct 20	Oct 19	\$ Change	% Change
<b>Income</b>								
4010 - Building Permits	23,811.00	44,485.00	-20,674.00	-46.5%	23,497.00	29,783.00	-6,286.00	-21.1%
4015 - Special Permits	495.00	1,100.00	-605.00	-55.0%	990.00	880.00	110.00	12.5%
4020 - Electrical Permits	7,808.00	16,708.00	-8,900.00	-53.3%	10,435.00	8,422.00	2,013.00	23.9%
4030 - Plumbing Permits	8,733.00	12,521.50	-3,788.50	-30.3%	11,399.90	13,840.20	-2,440.30	-17.6%
4040 - Mechanical Permits	5,031.00	8,098.00	-3,067.00	-37.9%	4,247.00	5,775.00	-1,528.00	-26.5%
4090 - Ordinance Enforcement	0.00	165.00	-165.00	-100.0%	0.00	0.00	0.00	0.0%
4100 - Zoning Administration	1,310.00	1,515.00	-205.00	-13.5%	1,586.25	1,160.00	426.25	36.8%
4600 - Investment Income	19.49	34.63	-15.14	-43.7%	20.31	35.39	-14.08	-48.4%
<b>Total Income</b>	<b>47,207.49</b>	<b>84,627.13</b>	<b>-37,419.64</b>	<b>-44.2%</b>	<b>52,175.46</b>	<b>59,898.59</b>	<b>-7,724.13</b>	<b>-12.9%</b>
<b>Expense</b>								
6010 - Advertising and Marketing	54.47	0.00	54.47	100.0%	0.00	0.00	0.00	0.0%
6200 - Bank Fees	45.00	0.00	45.00	100.0%	80.00	2.75	77.25	2,809.1%
6400 - Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6450 - Dues & Subscriptions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6500 - Payroll Expenses								
6501 - Salary - Building Official	9,375.00	6,250.00	3,125.00	50.0%	6,250.00	9,375.00	-3,125.00	-33.3%
6503 - Salary - Building Inspector	7,500.00	5,000.00	2,500.00	50.0%	5,000.00	7,500.00	-2,500.00	-33.3%
6505 - Wages - Administrative	9,822.50	6,364.80	3,457.70	54.3%	6,548.33	9,504.38	-2,956.05	-31.1%
6510 - Payroll Taxes	2,082.92	1,357.85	725.07	53.4%	1,377.14	2,000.06	-622.92	-31.2%
6511 - LTD / STD / AD&D / Life	371.46	1.24	370.22	0.3%	371.46	370.22	1.24	0.3%
6512 - 401A (KABA)	1,638.14	1,063.48	574.66	54.0%	1,092.09	1,592.66	-500.57	-31.4%
6513 - Health Insurance	4,573.84	2,681.89	1,891.95	70.6%	4,372.15	2,736.89	1,635.26	59.8%
6500 - Payroll Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 6500 - Payroll Expenses</b>	<b>35,363.86</b>	<b>23,088.24</b>	<b>12,275.62</b>	<b>53.2%</b>	<b>25,011.17</b>	<b>33,079.21</b>	<b>-8,068.04</b>	<b>-24.4%</b>
6700 - Insurance - General	919.91	721.62	198.29	27.5%	927.76	726.34	201.42	27.7%
6800 - Legal Fees	2,020.00	7,700.00	-5,680.00	-73.8%	600.00	400.00	200.00	50.0%
6810 - Computer Support (External)	179.97	154.98	24.99	16.1%	179.97	154.98	24.99	16.1%
6820 - Accounting Services	797.75	829.75	-32.00	-3.9%	14.00	206.00	-192.00	-93.2%
7100 - Office Equipment	630.83	470.24	160.59	34.2%	275.07	437.18	-162.11	-37.1%
7110 - Office Supplies	184.33	240.63	-56.30	-23.4%	210.72	259.83	-49.11	-18.9%
7115 - Postage	199.30	0.00	199.30	100.0%	0.00	165.00	-165.00	-100.0%
7125 - Computer (Hardware/Software)	0.00	0.00	0.00	0.0%	0.00	337.23	-337.23	-100.0%
7130 - Resource Materials	0.00	-84.00	84.00	100.0%	0.00	-167.00	167.00	100.0%
7400 - Rent/Lease Expense	0.00	2,215.00	-2,215.00	-100.0%	0.00	2,215.00	-2,215.00	-100.0%
7420 - Lawn Care/Snow Removal	84.00	105.00	-21.00	-20.0%	621.00	63.00	558.00	885.7%
7450 - Maintenance & Repairs - Office	92.63	0.00	92.63	100.0%	167.03	1,150.00	-982.97	-85.5%
7500 - Utilities	188.92	147.94	40.98	27.7%	169.48	230.52	-61.04	-26.5%
7550 - Trash Removal	48.64	45.03	3.61	8.0%	48.68	44.89	3.79	8.4%
7600 - Security (Office)	44.99	44.99	0.00	0.0%	44.99	44.99	0.00	0.0%
7610 - Telephone - Office	610.01	593.64	16.37	2.8%	605.85	604.31	1.54	0.3%
7611 - Telephone - Cellular	124.49	135.28	-10.79	-8.0%	123.72	125.39	-1.67	-1.3%
7701 - At-Large/Alternate Board Member	225.00	225.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7711 - Contracted Electrical Inspector	4,430.00	5,625.00	-1,195.00	-21.2%	4,870.00	5,955.00	-1,085.00	-18.2%
7712 - Contracted Mechanical Inspector	4,100.00	3,645.00	455.00	12.5%	4,360.00	5,520.00	-1,140.00	-20.7%
7713 - Contracted Plumbing Inspector	2,100.00	3,510.00	-1,410.00	-40.2%	2,480.00	2,745.00	-265.00	-9.7%
7714 - Contracted Ord Enforcement	0.00	0.00	0.00	0.0%	0.00	141.75	-141.75	-100.0%
7715 - Contracted Zoning Administrator	945.00	1,260.00	-315.00	-25.0%	1,365.00	1,110.00	255.00	23.0%
7800 - Mileage Reimbursement	815.93	1,169.86	-353.93	-30.3%	1,091.93	1,073.58	18.35	1.7%
7810 - Training Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7830 - Interest Expense	626.75	0.00	626.75	100.0%	644.59	0.00	644.59	100.0%
7920 - Capital Outlay	3,420.00	0.00	3,420.00	100.0%	0.00	0.00	0.00	0.0%
7999 - Misc Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>58,251.78</b>	<b>51,843.20</b>	<b>6,408.58</b>	<b>12.4%</b>	<b>43,930.96</b>	<b>56,624.95</b>	<b>-12,693.99</b>	<b>-22.4%</b>
<b>Net Income</b>	<b>-11,044.29</b>	<b>32,783.93</b>	<b>-43,828.22</b>	<b>-133.7%</b>	<b>8,244.50</b>	<b>3,274.64</b>	<b>4,969.86</b>	<b>151.8%</b>



# Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison January through December 2020

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01/14/21  
Accrual Basis

	Nov 20	Nov 19	\$ Change	% Change	Dec 20	Dec 19	\$ Change	% Change
<b>Income</b>								
4010 - Building Permits	32,181.00	16,988.00	15,193.00	89.4%	15,037.00	14,093.00	944.00	6.7%
4015 - Special Permits	770.00	660.00	110.00	16.7%	165.00	220.00	-55.00	-25.0%
4020 - Electrical Permits	10,231.00	8,620.00	1,611.00	18.7%	9,246.00	6,029.00	3,217.00	53.4%
4030 - Mechanical Permits	16,819.50	9,736.00	6,883.50	70.7%	8,230.00	10,772.00	-2,542.00	-23.6%
4040 - Plumbing Permits	4,502.00	4,609.00	-107.00	-2.3%	6,083.00	3,519.00	2,564.00	72.9%
4090 - Ordinance Enforcement	0.00	165.00	-165.00	-100.0%	0.00	55.00	-55.00	-100.0%
4100 - Zoning Administration	800.00	1,327.50	-527.50	-39.7%	707.50	1,232.50	-525.00	-42.6%
4600 - Investment Income	6.65	37.64	-30.99	-82.3%	5.53	32.54	-27.01	-83.0%
<b>Total Income</b>	<b>65,110.15</b>	<b>42,143.14</b>	<b>22,967.01</b>	<b>54.5%</b>	<b>39,474.03</b>	<b>35,953.04</b>	<b>3,520.99</b>	<b>9.8%</b>
<b>Expense</b>								
6010 - Advertising and Marketing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6200 - Bank Fees	45.00	25.00	20.00	80.0%	45.00	0.00	45.00	100.0%
6400 - Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	8,123.29	-8,123.29	-100.0%
6450 - Dues & Subscriptions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6500 - Payroll Expenses								
6501 - Salary - Building Official	6,250.00	6,250.00	0.00	0.0%	9,062.32	8,588.25	464.07	5.4%
6503 - Salary - Building Inspector	5,000.00	5,000.00	0.00	0.0%	7,250.00	7,805.84	-555.84	-7.1%
6505 - Wages - Administrative	6,315.48	6,315.48	223.29	3.5%	9,501.35	8,968.86	532.49	5.9%
6510 - Payroll Taxes	1,376.39	1,329.20	47.19	3.6%	1,388.79	1,354.40	34.39	2.5%
6511 - LTD / STD / AD&D / Life	371.46	371.46	0.00	0.0%	371.46	371.46	0.00	0.0%
6512 - 401A (KABA)	1,091.52	1,060.53	30.99	2.9%	1,092.24	1,065.21	27.03	2.5%
6513 - Health Insurance	4,372.15	2,681.89	1,690.26	63.0%	4,577.90	4,439.98	137.92	3.1%
6500 - Payroll Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 6500 - Payroll Expenses</b>	<b>25,000.29</b>	<b>23,008.56</b>	<b>1,991.73</b>	<b>8.7%</b>	<b>33,244.06</b>	<b>32,604.00</b>	<b>640.06</b>	<b>2.0%</b>
6700 - Insurance - General	947.40	816.52	130.88	16.0%	947.40	912.52	34.88	3.8%
6800 - Legal Fees	240.00	2,920.00	-2,680.00	-91.8%	0.00	2,200.00	-2,200.00	-100.0%
6810 - Computer Support (External)	179.97	154.98	24.99	16.1%	245.86	154.98	90.88	58.6%
6820 - Accounting Services	14.00	14.00	0.00	0.0%	31.17	81.45	-50.28	-61.7%
7100 - Office Equipment	275.07	437.18	-162.11	-37.1%	275.07	589.29	-284.22	-50.8%
7110 - Office Supplies	177.92	67.66	110.26	163.0%	219.75	702.96	-483.21	-68.7%
7115 - Postage	184.00	0.00	184.00	100.0%	8.25	165.00	-156.75	-95.0%
7125 - Computer (Hardware/Software)	436.50	428.40	8.10	1.9%	0.00	0.00	0.00	0.0%
7130 - Resource Materials	0.00	313.80	-313.80	-100.0%	0.00	191.95	-191.95	-100.0%
7400 - Rent/Lease Expense	0.00	2,215.00	-2,215.00	-100.0%	38.10	1,077.50	-1,077.50	-100.0%
7420 - Lawn Care/Snow Removal	376.00	346.00	30.00	8.7%	0.00	70.00	-70.00	-100.0%
7450 - Maintenance & Repairs - Office	163.04	26.47	136.57	515.9%	0.00	0.00	0.00	0.0%
7500 - Utilities	218.95	263.06	-44.11	-16.8%	294.36	305.63	-11.27	-3.7%
7550 - Trash Removal	48.57	45.15	3.42	7.6%	48.52	45.24	3.28	7.3%
7600 - Security (Office)	44.99	44.99	0.00	0.0%	48.94	39.95	8.99	22.5%
7610 - Telephone - Office	605.81	610.65	-4.84	-0.8%	607.25	610.71	-3.46	-0.6%
7611 - Telephone - Cellular	124.54	120.98	3.56	2.9%	124.54	124.59	-0.05	-0.0%
7701 - At-Large/Alternate Board Member	0.00	0.00	0.00	0.0%	150.00	150.00	0.00	0.0%
7711 - Contracted Electrical Inspector	4,940.00	5,355.00	-415.00	-7.8%	4,800.00	3,330.00	1,470.00	44.1%
7712 - Contracted Mechanical Inspector	4,640.00	4,370.00	270.00	6.2%	5,187.50	4,930.00	257.50	5.2%
7713 - Contracted Plumbing Inspector	2,740.00	3,240.00	-500.00	-15.4%	2,887.50	3,240.00	-352.50	-10.9%
7714 - Contracted Ord Enforcement	0.00	40.50	-40.50	-100.0%	0.00	0.00	0.00	0.0%
7715 - Contracted Zoning Administrator	555.00	960.00	-405.00	-42.2%	350.00	945.00	-595.00	-63.0%
7800 - Mileage Reimbursement	788.33	831.72	-43.39	-5.2%	1,135.63	1,015.58	120.05	11.8%
7810 - Training Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7830 - Interest Expense	618.07	618.07	0.00	0.0%	745.15	390.00	355.15	91.1%
7920 - Capital Outlay	4,905.20	0.00	4,905.20	100.0%	0.00	2,337.76	-2,337.76	-100.0%
7999 - Misc Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>48,288.65</b>	<b>46,655.62</b>	<b>1,633.03</b>	<b>3.5%</b>	<b>51,470.05</b>	<b>64,312.44</b>	<b>-12,842.39</b>	<b>-20.0%</b>
<b>Net Income</b>	<b>16,841.50</b>	<b>-4,512.48</b>	<b>21,353.98</b>	<b>473.2%</b>	<b>-11,996.02</b>	<b>-28,359.40</b>	<b>16,363.38</b>	<b>57.7%</b>

**Kalamazoo Area Building Authority**  
**Profit & Loss Prev Year Comparison**  
January through December 2020

Accrual Basis

	TOTAL			% Change
	Jan - Dec 20	Jan - Dec 19	\$ Change	
<b>Income</b>				
4010 - Building Permits	287,115.00	342,192.00	-55,077.00	-16.1%
4015 - Special Permits	6,177.50	10,010.00	-3,832.50	-38.3%
4020 - Electrical Permits	104,109.00	114,866.00	-10,557.00	-9.2%
4030 - Mechanical Permits	124,034.00	125,507.20	-1,473.20	-1.2%
4040 - Plumbing Permits	50,465.00	67,552.00	-17,087.00	-25.3%
4090 - Ordinance Enforcement	137.50	1,870.00	-1,732.50	-92.7%
4100 - Zoning Administration	17,947.50	17,625.80	321.70	1.8%
4600 - Investment Income	162.32	267.59	-105.27	-39.3%
<b>Total Income</b>	<b>590,147.82</b>	<b>679,690.59</b>	<b>-89,542.77</b>	<b>-13.2%</b>
<b>Expense</b>				
6010 - Advertising and Marketing	570.62	1,001.41	-430.79	-43.0%
6200 - Bank Fees	555.00	55.75	499.25	895.5%
6400 - Depreciation Expense	0.00	8,123.29	-8,123.29	-100.0%
6450 - Dues & Subscriptions	0.00	575.00	-575.00	-100.0%
6500 - Payroll Expenses				
6501 - Salary - Building Official	81,874.96	81,723.25	151.71	0.2%
6503 - Salary - Building Inspector	65,500.00	66,305.64	-805.64	-1.2%
6505 - Wages - Administrative	85,773.61	83,341.46	2,432.15	2.9%
6510 - Payroll Taxes	17,892.95	17,455.40	437.55	2.5%
6511 - LTD / STD / AD&D / Life	4,457.52	4,445.12	12.40	0.3%
6512 - 401A (KABA)	14,192.56	13,817.92	374.64	2.7%
6513 - Health Insurance	51,969.50	38,120.35	13,849.15	36.3%
6500 - Payroll Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 6500 - Payroll Expenses</b>	<b>321,661.10</b>	<b>305,209.34</b>	<b>16,451.76</b>	<b>5.4%</b>
6700 - Insurance - General	11,159.18	9,008.34	2,150.84	23.9%
6800 - Legal Fees	9,656.10	23,700.00	-14,043.90	-59.3%
6810 - Computer Support (External)	8,856.78	9,567.76	-710.98	-7.4%
6820 - Accounting Services	9,543.67	9,950.03	-406.36	-4.1%
7100 - Office Equipment	4,528.34	5,712.80	-1,184.46	-20.7%
7110 - Office Supplies	2,362.97	2,986.51	-623.54	-20.9%
7115 - Postage	1,115.75	1,045.00	70.75	6.8%
7125 - Computer (Hardware/Software)	6,894.05	2,857.33	4,036.72	141.3%
7130 - Resource Materials	-41.25	575.55	-616.80	-107.2%
7400 - Rent/Lease Expense	0.00	25,442.50	-25,442.50	-100.0%
7420 - Lawn Care/Snow Removal	1,850.96	1,697.22	153.74	9.1%
7450 - Maintenance & Repairs - Office	1,440.36	1,522.81	-82.45	-5.4%
7500 - Utilities	3,153.06	3,202.23	-49.17	-1.5%
7550 - Trash Removal	566.24	514.41	51.83	10.1%
7600 - Security (Office)	927.49	539.88	387.61	71.8%
7610 - Telephone - Office	7,270.32	6,745.24	525.08	7.8%
7611 - Telephone - Cellular	1,498.27	1,471.53	26.74	1.8%
7701 - At-Large/Alternate Board Member	600.00	675.00	-75.00	-11.1%
7711 - Contracted Electrical Inspector	51,450.00	54,050.00	-2,600.00	-4.8%
7712 - Contracted Mechanical Inspector	54,805.50	48,047.40	6,758.10	14.1%
7713 - Contracted Plumbing Inspector	28,597.50	31,380.00	-2,782.50	-8.9%
7714 - Contracted Ord Enforcement	67.50	1,019.25	-951.75	-93.4%
7715 - Contracted Zoning Administrator	13,465.00	13,760.00	-295.00	-2.1%
7800 - Mileage Reimbursement	10,003.32	12,430.56	-2,427.24	-19.5%
7810 - Training Expense	0.00	55.00	-55.00	-100.0%
7830 - Interest Expense	7,504.68	390.00	7,114.68	1,824.3%
7920 - Capital Outlay	8,325.20	2,337.76	5,987.44	256.1%
7999 - Misc Expense	75.00	-110.28	185.28	168.0%
<b>Total Expense</b>	<b>568,462.71</b>	<b>585,538.62</b>	<b>-17,075.91</b>	<b>-2.9%</b>
<b>Net Income</b>	<b>21,685.11</b>	<b>94,151.97</b>	<b>-72,466.86</b>	<b>-77.0%</b>

# Kalamazoo Area Building Authority Profit & Loss Budget Performance December 2020

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01/14/21

Accrual Basis

	Dec 20	Budget	% of Budget	Jan - Dec 20	YTD Budget	% of Budget	Annual Budget
<b>Income</b>							
4010 · Building Permits	15,037.00	22,131.00	67.9%	287,115.00	310,725.00	92.4%	310,725.00
4015 · Special Permits	165.00	1,507.00	10.9%	6,177.50	7,926.00	77.9%	7,926.00
4020 · Electrical Permits	9,246.00	9,214.00	100.3%	104,109.00	110,867.00	93.9%	110,867.00
4030 · Mechanical Permits	8,230.00	10,640.00	77.3%	124,034.00	116,004.00	106.9%	116,004.00
4040 · Plumbing Permits	6,083.00	5,743.00	105.9%	50,465.00	63,190.00	79.9%	63,190.00
4090 · Ordinance Enforcement	0.00	0.00		137.50			
4100 · Zoning Administration	707.50	17,947.50	3.9%	17,947.50			
4600 · Investment Income	5.53	10.00	55.3%	162.32	120.00	135.3%	120.00
<b>Total Income</b>	<b>39,474.03</b>	<b>49,245.00</b>	<b>80.2%</b>	<b>590,147.82</b>	<b>608,832.00</b>	<b>96.9%</b>	<b>608,832.00</b>
<b>Expense</b>							
6010 · Advertising and Marketing	0.00	740.00	0.0%	570.62	2,000.00	28.5%	2,000.00
6200 · Bank Fees	45.00	0.00	100.0%	555.00	200.00	277.5%	200.00
6450 · Dues & Subscriptions	0.00	575.00	0.0%	0.00	575.00	0.0%	575.00
6500 · Payroll Expenses							
6501 · Salary - Building Official	9,062.32	6,250.00	145.0%	81,874.96	81,250.00	100.8%	81,250.00
6503 · Salary - Building Inspector	7,250.00	5,000.00	145.0%	65,500.00	65,000.00	100.8%	65,000.00
6505 · Wages - Administrative	9,501.35	6,566.80	144.9%	85,773.61	85,238.40	100.6%	85,238.40
6510 · Payroll Taxes	1,388.79	1,410.29	98.5%	17,892.95	18,178.88	98.4%	18,178.88
6511 · LTD / STD / AD&D / Life	371.46	370.22	100.3%	4,457.52	4,442.64	100.3%	4,442.64
6512 · 401A (KABA)	1,092.24	1,092.61	100.0%	14,192.56	14,203.94	99.9%	14,203.94
6513 · Health Insurance	4,577.90	4,778.38	95.8%	51,969.50	54,251.78	95.8%	54,251.78
6500 · Payroll Expenses - Other	0.00	0.00		0.00			
<b>Total 6500 · Payroll Expenses</b>	<b>33,244.06</b>	<b>25,456.30</b>	<b>130.6%</b>	<b>321,661.10</b>	<b>322,565.64</b>	<b>99.7%</b>	<b>322,565.64</b>
6700 · Insurance - General	947.40	1,913.50	49.5%	11,159.18	11,650.00	95.8%	11,650.00
6800 · Legal Fees	0.00	7,720.00	0.0%	9,656.10	20,000.00	48.3%	20,000.00
6810 · Computer Support (External)	245.86	1,441.21	17.1%	8,856.78	10,259.76	86.3%	10,259.76
6820 · Accounting Services	31.17	2,402.50	1.3%	9,543.67	12,572.00	75.9%	12,572.00
7100 · Office Equipment	275.07	516.66	53.2%	4,528.34	5,599.92	80.9%	5,599.92
7110 · Office Supplies	219.75	200.00	109.9%	2,362.97	3,800.00	62.2%	3,800.00
7115 · Postage	8.25	0.00	100.0%	1,115.75	1,000.00	111.6%	1,000.00
7125 · Computer (Hardware/Software)	0.00	0.00	0.0%	6,894.05	5,219.00	132.1%	5,219.00
7130 · Resource Materials	0.00	83.34	0.0%	-41.25	1,000.00	-4.1%	1,000.00
7400 · Rent/Lease Expense	0.00	2,215.00	0.0%	0.00	26,580.00	0.0%	26,580.00
7420 · Lawn Care/Snow Removal	38.10	279.00	13.7%	1,850.96	2,484.00	74.5%	2,484.00
7450 · Maintenance & Repairs - Office	0.00	0.00	0.0%	1,440.36	5,000.00	28.8%	5,000.00
7500 · Utilities	294.36	326.00	90.3%	3,153.06	3,424.00	92.1%	3,424.00
7550 · Trash Removal	48.52	47.25	102.7%	566.24	567.00	99.9%	567.00
7600 · Security (Office)	84.94	44.99	188.8%	927.49	539.88	171.8%	539.88
7610 · Telephone - Office	607.25	550.00	110.4%	7,270.32	6,600.00	110.2%	6,600.00
7611 · Telephone - Cellular	124.54	150.00	83.0%	1,488.27	1,800.00	83.2%	1,800.00
7700 · Building Board of Appeals	0.00	375.00	0.0%	0.00	375.00	0.0%	375.00
7701 · At-Large/Alternate Board Member	150.00	525.00	28.6%	600.00	1,200.00	50.0%	1,200.00
7710 · Contracted Building Inspector	0.00	10,000.00	0.0%	0.00	10,000.00	0.0%	10,000.00
7711 · Contracted Electrical Inspector	4,800.00	3,661.00	131.1%	51,450.00	53,400.00	96.3%	53,400.00
7712 · Contracted Mechanical Inspector	5,187.50	3,337.00	155.5%	54,805.50	45,600.00	120.2%	45,600.00
7713 · Contracted Plumbing Inspector	2,987.50	2,184.00	132.2%	28,597.50	31,200.00	91.7%	31,200.00
7714 · Contracted Ord Enforcement	0.00	0.00		67.50			
7715 · Contracted Zoning Administrator	350.00	1,145.00	30.6%	13,465.00	12,740.00	78.5%	12,740.00
7800 · Mileage Reimbursement	1,135.63	1,600.00	70.9%	10,003.32	1,600.00	62.5%	1,600.00
7810 · Training Expense	0.00	0.00	0.0%	7,504.68	7,000.00	107.2%	7,000.00
7830 · Interest Expense	745.15	2,000.00	37.3%	8,325.20	2,000.00	416.3%	2,000.00
7920 · Capital Outlay	0.00	1,855.00	0.0%	75.00	2,000.00	3.8%	2,000.00
7999 · Misc Expense	0.00	0.00		0.00			
<b>Total Expense</b>	<b>51,470.05</b>	<b>71,344.75</b>	<b>72.1%</b>	<b>568,462.71</b>	<b>608,551.20</b>	<b>93.4%</b>	<b>608,551.20</b>
<b>Net Income</b>	<b>-11,996.02</b>	<b>-22,099.75</b>	<b>54.3%</b>	<b>21,685.11</b>	<b>280.80</b>	<b>7,722.6%</b>	<b>280.80</b>

## Kalamazoo Area Building Authority

## Balance Sheet

As of December 31, 2020

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · Cash on Hand (Register)	300.00
1022 · Savings / Consumers CU	25.00
1050 · Checking / SMBT	<u>126,179.33</u>
<b>Total Checking/Savings</b>	126,504.33
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	<u>162.50</u>
<b>Total Accounts Receivable</b>	162.50
<b>Other Current Assets</b>	
1250 · Accounts Receivables / ADJ	342.00
1400 · Prepaid Items	<u>8,500.94</u>
<b>Total Other Current Assets</b>	8,842.94
<b>Total Current Assets</b>	<u>135,509.77</u>
<b>Other Assets</b>	
1600 · Accumulated Depreciation	-54,081.90
1900 · Capital Assets	<u>288,943.00</u>
<b>Total Other Assets</b>	<u>234,861.10</u>
<b>TOTAL ASSETS</b>	<u><u>370,370.87</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	<u>364.27</u>
<b>Total Accounts Payable</b>	364.27
<b>Credit Cards</b>	
2010 · CCU - Mastercard	<u>224.54</u>
<b>Total Credit Cards</b>	224.54
<b>Other Current Liabilities</b>	
2070 · Notes Payable - SMBT	130,676.49
2100 · Accrued Items	9,877.93
2300 · Accounts Payables / ADJ	<u>1,082.52</u>
<b>Total Other Current Liabilities</b>	<u>141,636.94</u>
<b>Total Current Liabilities</b>	<u>142,225.75</u>
<b>Total Liabilities</b>	142,225.75
<b>Equity</b>	
3010 · Net Position	206,460.01
Net Income	<u>21,685.11</u>
<b>Total Equity</b>	<u>228,145.12</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>370,370.87</u></u>

## 2020 MONTHLY PERMITS BY JURISDICTION

MONTH OF DECEMBER 2020			
JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	9	\$ 2,450
COMSTOCK	ELECTRICAL	12	\$ 1,824
COMSTOCK	MECHANICAL	11	\$ 2,897
COMSTOCK	PLUMBING	5	\$ 908
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 110
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL COMSTOCK</b>		<b>39</b>	<b>\$ 8,189</b>
KALAMAZOO	BUILDING	15	\$ 5,497
KALAMAZOO	ELECTRICAL	14	\$ 2,673
KALAMAZOO	MECHANICAL	14	\$ 1,876
KALAMAZOO	PLUMBING	7	\$ 950
KALAMAZOO	SPECIAL - JURISDICTION	1	\$ 55
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL KALAMAZOO</b>		<b>52</b>	<b>\$ 11,106</b>
PARCHMENT	BUILDING	-	\$ -
PARCHMENT	ELECTRICAL	-	\$ -
PARCHMENT	MECHANICAL	1	\$ 161
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PARCHMENT</b>		<b>1</b>	<b>\$ 161</b>
PINE GROVE	BUILDING	3	\$ 2,372
PINE GROVE	ELECTRICAL	9	\$ 1,454
PINE GROVE	MECHANICAL	6	\$ 676
PINE GROVE	PLUMBING	1	\$ 270
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PINE GROVE</b>		<b>19</b>	<b>\$ 4,772</b>
RICHLAND	BUILDING	12	\$ 5,861
RICHLAND	ELECTRICAL	13	\$ 3,052
RICHLAND	MECHANICAL	11	\$ 2,330
RICHLAND	PLUMBING	14	\$ 2,762
RICHLAND	SPECIAL - JURISDICTION	4	\$ 220
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND</b>		<b>54</b>	<b>\$ 14,225</b>
RICHLAND VILLAGE	BUILDING	1	\$ 100
RICHLAND VILLAGE	ELECTRICAL	1	\$ 116
RICHLAND VILLAGE	MECHANICAL	-	\$ -
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>2</b>	<b>\$ 216</b>
<b>TOTAL</b>		<b>167</b>	<b>\$ 38,669</b>

REVENUE	REVENUE
DECEMBER 2019	% PREV YEAR MONTH
\$ <b>35,437</b>	<b>109.1%</b>

PERMITS	PERMITS
DECEMBER 2019	% 2019 - YTD
<b>150</b>	<b>111.3%</b>





2020 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: DECEMBER 2020

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	124	\$ 62,281
COMSTOCK	ELECTRICAL	139	\$ 26,281
COMSTOCK	MECHANICAL	181	\$ 39,787
COMSTOCK	PLUMBING	75	\$ 12,837
COMSTOCK	SPECIAL - JURISDICTION	14	\$ 770
COMSTOCK	SPECIAL - HOMEOWNER	13	\$ 715
<b>TOTAL COMSTOCK</b>		<b>546</b>	<b>\$ 142,671</b>
KALAMAZOO	BUILDING	140	\$ 39,987
KALAMAZOO	ELECTRICAL	162	\$ 34,501
KALAMAZOO	MECHANICAL	244	\$ 37,217
KALAMAZOO	PLUMBING	95	\$ 13,101
KALAMAZOO	SPECIAL - JURISDICTION	45	\$ 2,173
KALAMAZOO	SPECIAL - HOMEOWNER	28	\$ 1,430
<b>TOTAL KALAMAZOO</b>		<b>714</b>	<b>\$ 128,408</b>
PARCHMENT	BUILDING	12	\$ 89,634
PARCHMENT	ELECTRICAL	27	\$ 7,153
PARCHMENT	MECHANICAL	23	\$ 7,330
PARCHMENT	PLUMBING	8	\$ 1,181
PARCHMENT	SPECIAL - JURISDICTION	8	\$ 440
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL PARCHMENT</b>		<b>78</b>	<b>\$ 105,738</b>
PINE GROVE	BUILDING	39	\$ 15,052
PINE GROVE	ELECTRICAL	70	\$ 10,916
PINE GROVE	MECHANICAL	64	\$ 9,433
PINE GROVE	PLUMBING	11	\$ 2,236
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 55
PINE GROVE	SPECIAL - HOMEOWNER	6	\$ 212
<b>TOTAL PINE GROVE</b>		<b>191</b>	<b>\$ 37,904</b>
RICHLAND	BUILDING	113	\$ 80,728
RICHLAND	ELECTRICAL	121	\$ 25,743
RICHLAND	MECHANICAL	133	\$ 23,985
RICHLAND	PLUMBING	92	\$ 18,334
RICHLAND	SPECIAL - JURISDICTION	4	\$ 220
RICHLAND	SPECIAL - HOMEOWNER	2	\$ 110
<b>TOTAL RICHLAND</b>		<b>465</b>	<b>\$ 149,120</b>
RICHLAND VILLAGE	BUILDING	3	\$ 420
RICHLAND VILLAGE	ELECTRICAL	1	\$ 116
RICHLAND VILLAGE	MECHANICAL	6	\$ 1,145
RICHLAND VILLAGE	PLUMBING	5	\$ 801
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>15</b>	<b>\$ 2,482</b>
<b>TOTAL</b>	<b>YTD</b>	<b>2009</b>	<b>566,324</b>

REVENUE	REVENUE
YTD - DECEMBER 2019	% 2019 - YTD
<b>\$ 642,722</b>	<b>88.1%</b>

REVENUE
% 2020 YTD BUDGET
<b>93.0%</b>

PERMITS	PERMITS
YTD - DECEMBER 2019	% 2019 - YTD
<b>2407</b>	<b>83.5%</b>

2020 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
168	\$	37,096	JAN
126	\$	28,390	FEB
125	\$	27,832	MAR
2	\$	305	APRIL
190	\$	42,490	MAY
220	\$	153,662	JUNE
214	\$	39,964	JULY
192	\$	35,780	AUG
185	\$	45,266	SEPT
219	\$	53,839	OCT
201	\$	63,031	NOV
167	\$	38,669	DEC
2,009		566,324	2020

# BUILDING REPORT

DECEMBER 2020

## Residential / Commercial Building Permits and Construction Values

- A. Total Number of Commercial & Agricultural Permits Issued – 5
- B. Total Construction Value for Commercial & Agricultural Permits - \$617,602
- C. Total Number of New Residential Construction Permits Issued – 5
- D. Total Construction Value for New Residential Permits – \$994,173
- E. Total Number of All Other Residential Permits Issued – 30
- F. Total Construction Value for All Other Residential Permits – \$620,272

## Revenue / Permit Summary YTD

- A. Total KABA Revenue in December 2020 - \$38,669 vs. Total KABA Revenue in December 2019 - \$35,437. **This is an increase of 9.1%.**
- B. Total Number of Permits Issued in December 2020 - 167 vs. Total Number of Permits issued in December 2019 – 150. **This is an increase of 11.3%.**
- C. Total KABA YTD Revenue in December 2020 - \$566,324 vs. Total KABA YTD Revenue in December 2019 - \$642,722. **This is a decrease of 11.9%.**
- D. Total Number of Permits Issued YTD 2020 – 2009 vs. Total Number of Permits Issued this time in 2019 –2407. **This is a decrease of 16.5%.**
- E. The December 2020 Revenue of \$38,669 is **6.3%** of the forecast for December YTD 2020 Revenue (\$608,832).
- F. The YTD 2020 Revenue of \$566,324 is **93%** of the forecast for the entire 2020 Projected Budget of \$608,832.

# Monthly Building Permits Issued

01/05/2021

Permit #	Address	Work Description	Applicant Name	Date Issued	Value	Amount Billed
PB20-03-066	8330 SILVERADO LN	Installing 40 roof mounted solar panels.N	Kevin Vanderpool	12/18/2020	36,355.00	\$100.00
PB20-03-268	7438 GULL RD	Demolition of existing dwelling and attach	CSM Group	12/10/2020	0.00	\$150.00
PB20-03-403	10032 N 30TH ST	Install sub-slab foundation drainage syste	Ayers Basement Systems	12/14/2020	0.00	\$170.00
PB20-03-408	8298 W Sturtevant Ave	New 2 story 1822 s.f. single family dwelli	Allen Edwin Homes	12/02/2020	220,516.00	\$1,256.00
PB20-03-417	8297 W Sturtevant Ave	New 2060 s.f. 2 story 3 bed, 2 bath slab o	Allen Edwin Homes	12/14/2020	169,450.00	\$965.00
PB20-03-427	9119 N 32ND ST	New inground swimming pool per plans.	Blue Water Pools	12/09/2020	0.00	\$150.00
PB20-03-430	5346 BEARDSLEY DR	INstall waterguard foundation drainage sys	Ayers Basement Systems	12/09/2020	0.00	\$170.00
PB20-03-434	7393 N SPRINKLE RD	Encapsulate crawl space and add ventilatio	Foundation Systems of Michigan	12/23/2020	0.00	\$100.00
PB20-03-436	8275 W Sturtevant Ave	New 2 story 1828 s.f. single family home	Allen Edwin Homes	12/29/2020	223,282.00	\$1,272.00
PB20-03-437	8259 W Sturtevant Ave	New 1750 s/f home with 3 bedrooms, 2 ba	Allen Edwin Homes	12/29/2020	200,513.00	\$1,143.00
PB20-03-441	9055 W GULL LAKE DR	New 20' x 265' post frame attached garage	ENZINGER, LINDA	12/17/2020	7,800.00	\$215.00
PB20-03-446	9416 N 32ND ST	New 32' x 48' post frame detached accesso	James Eudis	12/31/2020	23,040.00	\$170.00
PB20-06-401	1521 GULL	Interior renovation of Borgess Pharmacy c	American Village Builders Inc	12/16/2020	0.00	\$170.00
PB20-06-405	202 W MOSEL AVE	tear off - replaced 35 sheets of osb and rer	LUZ, HILARIO SANDOVAL	12/14/2020	0.00	\$100.00
PB20-06-406	3825 LAKE ST	Renovation of existing 43115 s.f. S-1, M g	Pioneer Construction	12/15/2020	466,159.00	\$2,657.00
PB20-06-410	625 STASSEN AVE	Install subfloor foundation drainage syste	Ayers Basement Systems	12/14/2020	0.00	\$170.00
PB20-06-412	1226 TEXEL DR	Re-roof 54 sheets OSB	Hansons Windows & Siding	12/04/2020	0.00	\$100.00
PB20-06-414	1715 GROVE ST	Build a new 8' x 20' freestanding deck on t	Premiere Property Services	12/01/2020	75,000.00	\$427.00
PB20-06-419	1407 TEXEL DR	Demolition of garage after fire	Construction Services	12/01/2020	0.00	\$150.00
PB20-06-425	1226 WAYSIDE RD	Re-roof house and garage. Replace 5 sheet	Hansons Windows & Siding	12/04/2020	0.00	\$100.00
PB20-06-426	521 E MOSEL AVE	Alteration of 8501 s.f. of existign space to	FCC Construction Inc	12/10/2020	151,443.00	\$863.00
PB20-06-428	3606 THORNHILL AVE	Re-roof. 1/2: OSB on entire roof	W. Pennings & Sons	12/08/2020	0.00	\$100.00
PB20-06-429	1614 BAKER DR	Temprary Wheelchair ramp per plans.	Mark Premer	12/15/2020	0.00	\$100.00
PB20-06-431	537 WEALTHY ST	Radon system installation	GIBSON, KYLE & JALEN	12/09/2020	0.00	\$100.00
PB20-06-435	3626 OLNEY ST	Re-roof 30.68 Square on house and garage	Hansons Windows & Siding	12/21/2020	0.00	\$100.00
PB20-06-439	705 GRAND PRE AVE	Removing existing entry to add an 6' x 16'	STEVENS, JEAN & BERNSTEJ	12/23/2020	7,626.00	\$260.00
PB20-06-442	1519 OLMSTEAD Lot 40	New HUD foundation for single wide mo	A thru Z Excavating	12/17/2020	0.00	\$100.00
PB20-07-345	778 CASS ST	Demolition of homeNew Owner: John Wr	WESTRA MARNIUS C & SUZAN	12/14/2020	0.00	\$150.00



PB20-07-358	2940 SUNNYCREST DR	New 576 s.f. second story addition to exist	Buildsworth Design LLC	12/07/2020	61,015.00	\$347.00
PB20-07-411	10121 BLAKE BLVD	New 1260 s/f home with 2 bedrooms, 2 full	Steve Cody Builder	12/09/2020	180,412.00	\$1,028.00
PB20-07-421	4031 REYNOLDS ST	Finish Existing Rec Room in basement. A	Watts Homes & Construction	12/01/2020	0.00	\$170.00
PB20-07-422	6405 CELERY ST	Remove portion of load bearing wall and o	PEAK ROOFING LLC	12/02/2020	0.00	\$170.00
PB20-07-424	844 N 28TH ST	Convert existing attached garage to master	SHARRAH MELISSA	12/04/2020	0.00	\$215.00
PB20-07-433	102 N 30TH ST Lot 43	Foundation and new mobile home set up.	John Boertman LLC	12/17/2020	0.00	\$170.00
PB20-07-445	5922 KING HWY	Replace Exit door and frame and repair sur	Vandermay Construction Co. Inc.	12/22/2020	0.00	\$100.00
PB20-07-447	3981 PRAIRIE HILL ST	Install 21 roof mounted PV modules per pl	Peter Denicola	12/30/2020	0.00	\$100.00
PB20-19-440	7591 N 32ND ST	Build temporary wheelchair ramp per plan	Mark Premer	12/21/2020	0.00	\$100.00
PB20-20-385	19250 E BRANDYWINE	Demo existing home due to tree damage a	Visser Construction LLC	12/15/2020	193,209.00	\$1,101.00
PB20-20-415	17975 8TH ST	New 896 s.f. 2 story slab on grade additio	R Koehn LLC Builder	12/07/2020	193,187.00	\$1,101.00
PB20-20-420	32649 PINEDALE LN	New 32' x 48' post frame detached accesso	WHITMORE RANDY & KIMBE	12/04/2020	23,040.00	\$170.00
<b>Number of Permits:</b>					<b>Total Billed:</b>	<b>\$16,280.00</b>
<b>Total Construction Value</b>						<b>\$2,232,047.00</b>

Population: All Records  
 Permit.DateIssued in <Previous month> [12/01/20 - 12/31/20]  
 AND  
 Permit.PermitType = Building

# Monthly Trade Permits Issued

01/05/2021

Permit #	Address	Work Description	Applicant Name	Date Issued	Amount Billed
<b>Electrical</b>					
PE20-03-133	8330 SILVERADO LN	40 roof mounted solar panels	Herrman Electric	12/18/2020	\$345.00
PE20-03-448	10032 N 30TH ST	(2) 20 AMP Circuits	Grand Bay Electric	12/14/2020	\$105.00
PE20-03-472	8192 W Sturtevant Ave	New home	Consolidated Electric Contractors	12/03/2020	\$311.00
PE20-03-473	9119 N 32ND ST	Pool equipment connection and bonding	Third Coast Wiring Concepts	12/09/2020	\$310.00
PE20-03-477	6695 E E	Install new 200 AMP service to existing pole barn. Pass thr	UNDERWOOD, RACHAEL L &	12/07/2020	\$170.00
PE20-03-480	10800 E CD AVE	Generator install	Steensma Lawn & Power	12/07/2020	\$110.00
PE20-03-481	9968 W GULL LAKE DR	New home (boat house) rough-in only	ROC Electric LLC	12/10/2020	\$216.00
PE20-03-482	10718 E DE AVE	Adding 100 AMP panel to pole barn with outlets and lights	Jason Firch	12/07/2020	\$136.00
PE20-03-485	9320 N 24TH ST	Solar panels	Yes Electric LLC	12/14/2020	\$121.00
PE20-03-489	8145 W Sturtevant Ave	New home	Consolidated Electric Contractors	12/11/2020	\$311.00
PE20-03-490	8179 W Sturtevant Ave	New Home	Consolidated Electric Contractors	12/11/2020	\$311.00
PE20-03-505	8610 MACYWOOD LN	New home	Country Lane Electric	12/28/2020	\$295.00
PE20-03-506	8241 W Sturtevant Ave	New home	Consolidated Electric Contractors	12/28/2020	\$311.00
PE20-06-461	3320 RAVINE RD	New fuel dispensers. Electrical to be disconnected and reco	J & L Electric	12/03/2020	\$140.00
PE20-06-470	2416 CUMBERLAND ST	Replace service entrance cable & riser wire, put bonding ju	Signature Wiring	12/02/2020	\$100.00
PE20-06-471	3401 OLNEY ST	Replacing existing socket with (2) meters and SER cable d	NTN Electric	12/03/2020	\$115.00
PE20-06-475	3801 LAKE ST	Reconnect electrical services, upgrade lighting throughout t	Swanson Electric	12/04/2020	\$217.00
PE20-06-476	2506 ALAMO AVE	Replacing service entrance cable due to deterioration and	FISHER, STEVEN F.	12/18/2020	\$105.00
PE20-06-478	2609 N BURDICK ST	New marijuana grow facility	Meulman Electric	12/09/2020	\$580.00
PE20-06-484	2303 HUMPHREY ST	Service upgrade from 60 to 100 AMP	Leader Lights LLC	12/10/2020	\$105.00
PE20-06-488	3723 PRISTINE AVE	New home	Consolidated Electric Contractors	12/11/2020	\$311.00
PE20-06-494	3825 LAKE ST	Sprinkler monitoring system	Total Fire and Security	12/15/2020	\$150.00
PE20-06-495	3352 Old Farm Rd	100 AMP feeder	Traditional Electric Inc	12/16/2020	\$101.00
PE20-06-499	2103 SCHIPPERS LN	Move service location Work being performed at 2107 Schip	Engbers Electrical	12/17/2020	\$115.00
PE20-06-501	1715 GROVE ST	Rewire home 100 AMP Service	Carlson Electrical Systems	12/18/2020	\$206.00
PE20-06-502	939 FOSTER AVE	Meter base vandalized. Replace meter & riser, install groun	Webster Electric Co	12/22/2020	\$105.00
PE20-06-503	1521 GULL	1 North patient room lighting replacement	Windemuller Electric	12/22/2020	\$323.00
PE20-07-467	4031 REYNOLDS ST	Basement family room	Country Lane Electric	12/01/2020	\$151.00
PE20-07-474	10101 BLAKE BLVD	New home	Martin Electric	12/04/2020	\$387.00
PE20-07-483	155 ELLIOT RD	Replace damaged 400 AMP 480 volt service panel	Niewoonder Electric	12/07/2020	\$140.00
PE20-07-486	5585 GULL RD 108	Illuminated channel letter sign for Domino's	Higgins Electric Sign Co	12/10/2020	\$105.00
PE20-07-491	5302 COMSTOCK AVE	Electric for traffic signal antenna pole(midway on Comstoc	Severance Electric	12/14/2020	\$105.00

PE20-07-492	5463 E ML AVE	service for traffic signalcorner of Miller Road & River Stre	Severance Electric	12/14/2020	\$105.00
PE20-07-493	5847 COMSTOCK AVE	service for traffic signalCorner of Comstock Ave & River S	Severance Electric	12/14/2020	\$105.00
PE20-07-496	844 N 28TH ST	Outlets, switches, and lights for alteration	SHARRAH MELISSA	12/17/2020	\$157.00
PE20-07-497	10350 MILLER DR	Temp power pole for job trailer	ROC Electric LLC	12/17/2020	\$110.00
PE20-07-504	2940 SUNNYCREST DR	Addition	AA Electric	12/28/2020	\$162.00
PE20-07-507	7290 SAGINAW DR	Addition	Hammond Electric Co	12/30/2020	\$181.00
PE20-07-508	3981 PRAIRIE HILL ST	21 roof mounted modules grid tied, 8.91 kW solar & batter	Power Home Solar	12/30/2020	\$116.00
PE20-19-469	8692 E D AVE	Running electrical from existing house to new garage. Inst	RIDDLE, JEREMY L	12/04/2020	\$116.00
PE20-20-458	16391 32ND ST	2-story with basement addition - new furnace, A/C & water	ROOT ERIC & ROBBIA	12/01/2020	\$208.00
PE20-20-465	16045 CR 653	Lights & recepts to new addition from existing panel	DARK HOWARD A & LISSA	12/15/2020	\$167.00
PE20-20-466	31413 BASELINE RD	Correcting violations from meter socket inspectionNew O	CUTLER JENNIFER	12/01/2020	\$110.00
PE20-20-468	25291 BASELINE RD	100 AMP service	Shane Weber	12/02/2020	\$105.00
PE20-20-479	23479 LAKE SHORE DR	Rollback wire for roof framing & re-attach	Hi-Tech Electric	12/07/2020	\$95.00
PE20-20-487	19250 E BRANDYWINE DR	new home on existing foundation	Espert Electric	12/18/2020	\$321.00
PE20-20-498	19002 27TH ST	Generator install	Steensma Lawn & Power	12/17/2020	\$110.00
PE20-20-500	29125 22ND AVE	Garage and 4 season room addition	Shane Weber	12/18/2020	\$166.00
PE20-20-510	32343 6TH AVE	New modularER # 1055086949	RW Electrical, LLC	12/31/2020	\$172.00

Number of Permits: 49

Total Billed: \$9,119.00

**Mechanical**

PM20-03-622	7207 N 28TH ST	New home	JP Heating & Air Conditioning Inc	12/09/2020	\$245.00
PM20-03-628	5600 E G AVE	Air handler & AC replacementLocation: 5578 Blue Meado	Royal Comfort Mechanical	12/04/2020	\$155.00
PM20-03-635	10800 E CD AVE	Generator install	Steensma Lawn & Power	12/07/2020	\$130.00
PM20-03-636	9968 W GULL LAKE DR	New home	JP Heating & Air Conditioning Inc	12/07/2020	\$300.00
PM20-03-641	8145 W Sturtevant Ave	New home	A-1 Mechanical	12/14/2020	\$225.00
PM20-03-642	8192 W Sturtevant Ave	New home	B & A Mechanical	12/14/2020	\$240.00
PM20-03-649	8179 W Sturtevant Ave	New home	A-1 Mechanical	12/18/2020	\$235.00
PM20-03-654	8101 N 28TH ST	New home	Premier Heat & Cool, LLC	12/22/2020	\$245.00
PM20-03-657	5988 HIDDEN OAK AVE	New home w/ fireplace	Gold Coast Mechanical	12/23/2020	\$275.00
PM20-03-660	6272 STURBRIDGE DR	Furnace replacement	PRIEST, BARRET	12/28/2020	\$125.00
PM20-03-661	5600 E G AVE	Air handler & AC replacementLocation: 5599 Meadowswe	Royal Comfort Mechanical	12/28/2020	\$155.00
PM20-06-626	208 PINECOVE CIR	Furnace replacement	Nieboer Heating & Cooling	12/14/2020	\$125.00
PM20-06-629	3230 W Main (Bldg K) 203	Furnace replacement	Royal Comfort Mechanical	12/04/2020	\$125.00
PM20-06-630	3102 WINTER WHEAT RD	Water heater & range hood	DeHaan Heating & Cooling	12/04/2020	\$106.00
PM20-06-631	702 WALLACE AVE	Gas furnace and liner	DeHaan Heating & Cooling	12/04/2020	\$130.00
PM20-06-632	3302 W Main (Bldg B) 203	Magicpack Replacement	Royal Comfort Mechanical	12/04/2020	\$125.00
PM20-06-634	3818 PRISTINE AVE	Furnace replacement	Vredevoogd Heating & Cooling	12/07/2020	\$125.00

PM20-06-637	2021 BROOK DR	Furnace replacement	Duplex: work being done on 2023 sid	Nieboer Heating & Cooling	12/17/2020	\$125.00
PM20-06-647	2920 GRACE RD	Furnace replacement		Nieboer Heating & Cooling	12/23/2020	\$125.00
PM20-06-648	1312 NASSAU ST	Furnace replacement		Nieboer Heating & Cooling	12/23/2020	\$125.00
PM20-06-650	2209 WAGON WHEEL LN	Furnace and bath fan		DeHaan Heating & Cooling	12/18/2020	\$130.00
PM20-06-651	2430 HILLSDALE AVE	Furnace install		Dan Wood Co	12/18/2020	\$125.00
PM20-06-652	2106 SONIA LANE	Furnace & AC replacement		Vredevoogd Heating & Cooling	12/18/2020	\$155.00
PM20-06-658	3723 PRISTINE AVE	New home		A-1 Mechanical	12/28/2020	\$230.00
PM20-06-665	2630 ARROWWOOD LN	Furnace replacement		Vredevoogd Heating & Cooling	12/30/2020	\$125.00
PM20-07-575	5940 GULL RD	Renovation		A-1 Refrigeration	12/02/2020	\$193.00
PM20-07-625	3611 N 35TH ST	Furnace replacement		Nieboer Heating & Cooling	12/03/2020	\$125.00
PM20-07-638	5585 GULL RD 108	Fire sprinkler improvement		Moser Fire Systems	12/10/2020	\$410.00
PM20-07-639	9100 E MICHIGAN AVE	Mezzanine build out of additional offices		A-1 Refrigeration	12/11/2020	\$400.00
PM20-07-646	230 BROOKVIEW ST	Furnace replacement	New owner: Linda Tiller	Dan Wood Co	12/16/2020	\$125.00
PM20-07-653	9100 E MICHIGAN AVE	Addition		A-1 Refrigeration	12/22/2020	\$400.00
PM20-07-655	9100 E MICHIGAN AVE	Remove existing sprinklers and install new to cover new w		Total Fire Protection	12/28/2020	\$727.00
PM20-07-656	684 LARCH AVE	Furnace, AC, and water heater replacement		Home Energy Solutions	12/23/2020	\$161.00
PM20-07-659	4198 JUNE BERRY ST	Water heater replacement		Lenardson Mechanical	12/28/2020	\$101.00
PM20-07-663	10190 E MICHIGAN AVE	Gas pipe and venting to pressure washer		Mattawan Mechanical	12/30/2020	\$130.00
PM20-07-664	8246 E ML AVE	Furnace replacement		Vredevoogd Heating & Cooling	12/30/2020	\$125.00
PM20-18-633	210 OAK GRV	Furnace, AC, & water heater replacement		Home Energy Solutions	12/07/2020	\$161.00
PM20-20-627	32710 CR 390	LP tank set		Crystal Flash	12/02/2020	\$115.00
PM20-20-640	25158 CHATY LN	LP tank and line install		Endeavor LLP	12/11/2020	\$115.00
PM20-20-643	28099 NORTH ST	Water heater replacement		Preferred Plumbing	12/14/2020	\$101.00
PM20-20-644	21125 29TH ST	New LP tank set for generator		Crystal Flash	12/16/2020	\$115.00
PM20-20-645	12240 32ND ST	LP tank set		Crystal Flash	12/16/2020	\$115.00
PM20-20-662	3400 22ND ST	LP line to generator		Hopkins LP Gas, LLC	12/28/2020	\$115.00

**Number of Permits:** 43

**Total Billed:** \$7,940.00

**Plumbing**

PP20-03-256	8298 W Sturtevant Ave	Sewer connection		Allen Edwin Homes	12/02/2020	\$100.00
PP20-03-265	9968 W GULL LAKE DR	New home		Orlando Plumbing	12/03/2020	\$226.00
PP20-03-266	8297 W Sturtevant Ave	Sewer connection		Allen Edwin Homes	12/14/2020	\$100.00
PP20-03-268	6889 N 28TH ST	New home		Precision Plumbing	12/08/2020	\$302.00
PP20-03-269	5700 N 28TH ST	Underground water to automatic animal drinkers and hydra		Jergens Piping	12/09/2020	\$295.00
PP20-03-272	5988 HIDDEN OAK AVE	New home		Rhino's Plumbing	12/15/2020	\$263.00
PP20-03-273	8298 W Sturtevant Ave	New home		Superior Plumbing Services	12/18/2020	\$273.00
PP20-03-274	8297 W Sturtevant Ave	New home		Superior Plumbing Services	12/21/2020	\$260.00

PP20-03-275	8259 W Sturtevant Ave	Sewer connection	Allen Edwin Homes	12/29/2020	\$100.00
PP20-03-276	8275 W Sturtevant Ave	Sewer connection	Allen Edwin Homes	12/29/2020	\$100.00
PP20-03-278	8275 W Sturtevant Ave	New home	Superior Plumbing Services	12/29/2020	\$278.00
PP20-03-281	9147 COTTAGE TRL	Sewer connection	Watts Homes & Construction	12/28/2020	\$100.00
PP20-03-282	9163 COTTAGE TRL	Sewer connection	Watts Homes & Construction	12/28/2020	\$100.00
PP20-03-284	8259 W Sturtevant Ave	New home	Superior Plumbing Services	12/29/2020	\$265.00
PP20-06-260	2020 GULL RD	Adding 2 hand wash sinks, 1 clothes washer box	Hewitt Plumbing	12/01/2020	\$125.00
PP20-06-262	4741 THISTLE MILL CT	Water heater replacement	Lakeshore Plumbing	12/02/2020	\$100.00
PP20-06-263	2324 CUMBERLAND ST	Water heater replacement	Lakeshore Plumbing	12/02/2020	\$100.00
PP20-06-264	259 BALLANTRAE	Shower replacement	Sir Home Improvements	12/02/2020	\$100.00
PP20-06-270	1526 MOHAWK ST	Sewer connection	Kalamazoo Excavation	12/14/2020	\$100.00
PP20-06-271	2605 DOUGLAS AVE	Water heater replacement	Dale W Hubbard Inc	12/14/2020	\$100.00
PP20-06-280	2609 N BURDICK ST	Install all drains & water (domestic) for new marijuana gro	Tim Rogers Plumbing LLC	12/28/2020	\$325.00
PP20-07-249	5940 GULL RD	Renovation	A-1 Refrigeration	12/02/2020	\$230.00
PP20-07-261	4188 N 26TH ST	Water heater replacement	Lakeshore Plumbing	12/02/2020	\$100.00
PP20-07-267	10121 BLAKE BLVD	Sewer connection	Steve Cody Builder	12/09/2020	\$100.00
PP20-07-277	9100 E MICHIGAN AVE	Addition	A-1 Refrigeration	12/22/2020	\$310.00
PP20-07-279	3338 S 33RD ST	Bathroom addition	DSJ Plumbing	12/28/2020	\$168.00
PP20-20-283	17975 8TH ST	Addition	Sturman Brothers Plumbing	12/29/2020	\$270.00

**Number of Permits:** 27

**Total Billed:** \$4,890.00

**Number of Permits:** 119

**Total Billed:** \$21,949.00

Population: All Records  
 Permit.Type = Electrical OR  
 Permit.Type = Mechanical OR  
 Permit.Type = Plumbing  
 AND  
 Permit.DateIssued in <Previous month> [12/01/20 - 12/31/20]

# Monthly Property Maintenance Requests

01/05/2021

## Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS20-03-104	9604 E M-89 HWY Lot 21	03-23-230-010	RICHLAND MOBILE H	12/14/2020	\$55.00
<b>Work Description:</b>	Property Maintenance request from Richland				
<b>Inspections:</b>	12/14/2020	Property Maintenance Inspectio	Disapproved		
PS20-03-105	9604 E M-89 HWY Lot 22	03-23-230-010	RICHLAND MOBILE H	12/14/2020	\$55.00
<b>Work Description:</b>	Property Maintenance request from Richland				
<b>Inspections:</b>	12/14/2020	Property Maintenance Inspectio	Disapproved		
PS20-03-106	9604 E M-89 HWY Lot 37	03-23-230-010	RICHLAND MOBILE H	12/14/2020	\$55.00
<b>Work Description:</b>	Property Maintenance request from Richland				
<b>Inspections:</b>	12/14/2020	Property Maintenance Inspectio	Approved		
PS20-03-107	6810 M-89 HWY	03-08-276-030	MILLER CHARLES	12/14/2020	\$55.00
<b>Work Description:</b>	Property Maintenance request from Richland				
<b>Inspections:</b>	12/14/2020	Property Maintenance Inspectio	Disapproved		
PS20-06-077	1726 UPLAND DR	06-12-338-110	RC HOUSES, LLC	09/14/2020	\$165.00
<b>Work Description:</b>	Property Maintenance request from Kalamazoo				
<b>Inspections:</b>	12/21/2020	Property Maint. Re-inspection	Approved		
<b>Inspections:</b>	11/19/2020	Property Maint. Re-inspection	Partially Approved		
<b>Inspections:</b>	09/16/2020	Property Maintenance Inspectio	Disapproved		
PS20-07-102	6409 WRIGHT ST	07-20-171-010	LEARN JOSEPH W & TA	12/03/2020	\$55.00
<b>Work Description:</b>	Property Maintenance request from Comstock Fire				
<b>Inspections:</b>	12/04/2020	Property Maintenance Inspectio	Disapproved		
PS20-07-103	5600 E G AVE	07-06-205-013	EDWARD ROSE DEVEL	12/10/2020	\$55.00
<b>Work Description:</b>	Property Maintenance request from Comstock				

Total Permits For Type: 7

Total Fees For Type: \$495.00

# Report Summary

Population: All Records  
 Permit.Category = Jurisdiction  
 Request AND  
 Permit.Type = Special  
 Permit AND  
 Permit.Status = HOLD (FEE)  
 AND  
 Inspection.Date Time Scheduled in  
 <Previous month> [12/01/20 -  
 12/31/20]

Grand Total Fees: \$495.00

Grand Total Permits: 7

# Monthly Special Permit - Owner Request

01/05/2021

## Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS20-06-108	3625 DOUGLAS AVE	06-04-190-033	MICHIGAN COUNCIL 2	12/21/2020	\$55.00

**Work Description:** Consultation for building permit plans

**Inspections:** 12/22/2020 Consultation Partially Approved

**Total Permits For Type: 1**

**Total Fees For Type: \$55.00**

## Report Summary

Population: All Records  
Permit.DateIssued in <Previous month> [12/01/20 - 12/31/20] OR  
Permit.DateFinald in <Previous month> [12/01/20 - 12/31/20]  
AND  
Permit.Category = Meter Socket  
Inspection OR  
Permit.Category = Hood  
Suppression OR  
Permit.Category = Special Permit  
OR  
Permit.Category = Owner Request  
AND  
Permit.PermiType = Special  
Permit

**Grand Total Fees: \$55.00**

**Grand Total Permits: 1**



DATE	MOTION	MADE BY	SECONDED	VOTES
01/09/20	to amend the Budget by adding a Capital Improvement (Asset)	Hess	Emmons	unanimous
01/09/20	to add Christmas Eve as a paid holiday and to continue with having the floating holiday as a paid holiday	Miller	Emmons	unanimous
01/09/20	to appoint Scott Turner as a contracted building inspector	Hess	Miller	unanimous
01/09/20	to approve the engagement letter and authorize Mr. Alwine to sign	Miller	Hess	unanimous
02/13/20	to approve submittal to the municipalities for their approval on the changes to the interlocal agreement	Harma	Miller	Roll Call 4-0 / 1 absent
02/13/20	to remove Capital Improvement (Asset) line item from the budget, which was established at the January 9, 2020 meeting,	Mohney	Harma	unanimous
02/13/20	to move the \$7000 that had been designated to Capital Improvement (Asset) to the existing #7920 Capital Outlay expense account	Mohney	Harma	unanimous
02/13/20	to authorize Mr. Alwine to obtain estimates for office security	Harma	Mohney	unanimous
03/12/20	to authorize Mr. Alwine to obtain auto door locking system, up to \$2500 without an estimate	Harma	Hess	unanimous
03/12/20	to appoint Steve Wood as a backup contracted electrical inspector	Miller	Emmons	unanimous
06/11/20	to authorize Mr. Alwine to proceed with the door replacement, door lock release & security estimates presented, not to exceed \$8500, and to authorize the necessary budget adjustment	Harma	Hess	unanimous
06/11/20	to approve the Maner Costerisan Engagement letter	Miller	Hess	unanimous
06/11/20	to approve the 2019 Audited Financial Statements as presented	Harma	Miller	unanimous
06/11/20	to approve the complete New Member Application from the City of Galesburg, subject to the conditions the board discussed and to include applying to the state with those conditions	Harma	Mohney	unanimous
06/11/20	to approve the KABA COVID-19 Response Plan, as a living document and recognized that changes could be made to it,	Harma	Miller	unanimous
08/13/20	to withdraw the recommendation to accept City of Galesburg's New Member Application to join KABA, based on new information presented by the Mr. Alwine	Mohney	Leuty	unanimous
08/27/20	to approve the Village of Richland's new member application	Hess	Miller	Roll Call 5-0
09/10/20	to approve the General Insurance Renewal	Harma	Miller	unanimous
09/10/20	to approve the Medical/Dental/Vision Insurance Renewal and the current In Lieu of Medical stipend,	Emmons	Hess	unanimous
09/10/20	to approve the Resolution to Opt Out of PA 152	Hess	Miller	unanimous
09/10/20	to remove Per PV Module for Item #10, #11 & #12 on the electrical fee chart	Hess	Emmons	unanimous
09/10/20	to approve the 2021 Budget as presented	Miller	Mohney	unanimous
09/22/10	to approve the Resolution to enter into the temporary contract with Village of Richland	Miller	Harma	Roll Call 4-0 / 1 absent
12/10/20	to elect Mr. Thompson, as Chairperson; Mr. Leuty, as Treasurer; and Ms. Harma, as Secretary to the KABA Board of Directors for a 2-year term	Thompson	Barrons	Raise of Hand 6-0 absent
12/10/20	to authorize Mr. Alwine to determine the holiday schedule for KABA on an annual basis and for what is in the best interest of KABA	Harma	Thompson	Raise of Hand 6-0 absent
12/10/20	to table the KABA Board of Appeals Procedure to the January 19 <sup>th</sup> , 2021 Board Meeting	Harma	Thompson	Raise of Hand 6-0 absent
12/10/20	to table the Appointment of Board of Appeals Members to the January 19 <sup>th</sup> , 2021 meeting	Harma	Thompson	Raise of Hand 6-0 absent
12/10/20	to remain with the current process of presenting the financial reports to the Board Members monthly, distribute the Financial Control Policy to all of the Board Members, gather details of deposits and make adjustments to process at the January 19 <sup>th</sup> Board Meeting	Harma	Thompson	Raise of Hand 6-0 absent

# KABA Construction Board of Appeals Procedure



## **KALAMAZOO AREA BUILDING AUTHORITY CONSTRUCTION BOARD OF APPEALS PROCEDURES FOR CREATION AND APPEALS**

The following procedures and requirements shall be met for the creation and operation of the Kalamazoo Area Building Authority.

### **Introduction**

The Kalamazoo Area Building Authority (“KABA”) is a governmental authority established for the purposes of administration and enforcement of the Act 230 of 1972 titled the Stille-Derossett-Hale Single State Construction Code Act (the “Act”) for its participating units. The term “Code” as used herein, refers to those codes enumerated in Section 4 of the Act MCLA § 125.1504 (2), including the International Residential Code, the International Building Code, the International Mechanical Code, the International Plumbing Code, the International Existing Building Code, and the International Energy Conservation Code published by the International Code Council and the National Electrical Code published by the National Fire Prevention Association, with amendments, additions, or deletions as the director determines appropriate.

The KABA Construction Board of Appeals (“KCBA”), is an administrative body mandated pursuant to Section 14 of the Act (MCL § 125.1514), formed under the direction of KABA and/or its participating units for the purposes of providing a due process system of review by which interested parties may appeal decisions of KABA, its agents and/or employees, including the KABA building official (“Building Official”). This document is intended to set forth the process for the appointment and approval of KCBA board members, as well as procedures and processes for the application for and conducting of hearings of appeals by the KCBA.

#### **A. Composition**

Pursuant to Section 14 of the Act and in accordance with local ordinances adopted by the KABA, participating units the KCBA will consist of **7 members** an odd number of not less than 3, nor more than 7 members who shall be appointed by the KABA Board of Directors.

#### **B. Appointment**

Unless a different procedure is called for by the KABA board, any KABA board member or the Building Official may nominate a potential candidate to serve on the KCBA. The Building Official is authorized to create an application for prospective candidates that shall inquire into the applicant’s education, experience, and seek other information relative to his or her qualifications for service on the KCBA. Completed applications shall be returned to the nominating person to be circulated to the KABA board members as part of a regular board packet. The nomination shall then be placed on the agenda for a vote at a regularly scheduled

KABA board meeting. A nominated candidate shall be appointed to the KCBA upon receiving a majority vote of the voting members of the KABA board and their term shall commence upon said appointment. It shall not be necessary for the candidate to appear at the KABA meeting in which his or her candidacy is being considered, so long that any relevant information or supporting documents regarding the candidate's experience and qualifications are made available to KABA board members in the board packet prior to the meeting, that the nomination is considered.

**C. Term**

Unless otherwise provided by local ordinance, a KCBA member shall serve a two-year term from the date upon which he or she is appointed by the KABA board.

**D. Qualifications**

~~A KCBA member shall have relevant experience and/or training in the fields of construction, architecture, engineering, or some related field or occupation sufficient to render decisions related to the interpretation and application of the Act and the Code. The 7 KCBA members shall be composed collectively of persons with the following types of experience:~~

- ~~1. — One Person who is experienced as a major general contractor.~~
- ~~2. — One Person is experienced in residential construction.~~
- ~~3. — One Person who is a registered professional engineer or architect.~~
- ~~4. — One Person who is experienced in electrical contracting work.~~
- ~~5. — Two other Persons deemed by the KABA board to be qualified by training or experience to perform the duties of the KCBA.~~

A member of the board of appeals shall be qualified by experience or training to perform the duties of members of the board of appeals, as determined by Building Official and the KABA Board of Directors.

**E. Election of Chairperson or Other Officers**

Once formed, the KCBA should meet at least once annually to select a chairperson who will run its meetings, administer oaths to members, and review or approve any procedures or rules for the conduct of meetings or processing of appeals. The KCBA shall further elect a secretary who shall maintain records of the KCBA meetings which shall be turned over to the Building Official to be maintained at the KABA. Any changes to the policy or procedures set forth herein must comply with Michigan Law including the Act and the Code.

**F. Conflicts of Interest**

A KCBA member shall disclose to the KABA board and the other KCBA board members any current or prior relationship(s) to interested parties or any interest the KCBA board member

may have in an appeal or the property or building project considered in an appeal at the earliest time that the member becomes aware of same. KCBA members with any such relationship or interest in an appeal shall recuse themselves from participation on a panel considering or reviewing such appeal if they or the other KCBA board members feel that the relationship or interest will materially affect their ability to make an impartial decision on the appeal. The term “relationship” as used herein shall include familial relationship by blood or marriage, business relationship, friendship or other personal relationship which does or may influence in any manner the KCBA member’s impartiality in rendering a decision on the appeal. The term “interest” as used herein, means a benefit or detriment of either a financial or other nature which the KCBA member may realize or suffer as result of the outcome of any decision on the appeal. The term “interested parties” as used herein means both the appellant and other parties, including neighboring property owners, contractors or material providers for the building project which is the subject of the appeal or any other person or entity who may be directly affected by the outcome of any decision rendered on the appeal.

**G. Application for Appeal**

Any party who has some interest in a construction related decision rendered by KABA, its inspectors or its building official (the “KABA Building Official), including but not limited to the refusal to issue a building permit, the issuance or denial of a certificate of occupancy or any other decision made pursuant to or related to the application or interpretation of the Act, or the Code may appeal the decision to the KCBA. Meetings to consider appeals shall be scheduled at the direction of the KABA Building Official upon receipt of an application for appeal (“Application for Appeal”) and shall be considered “special meetings” for all purposes under the Michigan Open Meeting Act (PA 267 of 1976 MCLA § 15.261 *et seq*).

The Application for Appeal shall be made in writing by the interested person or their agent and be delivered in hand or mailed by certified mail to the KABA office at:

Attention: KABA Board of Appeals  
2322 Nazareth Road  
Kalamazoo, MI 49048

**H. Timing of Appeal**

Upon receipt of an Application for Appeal the KABA Building Official shall notify the KCBA members of the appeal and schedule a public meeting to consider the appeal to be heard no later than 21 days from receipt of the Application for Appeal. The KABA Building Official shall further provide copies of the written application for appeal, along with all supporting documents, to the KCBA chairperson to distribute to the KCBA board members. The KCBA chairperson shall confirm that a panel of KCBA board members sufficient to render a decision is available to appear at the meeting.



**I. Notice**

Notice of the meeting of KCBA to consider an appeal shall be made in accordance with the Michigan Open Meetings Act (Public Act 267 of 1976 MCLA § 15.261 *et seq*). KCBA meetings are “special meetings” as defined in MCLA § 15.265(4) and notice of the meeting shall be posted no less than 18 hours prior to the meeting. Written notice of the meeting shall be posted at the KABA offices and the principal office for any municipality in which any part of the property or building project which is the subject of the appeal is located. Notice shall also be posted on the KABA website and the website for the municipality in which any part of the property or building project which is the subject of the appeal is located. The notice shall state clearly that it is for a KCBA hearing, provide the date, hour, place and nature of the hearing and provide the address and telephone number of the KABA office. Also included in the notice shall be the name of the person making the appeal, the address or addresses of the property or construction project which is the subject of the appeal and a general description of the relief requested by the appellant. The notice shall state the date, time and location of the meeting at which the appeal shall be considered. Unless otherwise directed by the KABA board, all meetings for the KCBA shall occur at the KABA offices in Kalamazoo, Michigan and the location shall be clearly identified in the notice.

**J. Other Interested Parties**

Where the Building Official is aware that other parties including neighbors to the building project which is the subject of the appeal may have a direct interest in the subject matter of the appeal notice shall be provided to those parties via first-class mail and by posting at the project site as set forth above.

**K. Conducting of Meeting**

The meetings to consider an appeal shall be open to the public and deliberations related to same shall be discussed by KCBA board members at the meeting only. At the date and time of the scheduled meeting, the appellant or their representative may present their appeal to the KCBA panel in an oral presentation not to exceed 30 minutes or such other time as directed by the KCBA. The KABA Building Official shall attend the meeting and answer any KCBA factual questions related to the basis upon which the appealed decision was made. KABA’s legal counsel shall also be present and may provide guidance or an oral response to the applicant’s presentation or answer legal questions posed by the KCBA members. To the extent questions involve pending litigation, those questions shall be addressed in a closed session in accordance with MCLA § 15.267 and MCLA § 15.268(e). Four (4) of the appointed KCBA board members shall constitute a quorum for the purposes of rendering a decision on an appeal. In the event a quorum is unavailable at the scheduled meeting, the meeting shall be postponed until such time as a quorum can be reached. Once a quorum is attained a decision must be reached by a majority of the panel in attendance at the scheduled hearing.

**L. Decision**

The KCBA shall meet and render its decision in a written form no later than 30 days from the date that the Application for Appeal is filed at the KABA offices in compliance with MCLA § 125.1514(1). The written decision shall provide the reasoning of the board for denial or the granting of the appeal and conditions, if any, in the granting of a variance. The board shall mail a copy of the decision to the appellant and an original of same shall be delivered to the KABA offices to be maintained in its official records.

**M. Scope of Authority**

The KCBA panel must base any decision it renders on the provisions of the Act, the Code or any rules promulgated by the State of Michigan pursuant to the Act and while members may draw upon their own experience and training in the field, the decision made must meet the requirements of the applicable Code section in question.

Decisions of the KCBA shall be limited to appeal of those issues related to construction methods, materials and designs and the application of the Act or the Code to same. KCBA has no authority to review or consider an appeal based upon the denial or revocation of a permit or certificate for failure to meet other municipal requirements, including but not limited to zoning requirement, requirements of the fire or police department, public utility requirements, historical preservation requirements, or other municipal concerns.

An Application for Appeal shall be based upon a claim that the true intent of the Code or the rules legally adopted under any portion of the Code have been incorrectly interpreted, the provisions of the Code do not apply, or an equally good or better form of construction is proposed. The KCBA shall not have authority to waive requirements of the Code.

**N. Standard for Variance and Conditions to Granting of Variance**

After the hearing and in accordance with MCLA § 125.1515 (1) and (2) where an applicant seeks a specific variance from the Michigan Building Code, the KCBA panel may consider and grant a variance to a substantive requirement of the code only, if:

The literal application of the substantive requirement would result in an exceptional, practical difficulty to the applicant and both of the following requirements are met:

- a. The performance of the particular item or part of the building or structure with respect to which the variance is granted shall be adequate for its intended use and shall not substantively deviate from performance required by the code of that particular item or part for the health, safety and welfare of the people of the State of Michigan; and

- b. The specific condition justifying the variance shall neither be so general nor recurrent in nature as to make an amendment of the code with respect to the condition reasonably practical or desirable.

The KCBA panel may proscribe in writing any condition in connection with the granting of a variance that in its judgment is necessary to protect the health, safety and welfare of the people of the State of Michigan. The breach of any conditions required by the KCBA shall automatically invalidate the variance and any permit, license and certificate granted on the basis of it. In no case shall more than a minimum variance from the code be granted than is necessary to alleviate the exceptional, practical difficulty.

**O. Maintenance of Records**

The records of the KCBA including applications, supporting documents, notes, and written decisions or any other document used, in the possession of or retained by the KCBA in the performance of its official functions shall be maintained at the KABA offices in a separate file designated for the KCBA and shall be indexed, retained by and made available to the public in accordance with Public Act 442 of 1976 MCLA § 15.231 *et seq* al. Records from the hearing shall include meeting minutes, notices, pleadings, applications, intermediate rulings, questions, offers of proof, objections and rulings thereon. A final written decision signed by the chairperson of the KCBA shall be part of the official record.

**P. Appeal of the KABA Construction Board of Appeals' Decision**

An interested party aggrieved by a decision of the KCBA may petition the State of Michigan Construction Commission by filing a timely appeal of the decision to that body in accordance with MCLA § 125.1516.

Approved by the Kalamazoo Area Building Authority Board of Directors at the regular meeting  
on January 19, 2021. Chairperson: \_\_\_\_\_



# Discussion of Financial Reports on Agenda location

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
AUGUST 10, 2017**

Board Chairperson, Michelle Mohney called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:00 P.M. at the KABA offices, 2322 Nazareth Road.

Board Members Present: Michelle Mohney, Representative from Comstock Township  
Sherine Miller, Representative from Kalamazoo Township  
Eric Cronin, Representative from the City of Parchment  
Denise Barrons, At-Large Board Member

Board Members Absent: Jon Schurr, Kalamazoo Resident Member

Also present were KABA Building Official, Mike Alwine, KABA Attorney, Robb Krueger, KABA Office Coordinator / Recording Secretary, Penny Cassidy, Comstock Township Supervisor, Randy Thompson and City of Parchment Resident, Samuel Hunter.

**Approval of Agenda** – Ms. Mohney requested that the Building Report, Financial Reports and Checking Account Summary be removed from Consent Agenda and placed under Operational Directions; creating a item 5) d. as Financial Statements and Reports. Also, to add item 5) e. as Public Comments Policy. A motion was made by Ms. Barrons to approve the agenda with these changes, seconded by Mr. Cronin and carried with a vote 4-0.

**Approval of Consent Agenda** – Ms. Mohney requested to remove the July 13, 2017 meeting minutes for corrections. Motion was made by Mr. Cronin, seconded by Ms. Barrons and carried with a vote 4-0. Ms. Mohney advised the board that her last name was spelled incorrectly in the meeting minutes. Ms. Miller motioned to approve the consent agenda with the corrections requested by Ms. Mohney on the July 13, 2017 meeting minutes, seconded by Ms. Barrons, carried with a vote 4-0.

**Citizen Comments** – There were no citizen comments.

**KABA Marketing Plan** – Mr. Alwine advised the board that he had received feedback from Mr. Cronin on the KABA Marketing Plan which was distributed to board members at the July board meeting. Ms. Barrons offered her suggestions. Great input was given to improve the presentation of the Marketing Plan to future municipalities.

**KABA Permit Fee Schedule** – Mr. Alwine proposed an addition to the Permit Fee Schedule addressing any work started without obtaining required permits. The board modified the verbage and increased the fee from \$45 to \$55 for additional re-inspection, property maintenance and code enforcement inspection, and court time per hour. Mr. Alwine disclosed the State of Michigan has rescinded the formal interpretation pertaining to permit requirements for re-roofing and has remanded the decision to the individual jurisdictions. The board authorized Mr. Alwine to work with Mr. Krueger to create a re-roof ordinance for the jurisdictions.

**2018 KABA Budget** - Mr. Alwine advised the Board of KABA's financial forecast - present through 2018. Ms. Mohney, Ms. Barrons and Mr. Cronin volunteered to form a sub-committee to research ideas on bringing in new jurisdictions. The authorizing of Mr. Alwine to obtain an appraisal on the dwelling that KABA currently resides is tabled for the September board meeting.

**Financial Statements & Reports** – Ms. Mohney advised the board on new knowledge she gained while attending the MTA Spring Retreat. The financial reports are for information-only purposes to the Board members. These reports can be relocated from Consent Agenda to its own item (Reports) on the agenda list. The only financial report that needs board's approval is the audited statements.

**Public Comments Policy** - Ms. Mohney suggested KABA create a policy on citizen comments to be listed on the agenda. The creation of the policy is tabled for September board meeting.

**KABA Board Member Comments** – Ms. Mohney announced plans have been received for a hotel to be built in Comstock Township.

**KABA Staff Comments** – There were no staff comments.

There was no further business and the meeting was adjourned at approximately 3:40 PM.

Next Meeting – September 14, 2017 at the KABA Offices at 2:00 p.m.

Drafted: August 14, 2017

Approved: September 14, 2017

# Appointment of Signatories for KABA Financial Accounts

## Current Signatories:

1. Michael Alwine
2. Denise Barrons
3. Sherine Miller

# Conflict of Interest Policy

**KALAMAZOO AREA BUILDING AUTHORITY**  
**CONFLICT OF INTEREST POLICY**

Approved by Board on June 8, 2017

**Article I**

**Purpose**

Board Members and Officers of the Kalamazoo Area Building Authority (“KABA”), a governmental nonprofit authority and tax-exempt organization, owe KABA the duty of loyalty. This duty requires Board Members and Officers to act in the best interest of the KABA. The Board Members and Officers shall avoid any conflict, or the appearance of conflict, between their own interest and the interests of the KABA.

The purpose of this Conflict of Interest Policy (“Policy”) is to protect KABA’s interest and integrity when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Board Member of the KABA or might result in a possible excess benefit transaction. This Policy is intended to supplement, but not replace (i) the KABA Bylaws and (ii) any applicable state and federal laws governing conflict of interest applicable to governmental nonprofit organizations. If any conflict exists between this Policy and the KABA Bylaws, the Bylaws shall control.

**Article II**

**Definitions**

**1. Interested Person.**

Any Board Member, Officer, or member of a committee with governing board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

**2. Excess Benefit Transaction.**

An excess benefit transaction is a transaction in which an economic benefit is provided to an applicable tax-exempt organization, directly or indirectly, to or for the use of a disqualified person, and the value of the economic benefit provided by the organization exceeds the value of the consideration received by the organization.

**3. Financial Interest.**

- a. An ownership or investment interest in any entity with which KABA has a transaction or arrangement;
- b. A compensation arrangement with KABA or with any entity or individual with

which KABA has a transaction or arrangement; or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which KABA is negotiating a transaction or arrangement.

Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the disinterested Board Members or designated committee determines that a conflict of interest exists.

### **Article III**

#### **Procedures**

##### **1. Duty to Disclose.**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board Members and members of committees with governing board-delegated powers considering the proposed transaction or arrangement.

##### **2. Determining Whether a Conflict of Interest Exists.**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

##### **3. Procedure for Addressing the Conflict of Interest.**

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether KABA can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances which would not produce a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested Board Members whether the transaction or arrangement is in KABA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

**4. Violations of the Conflicts of Interest Policy.**

a. If the governing board or committee has reasonable cause to believe a Board Member or Officer has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV**

**Records of Proceedings**

The minutes of the governing board and all committees with board-delegated powers shall contain:

a. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**Article V**

**Compensation**

a. A voting member of the governing board who receives compensation, directly or indirectly, from KABA for services is precluded from voting on matters pertaining to that member's compensation.



b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from an organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who received compensation, directly or indirectly, from KABA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Article VI**

### **Annual Statements**

Each Board Member, Officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- a. has received a copy of this Conflict of Interest Policy;
- b. has read and understands the Policy;
- c. has agreed to comply with the Policy; and
- d. understands that KABA is a governmental nonprofit authority and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **Article VII**

### **Periodic Reviews**

To ensure KABA operates in a manner consistent with its governmental nonprofit purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. whether partnerships, joint ventures, and arrangements with management organizations conform to KABA's written policies are properly recorded, reflect reasonable investment or payments for goods and services, further governmental nonprofit purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

## **Article VIII**

### **Use of Outside Experts**

When conducting the periodic reviews as provided under Article VII, KABA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



**ACKNOWLEDGEMENT OF RECEIPT**  
**CONFLICT OF INTEREST POLICY**

I have received a copy of KABA's Conflict of Interest Policy and have read and understood the contents of that policy. I am hereby agreeing to comply with the policy in its entirety. I will sign the two copies of this Acknowledgement of Receipt, retain one copy for myself, and return one copy to the KABA Building Official for retention.

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

Printed Name: \_\_\_\_\_

Engagement Letter  
from  
Siegfried Crandall

December 16, 2020

Members of the Authority Board  
Kalamazoo Area Building Authority  
2322 Nazareth Road  
Kalamazoo, MI 49048

We are pleased to confirm our understanding of the services we are to provide the Kalamazoo Area Building Authority. This engagement letter sets forth the engagement's objective and scope of services, identifies management's responsibilities during the engagement, explains the limitations of the engagement, and presents the fees for our services.

### **Engagement objective**

The objective of our engagement is to provide the Kalamazoo Area Building Authority with ongoing accounting services.

### **Scope of services**

We will provide the following services, from information you have provided to us, for the fiscal year ending December 31, 2020:

- Preparation of financial statements, including the related notes to the financial statements, and supporting work papers to be provided to the Authority's independent auditor
- Assistance with the preparation of the Management's Discussion and Analysis
- Preparation and filing of forms for submission to the State, including Form 5047

We will also provide accounting assistance, as needed throughout the year, which includes the following: special projects, review of budgets, cash receipts, cash disbursements, payroll, and provide assistance to the Authority's director and accountant.

### **Limitations**

None of the services described above can be relied upon to disclose errors, fraud, or illegal acts. However, we will inform you of any material errors and of any evidence or information that comes to our attention during the performance of these services. In addition, we will inform you of any evidence or information that comes to our attention during the performance of these services regarding illegal acts that may have occurred. We have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

### **Management's responsibilities**

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities. Management is also responsible for making all management decisions and for performing all management functions. You are required to designate a competent individual with the following specific responsibilities regarding the services we will perform in connection with this engagement:

1. Oversee the services we will perform
2. Evaluate the adequacy and results of the services
3. Accept responsibility for the results of the services

**Administration, fees, and other**

Our fees for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to this engagement. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

The hourly rates for our governmental team are as follows:

	<u>Standard</u>	<u>Discounted</u>
Shareholder	\$200	\$150
Associate/Manager	\$150	\$115
Staff Accountant	\$130	\$100

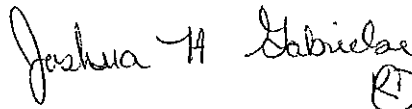
We will be available throughout the contract period to provide the Authority with advice and guidance on financial accounting and reporting issues. Joel Frederickson will be responsible for responding to the Authority's phone calls and e-mail communications, which will not be billed separately, in a timely manner.

We appreciate the opportunity to be of service to the Kalamazoo Area Building Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

The terms communicated in this letter will remain in effect until mutually modified or canceled by either party.

Sincerely,

SIEGFRIED CRANDALL P.C.



Joshua H. Gabrielse, Shareholder

**RESPONSE:**

This letter correctly sets forth the understanding of the Kalamazoo Area Building Authority.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

# Engagement Letter for Kreis, Enderle, Hudgins & Borsos

# KREIS ENDERLE

KREIS, ENDERLE, HUDGINS & BORSOS, P.C.

Robb S. Krueger

Direct Dial 269-321-2360  
rkrueger@KreisEnderle.com

P.O. Box 4010  
Kalamazoo, MI 49003-4010  
269-324-3000  
Fax 269-324-3010

[www.KreisEnderle.com](http://www.KreisEnderle.com)

## ENGAGEMENT AGREEMENT

January 7, 2021

Kalamazoo Area Building Authority  
2322 Nazareth Road  
Kalamazoo, MI 49048

Re: Representation

To Whom It May Concern:

We are required to obtain an engagement agreement before we begin work for a client. The following constitutes the terms of our agreement. You have requested that this firm provide Kalamazoo Area Building Authority general counsel, employment work, and potentially civil litigation work. I emphasize that the firm will represent you because, even though your initial contact has been with me, I intend to use the services of other lawyers and staff personnel of the firm, as necessary, to do the best possible job of representing your interests.

### I. FEE DETERMINATION

The Model Rules of Professional Conduct adopted by the Michigan Supreme Court lists the following factors to be considered in establishing a reasonable fee for legal services.

1. The time and labor required, the novelty and difficulty of the questions involved, and the skill requisite to perform the legal service properly.
2. The likelihood, if apparent to the client, that the acceptance of the particular employment will preclude other employment by the lawyer.
3. The fee customarily charged in the locality for similar legal services.
4. The amount involved and the results obtained.
5. The time limitations imposed by the client or by the circumstances.
6. The nature and length of the professional relationship with the client.



7. The experience, reputation, and ability of the lawyer or lawyers performing the services.

This firm normally sends bills to clients once each month. We begin by reviewing the time devoted to the matter during the month. Time is recorded daily in one-tenth (1/10) hour minimum time blocks. The time is multiplied by the hourly rate for the person performing the services. Fees for Kalamazoo Area Building Authority are set as follows and shall apply for a term of two years from the date of engagement:

- A. General Counsel, Employment or Administrative work - \$210.00 per hour.
- B. Civil Litigation or Appeals, including alternative dispute resolution - \$260.00 per hour.
- C. Paralegal work to be billed at \$120.00 per hour.

We are unable to provide an estimate of the final bill for most projects. There are many factors which may serve to complicate a legal matter. If you have a question, at any time, as to where you stand in regard to your bill, we will attempt to provide an accurate estimate of the bill's current status.

## **II. EXPENSES**

In addition to the legal fees, all expenses incurred by us will be charged to you. Specifically, you will be charged for long distance telephone calls, photocopying (15¢ per copy), mileage for travel out of town (IRS Standard Mileage Rate), postage (other than for routine letters), couriers (FedEx and the like), and any other expenses reasonably necessary to accomplish the task for which we have been engaged. There may be other expenses incurred which are not among those enumerated above, which are the common expenses. In some cases, you will be asked to pay expenses in advance.

## **III. PAYMENT OF FEES AND EXPENSES**

We have the option and the discretion to continue work on your behalf in the event your retainer has been exhausted. In that event, you will be billed on a monthly basis. All billings will be payable upon receipt. Any agreement for other payment terms must be in writing. If billings are not paid promptly, we shall have the option to not perform further services.

We reserve the right to discontinue our representation of you and withdraw as your counsel if (1) you persist in a course of action we reasonably believe is criminal or fraudulent; (2) we reasonably believe you have used our services to perpetrate a crime or fraud; (3) you persist upon pursuing an objective that we consider repugnant or imprudent; (4) you fail substantially to fulfill an obligation to us regarding our services to you, and we have given you reasonable warning that we will withdraw unless the obligation is fulfilled; (5) our representation to you will result in an

unreasonable financial burden on us or has been rendered unreasonably difficult by you; or (6) other good cause exists for withdrawal.

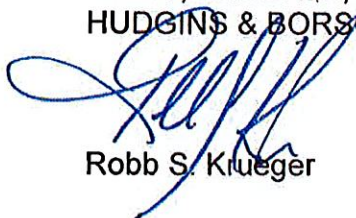
**IV. COMPLETION OF SERVICES**

Upon completion of the firm's work, we reserve the right to destroy or otherwise dispose of your file after we notify you at your last known address of our intent to destroy or dispose of your file. It is, therefore, important that you notify the firm whenever you change your address. If you choose to leave all or part of the file in our possession, we will have the authority to destroy your file after three (3) years from the date your matter is finally concluded.

We appreciate the opportunity to represent you in this matter. If you agree with the above terms, please sign the Acknowledgement below and return a signed copy of this letter to our office. If you have any questions concerning this matter, please call me.

Very truly yours,

KREIS, ENDERLE,  
HUDGINS & BORSOS, P.C.



Robb S. Krueger

RSK/lc

**ACKNOWLEDGEMENT**

I have read, understand, and agree to the above terms of your engagement. No other terms have been discussed.

KALAMAZOO AREA BUILDING AUTHORITY

Dated: \_\_\_\_\_, 2021

By: \_\_\_\_\_  
Its: \_\_\_\_\_