



AGENDA

Regular Meeting of the Kalamazoo Area Building Authority Board of Directors
October 18, 2022
2:00 PM

1. Call to Order
2. Approval of the Agenda [MOTION]
3. Consent Agenda [MOTION]
 - a. Approval of Minutes from the September 20, 2022 Board Meeting
 - b. Receipt of Bank Reconciliation Reports – September 2022
 - c. Receipt of Financial Reports – September 2022
 - d. Receipt of Building Report – September 2022
 - e. Receipt of Permit Lists – September 2022
 - f. Receipt of Motion Log - YTD
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. Information Security and Privacy Policy – Discussion & Approval
6. Board Member Comments
7. Staff Member Comments
8. Adjournment

Consent Agenda

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
September 20, 2022**

Acting Chairperson, Lysanne Harma called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:05 P.M., at the KABA Offices, 2322 Nazareth Road.

Present: Steve Leuty, Treasurer / Representative from Kalamazoo Township
Robin Madaras / Representative from City of Parchment
Don Smith / Representative from Pine Grove Township
Lysanne Harma, Secretary / Representative from Richland Township
Gail Koporetz / Alternate Representative from Village of Richland
Vik Bawa, At-Large Board Member

Absent: Randy Thompson, Chairperson / Representative from Comstock Township

Also present were Building Official, Mike Alwine, and Office Coordinator/Board Liaison, Penny Cassidy.

Approval of Agenda – A motion was made by Leuty to approve the agenda as presented, seconded by Madaras, and motion carried.

Approval of Consent Agenda – A motion was made by Smith to approve the Consent Agenda, seconded by Leuty, and motion carried.

Citizen Comments – There were no citizens in attendance.

BUSINESS –

5. a. Medical/Dental/Vision Insurance Renewal / In Lieu of Medical – The annual premium has a 9.02% increase from last year's premium. Leuty motioned to approve the medical, dental and vision insurance renewal and maintain the current In Lieu of Medical stipend, seconded by Smith, and carried with a vote 6-0.

5. b. Resolution to Opt Out of PA 152 – Leuty motioned to approve to adopt the Resolution to Opt Out of PA 152 for the 2023 benefit year, seconded by Koporetz, and carried with a roll call vote 6-0.

Roll Call Vote: Ayes: Smith, Madaras, Bawa, Leuty, Harma, and Koporetz.
Nays: None

Leuty exited at approximately 2:27pm and return at approximately 2:30pm.

5. c. KABA Budget 2023 – Koporetz motioned to approve the KABA 2023 Budget as presented, seconded by Smith, and carried with a vote 6-0.

KABA Board Member Comments – There were no board member comments.

Leuty exited at approximately 2:36pm and return at approximately 2:38pm.

KABA Staff Comments – Alwine thanked the board for their support and inquiries into items that may be overlooked.

There was no further business. The meeting was adjourned at approximately 2:40 P.M.

Drafted: September 21, 2022

Approved:

DRAFT

11:00 AM

10/04/22

Kalamazoo Area Building Authority
Reconciliation Summary
1050 · Checking (Primary) / SMBT, Period Ending 09/30/2022

	<u>Sep 30, 22</u>
Beginning Balance	228,555.21
Cleared Transactions	
Checks and Payments - 55 items	-51,454.51
Deposits and Credits - 120 items	51,797.92
Total Cleared Transactions	<u>343.41</u>
Cleared Balance	<u>228,898.62</u>
Uncleared Transactions	
Checks and Payments - 12 items	-4,100.60
Deposits and Credits - 13 items	2,010.00
Total Uncleared Transactions	<u>-2,090.60</u>
Register Balance as of 09/30/2022	<u>226,808.02</u>
New Transactions	
Deposits and Credits - 2 items	3,215.00
Total New Transactions	<u>3,215.00</u>
Ending Balance	<u>230,023.02</u>

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 09/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							228,555.21
Cleared Transactions							
Checks and Payments - 55 items							
Check	08/11/2022	6308	Oscar Larson / Contractor	Refund - PE21-07-321 (contractor change)	√	-185.00	
Bill Pmt -Check	08/25/2022	6323	Terry Thatcher/MP Services	08/14-08/20/22 (11 Mech / 18 Plumb Inspections)	√	-1,450.00	
Bill Pmt -Check	08/25/2022	6322	Sun Life Assurance	09/01-09/30/22	√	-371.46	
Check	08/25/2022	6325	Diamond Maintenance	Refund - PB22-06-032, PB22-06-042 & PB22-06-043	√	-360.00	
Bill Pmt -Check	08/25/2022	6315	Charter Comm	08/20-09/19/22	√	-209.97	
Check	08/25/2022	6324	Nationwide Permitting Services	Refund - PB22-06-133 (contractor changed)	√	-120.00	
Bill Pmt -Check	08/25/2022	6316	City of Kalamazoo (Water&Sewer)	05/10-08/01/22 (Auto read)	√	-105.93	
Liability Check	08/31/2022	6327	State of Michigan/Withhold	August 2022	√	-1,207.47	
Liability Check	08/31/2022	ACH	Great-West	Payroll (W/E 08/28/22)	√	-590.39	
Liability Check	08/31/2022	ACH	Great-West	Payroll (W/E 08/28/22)	√	-200.00	
Bill Pmt -Check	09/01/2022	6335	Terry Thatcher/MP Services	08/21-08/27/22 (13 Mech / 14 Plumb Inspections)	√	-1,350.00	
Bill Pmt -Check	09/01/2022	6330	Doug Scott	08/21-08/27/22 (23 Inspections)	√	-1,150.00	
Check	09/01/2022	6339	Roy, Stephen A	Reimbursement - Mileage (882.50) & Phone (112.09) (Z19) 08/01-08/31/22 (1 hr + (1) ZCP) & (Z20) 08/01-08/31/22 (9.5 hrs + (2) ZCP)	√	-994.59	
Bill Pmt -Check	09/01/2022	6328	Bear Priest		√	-765.00	
Check	09/01/2022	6338	Alwine, Michael R	Reimbursement - Mileage (331.25) & Phone (73.75)	√	-405.00	
Bill Pmt -Check	09/01/2022	6329	Consumers Energy	07/22-08/21/22	√	-293.63	
Bill Pmt -Check	09/01/2022	6332	JM Lawn Maintenance	mowing: 08/02, 08/09, 08/16, 08/23, 08/30 & veg control: 08/06	√	-260.00	
Bill Pmt -Check	09/01/2022	6334	Scott Paddock	08/21-08/27/22 (5 Inspections)	√	-250.00	
Bill Pmt -Check	09/01/2022	6331	Graybar Financial Services	phone rental	√	-198.83	
Bill Pmt -Check	09/01/2022	6336	Zemlick	paper, laminating sheets, batteries, dispenser	√	-161.53	
Check	09/01/2022	6337	Roy's Home Center	Refund - PP22-06-219 (over payment)	√	-100.00	
Bill Pmt -Check	09/01/2022	6333	Republic Services	09/01-09/30/22	√	-56.51	
Bill Pmt -Check	09/08/2022	6342	Doug Scott	08/28-08/31/22 (25 Inspections) & 09/01-09/03/22 (1 Inspection)	√	-1,300.00	
Bill Pmt -Check	09/08/2022	6346	Terry Thatcher/MP Services	08/28-08/31/22 (7 Mech / 4 Plumb Inspections) & 09/01-9/03/22 (4 Mech / 5 Plumb Inspections)	√	-1,000.00	
Bill Pmt -Check	09/08/2022	6345	Scott Paddock	08/28-08/31/22 (8 Inspections) & 09/01-09/03/22 (4 Inspections)	√	-600.00	
Bill Pmt -Check	09/08/2022	6340	Butch Hayes/State Approved Insp Svcs	(3) Plan Reviews	√	-200.00	
Bill Pmt -Check	09/08/2022	6341	CCU - Mastercard	5590 7020 0000 7886	√	-172.12	
Bill Pmt -Check	09/08/2022	6344	Knight Watch Inc	Sept - Nov	√	-135.00	
Check	09/08/2022	6348	Direct Electric	Refund - PE22-07-469 & PE22-07-474 (over payment)	√	-90.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 09/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Bill Pmt -Check	09/08/2022	6343	Gordon Water Systems	(3) bottled water & deposit for (3) bottles	√	-44.64	
Liability Check	09/13/2022	ACH	QuickBooks Payroll Service	Payroll (W/E 09/11/22)	√	-7,864.61	
Liability Check	09/14/2022	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 09/11/22)	√	-2,868.90	
Liability Check	09/14/2022	ACH	Great-West	Payroll (W/E 09/11/22)	√	-590.93	
Liability Check	09/14/2022	ACH	Great-West	Payroll (W/E 09/11/22)	√	-200.00	
Bill Pmt -Check	09/15/2022	6350	Kreis, Enderle, Hudgins & Borsos	General through 08/31/22	√	-1,470.00	
Bill Pmt -Check	09/15/2022	6349	Doug Scott	09/04-09/10/22 (21 Inspections)	√	-1,050.00	
Bill Pmt -Check	09/15/2022	6352	Terry Thatcher/MP Services	09/04-09/10/22 (7 Mech / 5 Plumb Inspections)	√	-600.00	
Bill Pmt -Check	09/15/2022	6351	Scott Paddock	09/04-09/10/22 (6 Inspections)	√	-300.00	
Check	09/15/2022	6354	Service Professor	Refund - PE22-07-502 (job canceled)	√	-60.00	
Check	09/15/2022	6353	Webster Electric	Refund - PE22-06-506 (over payment)	√	-24.00	
Bill Pmt -Check	09/22/2022	6356	Doug Scott	09/11-09/17/22 (24 Inspections + (1) Plan Review)	√	-1,250.00	
Bill Pmt -Check	09/22/2022	6362	Terry Thatcher/MP Services	09/11-09/17/22 (25 Inspections)	√	-1,250.00	
Bill Pmt -Check	09/22/2022	6357	EMC Insurance	Oct 2022	√	-1,004.86	
Bill Pmt -Check	09/22/2022	6355	Adams Remco	09/20-12/19/22 & copies overage - 06/20-09/19/22	√	-552.53	
Bill Pmt -Check	09/22/2022	6360	Spectrum VoIP	09/01-09/30/22	√	-85.70	
Bill Pmt -Check	09/23/2022	ACH	Blue Cross Blue Shield	10/01-10/31/22	√	-3,428.18	
Liability Check	09/27/2022	ACH	QuickBooks Payroll Service	Payroll (W/E 09/25/22)	√	-7,749.07	
Liability Check	09/28/2022	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 09/25/22)	√	-2,832.40	
Liability Check	09/28/2022	ACH	Great-West	Payroll (W/E 09/25/22)	√	-592.01	
Liability Check	09/28/2022	ACH	Great-West	Payroll (W/E 09/25/22)	√	-200.00	
Bill Pmt -Check	09/29/2022	Online	SMBT	Loan # 1190000276	√	-1,565.29	
Bill Pmt -Check	09/29/2022	6364	Doug Scott	09/18-09/24/22 (26 Inspections)	√	-1,300.00	
Liability Check	09/29/2022	ACH	QuickBooks Payroll Service	Payroll (Ending 09/30/22)	√	-209.54	
Check	09/30/2022	ACH	Southern Michigan Bank & Trust - Fees	Cash Management Fees for month	√	-45.00	
Liability Check	09/30/2022	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (Ending 09/30/22)	√	-34.42	
Total Checks and Payments							-51,454.51
Deposits and Credits - 120 items							
Deposit	08/29/2022			Deposit ID # 120142235	√	55.00	
Deposit	08/29/2022			Deposit ID # 120132599	√	55.00	
Deposit	08/29/2022			Deposit ID # 120133511	√	135.00	
Deposit	08/30/2022			Deposit ID # 120231655	√	105.00	
Deposit	08/30/2022			Deposit ID # 120203571	√	150.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 09/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	08/30/2022			Deposit ID # 120172743	√	161.00	
Deposit	08/30/2022			Deposit ID # 120189123	√	170.00	
Deposit	08/30/2022			Deposit ID # 120193487	√	210.00	
Deposit	08/30/2022			Deposit ID # 120201716	√	270.00	
Paycheck	08/31/2022	DD30650	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	08/31/2022	DD30653	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	08/31/2022	DD30651	Bellisle, Mary L	Direct Deposit	√	0.00	
Paycheck	08/31/2022	DD30652	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	08/31/2022	DD30654	Roy, Stephen A	Direct Deposit	√	0.00	
Deposit	08/31/2022			Deposit ID # 120270421	√	105.00	
Deposit	08/31/2022			Deposit ID # 120265681	√	135.00	
Deposit	09/01/2022			Deposit ID # 120317803	√	125.00	
Deposit	09/01/2022			Deposit ID # 120336050	√	136.00	
Deposit	09/01/2022			Deposit ID # 120334678	√	166.00	
Deposit	09/01/2022			Deposit ID # 120305485	√	215.00	
Deposit	09/02/2022			Deposit ID # 120400708	√	110.00	
Deposit	09/02/2022			Deposit ID # 120404199	√	110.00	
Deposit	09/02/2022			Deposit ID # 120403056	√	215.00	
Deposit	09/02/2022			Deposit ID # 120413832	√	215.00	
Deposit	09/02/2022			Deposit ID # 120372972	√	220.00	
Deposit	09/06/2022			Deposit ID # 120543036	√	110.00	
Deposit	09/06/2022			Deposit ID # 120524205	√	110.00	
Deposit	09/06/2022			Deposit ID # 120550624	√	125.00	
Deposit	09/06/2022			Deposit ID # 120557949	√	176.00	
Deposit	09/06/2022			Deposit	√	300.00	
Deposit	09/06/2022			Deposit	√	11,425.00	
Deposit	09/07/2022			Deposit ID # 120583708	√	104.00	
Deposit	09/07/2022			Deposit ID # 120585023	√	155.00	
Deposit	09/07/2022			Deposit ID # 120588161	√	180.00	
Deposit	09/07/2022			Deposit ID # 120596604	√	215.00	
Deposit	09/07/2022			Deposit ID # 120598146	√	223.00	
Deposit	09/07/2022			Deposit ID # 120583291	√	250.00	
Deposit	09/07/2022			Deposit ID # 120593707	√	271.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 09/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	09/07/2022			Deposit ID # 120593087	√	1,303.00	
Deposit	09/08/2022			Deposit ID # 120652032	√	111.00	
Deposit	09/08/2022			Deposit ID # 120678187	√	130.00	
Deposit	09/09/2022			Deposit ID # 120712202	√	15.00	
Deposit	09/09/2022			Deposit ID # 120718955	√	125.00	
Deposit	09/09/2022			Deposit ID # 120737502	√	278.00	
Deposit	09/12/2022			Deposit ID # 120827512	√	186.00	
Deposit	09/12/2022			Deposit ID # 3120837281	√	220.00	
Deposit	09/12/2022			Deposit	√	305.00	
Deposit	09/12/2022			Deposit	√	712.50	
Deposit	09/12/2022			Deposit	√	2,134.00	
Deposit	09/13/2022			Deposit ID # 120887588	√	45.00	
Deposit	09/13/2022			Deposit ID # 120892997	√	116.00	
Deposit	09/13/2022			Deposit ID # 120898626	√	162.00	
Deposit	09/13/2022			Deposit ID # 120891599	√	170.00	
Deposit	09/13/2022			Deposit ID # 120901149	√	180.00	
Paycheck	09/14/2022	DD30657	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	09/14/2022	DD30656	Bellisle, Mary L	Direct Deposit	√	0.00	
Paycheck	09/14/2022	DD30655	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	09/14/2022	DD30659	Roy, Stephen A	Direct Deposit	√	0.00	
Paycheck	09/14/2022	DD30658	Feist, Erin L	Direct Deposit	√	0.00	
Deposit	09/14/2022			Deposit ID # 120970277	√	50.00	
Deposit	09/14/2022			Deposit ID # 120986252	√	50.00	
Deposit	09/14/2022			Deposit ID # 120962103	√	104.00	
Deposit	09/14/2022			Deposit ID# 120950466	√	105.00	
Deposit	09/14/2022			Deposit ID # 120986650	√	255.00	
Deposit	09/15/2022			Deposit ID # 121040580	√	175.00	
Deposit	09/15/2022			Deposit ID # 121044378	√	210.00	
Deposit	09/15/2022			Deposit ID # 121015894	√	241.00	
Deposit	09/15/2022			Deposit ID # 121040854	√	288.00	
Deposit	09/15/2022			Deposit ID # 121048528	√	323.00	
Deposit	09/16/2022			Deposit ID # 121084110	√	5.00	
Deposit	09/16/2022			Deposit ID # 121113553	√	175.00	

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking (Primary) / SMBT, Period Ending 09/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	09/19/2022			Deposit ID # 121205511	√	55.00	
Deposit	09/19/2022			Deposit	√	75.00	
Deposit	09/19/2022			Deposit ID # 121231858	√	100.00	
Deposit	09/19/2022			Deposit ID # 121203698	√	160.00	
Deposit	09/19/2022			Deposit ID # 121213371	√	170.00	
Deposit	09/19/2022			Deposit ID # 121221527	√	176.00	
Deposit	09/19/2022			Deposit	√	236.00	
Deposit	09/19/2022			Deposit ID # 121227005	√	316.00	
Deposit	09/19/2022			Deposit	√	741.00	
Deposit	09/19/2022			Deposit	√	5,799.00	
Deposit	09/20/2022			Deposit ID # 121292113	√	105.00	
Deposit	09/20/2022			Deposit ID # 121289383	√	136.00	
Deposit	09/20/2022			Deposit ID # 121278035	√	269.00	
Deposit	09/21/2022			Deposit ID # 121346783	√	60.00	
Deposit	09/21/2022			Deposit ID # 121337010	√	130.00	
Deposit	09/21/2022			Deposit ID # 121355364	√	393.00	
Deposit	09/22/2022			Deposit ID # 121415420	√	45.00	
Deposit	09/22/2022			Deposit ID # 121419132	√	104.00	
Deposit	09/22/2022			Deposit ID # 121395171	√	130.00	
Deposit	09/22/2022			Deposit ID# 121391539	√	430.00	
Deposit	09/23/2022			Deposit ID # 121445361	√	216.00	
Deposit	09/23/2022			Deposit ID # 121450140	√	223.00	
Deposit	09/23/2022			Deposit ID # 121445301	√	864.00	
Deposit	09/26/2022			Deposit ID # 121581468	√	15.00	
Deposit	09/26/2022			Deposit ID # 121559479	√	105.00	
Deposit	09/26/2022			Deposit ID # 121580480	√	110.00	
Deposit	09/26/2022			Deposit ID # 121578037	√	170.00	
Deposit	09/26/2022			Deposit ID # 121592157	√	2,690.00	
Deposit	09/27/2022			Deposit ID # 121633302	√	104.00	
Deposit	09/27/2022			Deposit ID # 121626650	√	130.00	
Deposit	09/27/2022			Deposit	√	342.00	
Deposit	09/27/2022			Deposit	√	1,797.00	
Deposit	09/27/2022			Deposit	√	6,919.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 09/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Paycheck	09/28/2022	DD30664	Roy, Stephen A	Direct Deposit	√	0.00	
Paycheck	09/28/2022	DD30660	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	09/28/2022	DD30662	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	09/28/2022	DD30663	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	09/28/2022	DD30661	Bellisle, Mary L	Direct Deposit	√	0.00	
Deposit	09/29/2022			Deposit	√	192.00	
Deposit	09/29/2022			Deposit	√	264.00	
Deposit	09/29/2022			Deposit	√	2,292.00	
Paycheck	09/30/2022	DD30665	Bawa, Vikrant S	Direct Deposit	√	0.00	
Deposit	09/30/2022			Interest	√	9.42	
Deposit	09/30/2022			Deposit - Cash	√	75.00	
Deposit	09/30/2022			Deposit - Cash	√	100.00	
Deposit	09/30/2022			Deposit - Cash	√	104.00	
Deposit	09/30/2022			Deposit - Cash	√	155.00	
Deposit	09/30/2022			Deposit - Cash	√	170.00	
Deposit	09/30/2022			Deposit - Cash	√	241.00	
Total Deposits and Credits							51,797.92
Total Cleared Transactions							343.41
Cleared Balance							228,898.62
Uncleared Transactions							
Checks and Payments - 12 items							
Check	09/08/2022	6347	Nuyen Electric	Refund - PE22-06-467 (over payment)		-3.00	
Bill Pmt -Check	09/22/2022	6361	Sun Life Assurance	10/01-10/31/22		-371.46	
Bill Pmt -Check	09/22/2022	6358	Molly Maid	Office cleaning: 09/16 (initial clean)		-210.00	
Bill Pmt -Check	09/22/2022	6359	Scott Paddock	09/11-09/17/22 (4 Inspections)		-200.00	
Bill Pmt -Check	09/29/2022	6369	Terry Thatcher/MP Services	09/18-09/24/22 (11 Mech / 10 Plumb Inspections)		-1,050.00	
Liability Check	09/29/2022	6371	State of Michigan/Withhold	September 2022		-840.78	
Bill Pmt -Check	09/29/2022	6368	Scott Paddock	09/18-09/24/22 (7 Inspections)		-350.00	
Bill Pmt -Check	09/29/2022	6366	Great America Financial	Toshiba copier & 22 Kal Twp PP Tax Summer		-328.56	
Bill Pmt -Check	09/29/2022	6363	Charter Comm	09/20-10/19/22		-209.97	
Bill Pmt -Check	09/29/2022	6365	Graybar Financial Services	phone rental		-198.83	
Check	09/29/2022	6370	Homeowner	Refund - PP21-07-227 (job canceled)		-198.00	
Bill Pmt -Check	09/29/2022	6367	JM Lawn Maintenance	mowing: 09/07, 09/14, 09/20, 09/28		-140.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 09/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Total Checks and Payments							-4,100.60
Deposits and Credits - 13 items							
Deposit	09/28/2022			Deposit ID # 121672206		104.00	
Deposit	09/28/2022			Deposit ID # 121665773		110.00	
Deposit	09/28/2022			Deposit ID # 121665214		121.00	
Deposit	09/28/2022			Deposit ID # 121678512		185.00	
Deposit	09/28/2022			Deposit ID # 121681289		186.00	
Deposit	09/28/2022			Deposit ID # 121689067		301.00	
Deposit	09/29/2022			Deposit ID # 121744366		16.00	
Deposit	09/29/2022			Deposit ID # 121740279		104.00	
Deposit	09/29/2022			Deposit ID # 121715794		104.00	
Deposit	09/29/2022			Deposit ID # 121733968		166.00	
Deposit	09/30/2022			Deposit ID # 121793971		104.00	
Deposit	09/30/2022			Deposit ID # 121774051		233.00	
Deposit	09/30/2022			Deposit ID # 121768753		276.00	
Total Deposits and Credits						2,010.00	
Total Uncleared Transactions							-2,090.60
Register Balance as of 09/30/2022							226,808.02
New Transactions							
Deposits and Credits - 2 items							
Deposit	10/03/2022			Deposit		1,538.00	
Deposit	10/03/2022			Deposit		1,677.00	
Total Deposits and Credits						3,215.00	
Total New Transactions							3,215.00
Ending Balance							230,023.02

10:05 AM

10/04/22

Kalamazoo Area Building Authority
Reconciliation Summary
1065 - Savings / CCU, Period Ending 09/30/2022

	<u>Sep 30, 22</u>
Beginning Balance	25.00
Cleared Balance	25.00
Register Balance as of 09/30/2022	25.00
Ending Balance	25.00

10:06 AM

10/04/22

Kalamazoo Area Building Authority
Reconciliation Summary
1060 - Checking (Reserves) / CCU, Period Ending 09/30/2022

	<u>Sep 30, 22</u>
Beginning Balance	100,026.44
Cleared Transactions	
Deposits and Credits - 1 item	<u>12.33</u>
Total Cleared Transactions	<u>12.33</u>
Cleared Balance	<u>100,038.77</u>
Register Balance as of 09/30/2022	100,038.77
Ending Balance	100,038.77

1:55 PM

10/12/22

Accrual Basis

Kalamazoo Area Building Authority
Profit & Loss Prev Year Comparison
September 2022

	Sep 22	Sep 21	% Change
Income			
4010 · Building Permits	27,953.00	23,925.00	16.8%
4015 · Special Permits	1,255.00	220.00	470.5%
4020 · Electrical Permits	8,534.00	7,488.00	14.0%
4030 · Mechanical Permits	11,643.00	10,783.00	8.0%
4040 · Plumbing Permits	4,630.00	2,706.00	71.1%
4100 · Zoning Administration	728.75	1,963.50	-62.9%
4600 · Investment Income	21.75	7.83	177.8%
4700 · Other Income	0.00	186.39	-100.0%
Total Income	54,765.50	47,279.72	15.8%
Expense			
6200 · Bank Fees	45.00	45.00	0.0%
6500 · Payroll Expenses			
6501 · Salary - Building Official	6,875.00	9,375.00	-26.7%
6503 · Salary - Building Inspector	5,500.00	7,500.00	-26.7%
6505 · Wages - Administrative	8,158.23	10,145.73	-19.6%
6510 · Payroll Taxes	1,618.86	2,113.37	-23.4%
6511 · LTD / STD / AD&D / Life	371.46	371.46	0.0%
6512 · 401A (KABA)	1,182.94	1,657.55	-28.6%
6513 · Health Insurance	3,831.56	4,306.93	-11.0%
6500 · Payroll Expenses - Other	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	27,538.05	35,470.04	-22.4%
6700 · Insurance - General	964.55	934.85	3.2%
6810 · Computer Support (External)	209.97	205.86	2.0%
6820 · Accounting Services	794.25	789.00	0.7%
7100 · Office Equipment	881.09	822.02	7.2%
7110 · Office Supplies	415.13	202.02	105.5%
7130 · Resource Materials	0.00	64.70	-100.0%
7420 · Lawn Care/Snow Removal	140.00	60.00	133.3%
7450 · Maintenance & Repairs - Office	330.00	655.13	-49.6%
7500 · Utilities	300.52	249.79	20.3%
7550 · Trash Removal	56.51	49.31	14.6%
7600 · Security (Office)	135.00	119.85	12.6%
7610 · Telephone - Office	284.53	629.44	-54.8%
7611 · Telephone - Cellular	185.75	112.00	65.9%
7701 · At-Large/Alternate Board Member	225.00	0.00	100.0%
7711 · Contracted Electrical Inspector	5,250.00	5,250.00	0.0%
7712 · Contracted Mechanical Inspector	3,850.00	5,050.00	-23.8%
7713 · Contracted Plumbing Inspector	2,200.00	2,650.00	-17.0%
7715 · Contracted Zoning Administrator	630.00	1,500.00	-58.0%
7721 · Plan Review - Electrical	150.00	0.00	100.0%
7722 · Plan Review - Mechanical	100.00	0.00	100.0%
7723 · Plan Review - Plumbing	100.00	0.00	100.0%
7800 · Mileage Reimbursement	1,012.50	915.04	10.7%
7830 · Interest Expense	633.34	596.24	6.2%
Total Expense	46,431.19	56,370.29	-17.6%
Net Income	8,334.31	-9,090.57	191.7%

Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison January through September 2022

	Jan 22	Jan 21	\$ Change	% Change	Feb 22	Feb 21	\$ Change	% Change
Income								
4010 · Building Permits	11,827.00	58,008.00	-46,181.00	-79.6%	28,289.00	18,414.00	9,875.00	53.6%
4015 · Spectral Permits	500.00	385.00	115.00	29.9%	810.00	495.00	315.00	63.6%
4020 · Electrical Permits	14,640.00	11,233.00	3,407.00	30.3%	13,480.00	9,257.00	4,223.00	45.6%
4030 · Mechanical Permits	17,124.90	16,834.00	290.90	1.7%	6,135.00	11,571.60	-5,436.60	-47.0%
4040 · Plumbing Permits	2,144.00	5,640.00	-3,496.00	-62.0%	4,106.00	2,472.00	1,634.00	66.1%
4100 · Zoning Administration	636.25	930.00	-293.75	-31.6%	578.75	1,347.50	-768.75	-57.1%
4600 · Investment Income	8.10	5.57	2.53	45.4%	7.66	6.40	1.26	19.7%
4700 · Other Income	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4710 · FOIA Income	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	46,880.25	93,035.57	-46,155.32	-49.6%	53,406.41	43,563.50	9,842.91	22.6%
Expense								
6010 · Advertising and Marketing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6200 · Bank Fees	115.00	74.93	40.07	53.5%	80.00	80.00	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	3,437.50	3,437.68	-0.18	0.0%	6,875.00	6,250.00	625.00	10.0%
6503 · Salary - Building Inspector	2,750.00	2,750.00	0.00	0.0%	5,500.00	5,000.00	500.00	10.0%
6505 · Wages - Administrative	3,468.62	3,691.68	-223.06	-6.0%	6,955.20	6,753.60	201.60	3.0%
6510 · Payroll Taxes	1,454.19	1,384.32	69.87	5.1%	1,509.61	1,400.48	109.13	7.8%
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)	1,140.54	1,097.73	42.81	3.9%	1,184.02	1,104.42	79.60	7.2%
6513 · Health Insurance	9,426.77	5,480.45	3,946.32	72.0%	4,159.82	4,105.24	54.58	1.3%
6500 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	22,049.08	18,213.32	3,835.76	21.1%	26,555.11	24,985.20	1,569.91	6.3%
6550 · Pre-hiring Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6700 · Insurance - General	964.58	947.40	17.18	1.8%	964.62	947.41	17.21	1.8%
6800 · Legal Fees	420.00	1,140.00	-720.00	-63.2%	210.00	210.00	0.00	0.0%
6810 · Computer Support (External)	7,490.88	6,365.86	1,125.00	17.7%	225.86	198.55	27.31	13.8%
6820 · Accounting Services	314.00	1,048.58	-734.58	-70.1%	314.00	14.00	300.00	2,142.9%
7100 · Office Equipment	527.73	619.94	-92.21	-14.9%	560.75	275.07	285.68	103.9%
7110 · Office Supplies	71.16	30.93	40.23	130.1%	308.48	174.35	134.13	76.9%
7115 · Postage	26.57	185.00	-158.43	-85.6%	0.00	14.40	-14.40	-100.0%
7120 · Water Cooler	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7125 · Computer (Hardware/Software)	2,688.07	3,153.17	-465.10	-14.8%	3,120.00	1,420.00	1,700.00	119.7%
7130 · Resource Materials	0.00	0.00	0.00	0.0%	0.00	-21.00	21.00	100.0%
7420 · Lawn Care/Snow Removal	585.00	837.00	-252.00	-30.1%	505.00	0.00	505.00	100.0%
7450 · Maintenance & Repairs - Office	74.85	329.90	-255.05	-77.3%	0.00	19.05	-19.05	-100.0%
7500 · Utilities	428.45	360.13	68.32	19.0%	567.36	444.81	122.55	27.6%
7550 · Trash Removal	50.70	48.85	1.85	3.8%	50.75	49.04	1.71	3.5%
7600 · Security (Office)	79.90	79.90	0.00	0.0%	0.00	0.00	0.00	0.0%
7610 · Telephone - Office	665.91	606.08	59.83	9.9%	185.13	611.75	-426.62	-69.7%
7611 · Telephone - Cellular	195.82	124.74	71.08	57.0%	195.82	124.74	71.08	57.0%
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	4,450.00	3,160.00	1,290.00	40.8%	6,550.00	4,710.00	1,840.00	39.1%
7712 · Contracted Mechanical Inspector	4,050.00	4,950.00	-900.00	-18.2%	3,750.00	6,777.60	-3,027.60	-44.7%
7713 · Contracted Plumbing Inspector	2,300.00	2,450.00	-150.00	-6.1%	1,750.00	2,250.00	-500.00	-22.2%
7715 · Contracted Zoning Administrator	555.00	795.00	-240.00	-30.2%	510.00	1,080.00	-570.00	-52.8%
7721 · Plan Review - Electrical	350.00	0.00	350.00	100.0%	150.00	0.00	150.00	100.0%
7722 · Plan Review - Mechanical	1,900.00	0.00	1,900.00	100.0%	300.00	0.00	300.00	100.0%
7723 · Plan Review - Plumbing	0.00	0.00	0.00	0.0%	50.00	0.00	50.00	100.0%
7800 · Mileage Reimbursement	723.06	783.44	-60.38	-7.7%	802.63	760.48	42.15	5.5%
7810 · Training Expense	0.00	1,231.20	-1,231.20	-100.0%	0.00	0.00	0.00	0.0%
7830 · Interest Expense	796.80	588.04	208.76	35.5%	455.22	799.82	-344.60	-43.1%
7999 · Misc Expense	0.00	0.00	0.00	0.0%	0.00	47.69	-47.69	-100.0%
Total Expense	51,872.54	48,123.41	3,749.13	7.8%	48,265.73	45,972.96	2,292.77	5.0%
Net Income	-4,992.29	44,912.16	-49,904.45	-111.1%	5,140.68	-2,409.46	7,550.14	313.4%

Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison January through September 2022

	Mar 22	Mar 21	\$ Change	% Change	Apr 22	Apr 21	\$ Change	% Change
Income								
4010 · Building Permits	19,905.00	46,709.00	-26,804.00	-57.4%	43,605.00	22,720.00	20,885.00	91.9%
4015 · Special Permits	1,055.00	550.00	505.00	91.8%	965.00	1,045.00	-80.00	-7.7%
4020 · Electrical Permits	11,396.00	7,932.00	3,464.00	43.7%	11,588.00	8,447.00	3,141.00	37.2%
4030 · Mechanical Permits	14,720.00	12,589.00	2,131.00	16.9%	17,285.40	12,641.20	4,644.20	36.7%
4040 · Plumbing Permits	6,904.00	6,805.00	99.00	1.5%	4,017.00	5,987.00	-1,970.00	-32.9%
4100 · Zoning Administration	932.50	1,361.25	-428.75	-31.5%	805.00	1,881.25	-1,076.25	-57.2%
4600 · Investment Income	8.44	6.93	1.51	21.8%	8.27	7.57	0.70	9.3%
4700 · Other Income	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4710 · FOIA Income	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	54,920.94	75,953.18	-21,032.24	-27.7%	78,273.67	52,729.02	25,544.65	48.5%
Expense								
6010 · Advertising and Marketing	174.15	197.90	-23.75	-12.0%	0.00	61.90	-61.90	-100.0%
6200 · Bank Fees	45.00	183.62	-138.62	-75.5%	45.00	45.00	0.00	0.0%
6450 · Dues & Subscriptions	636.00	0.00	636.00	100.0%	0.00	0.00	0.00	0.0%
6500 · Payroll Expenses								
6501 · Salary - Building Official	10,312.50	9,375.00	937.50	10.0%	6,875.00	6,250.00	625.00	10.0%
6503 · Salary - Building Inspector	8,250.00	7,500.00	750.00	10.0%	5,500.00	5,000.00	500.00	10.0%
6505 · Wages - Administrative	10,419.32	10,104.23	315.09	3.1%	6,946.22	6,856.30	89.92	1.3%
6510 · Payroll Taxes	2,280.61	2,121.68	158.93	7.5%	1,508.93	1,415.98	92.95	6.6%
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)	1,775.22	1,655.06	120.16	7.3%	1,183.48	1,110.58	72.90	6.6%
6513 · Health Insurance	4,361.51	7,206.76	-2,845.25	-39.5%	4,159.82	4,105.24	54.58	1.3%
6500 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	37,770.62	38,334.19	-563.57	-1.5%	26,544.91	25,109.56	1,435.35	5.7%
6550 · Pre-hiring Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6700 · Insurance - General	964.55	947.35	17.20	1.8%	964.62	947.41	17.21	1.8%
6800 · Legal Fees	525.00	693.00	-168.00	-24.2%	0.00	0.00	0.00	0.0%
6810 · Computer Support (External)	225.86	195.86	30.00	15.3%	225.86	195.86	30.00	15.3%
6820 · Accounting Services	4,047.75	3,198.75	849.00	26.5%	3,014.00	4,014.00	-1,000.00	-24.9%
7100 · Office Equipment	783.45	654.05	129.40	19.8%	275.07	275.07	0.00	0.0%
7110 · Office Supplies	292.92	201.64	91.28	45.3%	493.89	149.65	344.24	230.0%
7115 · Postage	310.00	193.00	117.00	60.6%	0.00	0.00	0.00	0.0%
7120 · Water Cooler	0.00	0.00	0.00	0.0%	0.00	0.00	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	61.70	-61.70	-100.0%	0.00	383.00	-383.00	-100.0%
7420 · Lawn Care/Snow Removal	120.00	145.00	-25.00	-17.2%	185.00	42.00	143.00	340.5%
7450 · Maintenance & Repairs - Office	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7500 · Utilities	365.10	274.49	90.61	33.0%	339.15	238.15	101.00	42.4%
7550 · Trash Removal	51.79	49.68	2.11	4.3%	55.26	0.00	55.26	100.0%
7600 · Security (Office)	119.85	119.85	0.00	0.0%	0.00	0.00	0.00	0.0%
7610 · Telephone - Office	279.10	605.24	-326.14	-53.9%	279.10	606.59	-327.49	-54.0%
7611 · Telephone - Cellular	198.77	123.97	74.80	60.3%	198.73	123.89	74.84	60.4%
7701 · At-Large/Alternate Board Member	225.00	150.00	75.00	50.0%	0.00	0.00	0.00	0.0%
7711 · Contracted Electrical Inspector	6,400.00	5,120.00	1,280.00	25.0%	4,500.00	4,260.00	240.00	5.6%
7712 · Contracted Mechanical Inspector	4,350.00	8,087.60	-3,737.60	-46.2%	5,800.00	4,000.00	1,800.00	45.0%
7713 · Contracted Plumbing Inspector	3,550.00	2,500.00	1,050.00	42.0%	2,600.00	2,600.00	0.00	0.0%
7715 · Contracted Zoning Administrator	705.00	1,230.00	-525.00	-42.7%	825.00	1,425.00	-600.00	-42.1%
7721 · Plan Review - Electrical	250.00	0.00	250.00	100.0%	300.00	0.00	300.00	100.0%
7722 · Plan Review - Mechanical	0.00	0.00	0.00	0.0%	1,302.40	0.00	1,302.40	100.0%
7723 · Plan Review - Plumbing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7800 · Mileage Reimbursement	1,037.21	1,088.64	-51.43	-4.7%	1,041.89	861.28	180.61	21.0%
7810 · Training Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7830 · Interest Expense	647.03	601.69	45.34	7.5%	603.07	746.49	-143.42	-19.2%
7999 · Misc Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	64,074.15	64,957.22	-883.07	-1.4%	49,592.95	46,084.85	3,508.10	7.6%
Net Income	-9,153.21	10,995.96	-20,149.17	-183.2%	28,680.72	6,644.17	22,036.55	331.7%

**Kalamazoo Area Building Authority
Profit & Loss Prev Year Comparison
January through September 2022**

	May 22	May 21	\$ Change	% Change	Jun 22	Jun 21	\$ Change	% Change
Income								
4010 · Building Permits	23,334.00	29,471.00	-6,137.00	-20.8%	121,906.00	15,624.00	106,282.00	680.3%
4015 · Special Permits	500.00	275.00	225.00	81.8%	900.00	1,045.00	-145.00	-13.9%
4020 · Electrical Permits	11,264.00	8,770.00	2,494.00	28.4%	12,143.00	7,255.00	4,888.00	67.4%
4030 · Mechanical Permits	12,246.40	9,061.50	3,184.90	35.2%	16,240.80	10,723.00	5,517.80	51.5%
4040 · Plumbing Permits	4,770.00	4,607.00	163.00	3.5%	5,216.00	3,537.00	1,679.00	47.5%
4100 · Zoning Administration	1,022.50	1,755.00	-732.50	-41.7%	728.75	1,830.00	-1,101.25	-60.2%
4600 · Investment Income	9.40	8.00	1.40	17.5%	10.14	7.67	2.47	32.2%
4700 · Other Income	11.55	0.00	11.55	100.0%	0.00	72.80	-72.80	-100.0%
4710 · FOIA Income	0.00	0.00	0.00	0.0%	0.00	19.40	-19.40	-100.0%
Total Income	53,157.85	53,947.50	-789.65	-1.5%	157,144.69	40,113.87	117,030.82	291.8%
Expense								
6010 · Advertising and Marketing	268.76	0.00	268.76	100.0%	523.54	0.00	523.54	100.0%
6200 · Bank Fees	45.00	80.00	-35.00	-43.8%	45.00	45.00	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	6,875.00	6,250.00	625.00	10.0%	6,875.00	6,250.00	625.00	10.0%
6503 · Salary - Building Inspector	5,500.00	5,000.00	500.00	10.0%	5,500.00	5,000.00	500.00	10.0%
6505 · Wages - Administrative	6,933.47	6,730.67	202.80	3.0%	6,806.95	6,736.15	70.80	1.1%
6510 · Payroll Taxes	1,507.96	1,406.39	101.57	7.2%	1,504.02	1,412.53	91.49	6.5%
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)	1,182.72	1,103.04	79.68	7.2%	1,175.12	1,103.37	71.75	6.5%
6513 · Health Insurance	4,159.82	4,105.24	54.58	1.3%	4,105.54	4,105.24	0.30	0.0%
6500 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	26,530.43	24,966.80	1,563.63	6.3%	26,338.09	24,978.75	1,359.34	5.4%
6550 · Pre-hiring Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6700 · Insurance - General	964.55	947.35	17.20	1.8%	964.62	947.41	17.21	1.8%
6800 · Legal Fees	630.00	630.00	0.00	0.0%	525.00	420.00	105.00	25.0%
6810 · Computer Support (External)	225.86	195.86	30.00	15.3%	209.97	195.86	14.11	7.2%
6820 · Accounting Services	2,214.00	14.00	2,200.00	15,714.3%	140.75	940.75	-800.00	-85.0%
7100 · Office Equipment	275.07	275.07	0.00	0.0%	809.81	737.16	72.65	9.9%
7110 · Office Supplies	213.73	186.84	26.89	14.4%	187.44	120.65	66.79	55.4%
7115 · Postage	298.00	203.00	95.00	46.8%	0.00	7.95	-7.95	-100.0%
7120 · Water Cooler	0.00	0.00	0.00	0.0%	0.00	0.00	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	-42.00	42.00	100.0%	101.00	82.70	18.30	22.1%
7420 · Lawn Care/Snow Removal	225.00	84.00	141.00	167.9%	175.00	84.00	91.00	108.3%
7450 · Maintenance & Repairs - Office	409.00	0.00	409.00	100.0%	0.00	1,200.33	-1,200.33	-100.0%
7500 · Utilities	333.91	302.02	31.89	10.6%	211.35	255.58	-44.23	-17.3%
7550 · Trash Removal	55.09	50.25	4.84	9.6%	56.43	50.25	6.18	12.3%
7600 · Security (Office)	0.00	0.00	0.00	0.0%	119.85	119.85	0.00	0.0%
7610 · Telephone - Office	161.56	605.37	-443.81	-73.3%	284.53	605.57	-321.04	-53.0%
7611 · Telephone - Cellular	198.67	123.89	74.78	60.4%	185.49	123.89	61.60	49.7%
7701 · At-Large/Alternate Board Member	0.00	0.00	0.00	0.0%	75.00	75.00	0.00	0.0%
7711 · Contracted Electrical Inspector	4,300.00	4,090.00	210.00	5.1%	5,950.00	4,560.00	1,390.00	30.5%
7712 · Contracted Mechanical Inspector	3,500.00	4,100.00	-600.00	-14.6%	5,400.00	3,700.00	1,700.00	46.0%
7713 · Contracted Plumbing Inspector	2,450.00	2,650.00	-200.00	-7.6%	2,900.00	2,600.00	300.00	11.5%
7715 · Contracted Zoning Administrator	600.00	1,320.00	-720.00	-54.6%	795.00	1,385.00	-590.00	-42.6%
7721 · Plan Review - Electrical	500.00	0.00	500.00	100.0%	350.00	0.00	350.00	100.0%
7722 · Plan Review - Mechanical	1,893.40	0.00	1,893.40	100.0%	500.00	0.00	500.00	100.0%
7723 · Plan Review - Plumbing	0.00	0.00	0.00	0.0%	200.00	0.00	200.00	100.0%
7800 · Mileage Reimbursement	1,118.52	1,101.52	17.00	1.5%	1,190.48	1,150.80	39.68	3.5%
7810 · Training Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7830 · Interest Expense	520.92	593.37	-72.45	-12.2%	554.47	588.84	-34.37	-5.8%
7999 · Misc Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	47,931.47	42,477.34	5,454.13	12.8%	48,792.82	44,975.34	3,817.48	8.5%
Net Income	5,226.38	11,470.16	-6,243.78	-54.4%	108,351.87	-4,861.47	113,213.34	2,328.8%

**Kalamazoo Area Building Authority
Profit & Loss Prev Year Comparison
January through September 2022**

	Jul 22	Jul 21	\$ Change	% Change	Aug 22	Aug 21	\$ Change	% Change
Income								
4010 · Building Permits	13,380.00	25,813.00	-12,433.00	-48.2%	15,858.00	17,673.00	-1,815.00	-10.3%
4015 · Special Permits	565.00	880.00	-315.00	-35.8%	565.00	495.00	70.00	14.1%
4020 · Electrical Permits	17,003.00	12,288.00	4,715.00	38.4%	13,989.00	11,313.00	2,676.00	23.7%
4030 · Mechanical Permits	15,453.50	13,433.50	2,020.00	15.0%	12,542.00	10,203.00	2,339.00	22.9%
4040 · Plumbing Permits	7,758.00	4,931.00	2,827.00	57.3%	5,473.00	5,728.00	-255.00	-4.5%
4100 · Zoning Administration	1,518.75	1,382.50	136.25	9.9%	1,007.50	1,233.75	-226.25	-18.3%
4600 · Investment Income	22.49	7.92	14.57	184.0%	22.46	8.22	14.24	173.2%
4700 · Other Income	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4710 · FOIA Income	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	55,700.74	58,735.92	-3,035.18	-5.2%	49,456.96	46,653.97	2,802.99	6.0%
Expense								
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	45.00	0.00	0.0%	74.16	45.00	29.16	64.8%
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	8,875.00	6,250.00	2,625.00	42.0%	10,312.50	6,250.00	4,062.50	65.0%
6503 · Salary - Building Inspector	5,500.00	5,000.00	500.00	10.0%	8,250.00	5,000.00	3,250.00	65.0%
6505 · Wages - Administrative	7,003.02	6,744.88	258.14	3.8%	10,638.87	6,738.69	3,900.18	57.9%
6510 · Payroll Taxes	1,513.28	1,407.47	105.81	7.5%	2,280.19	1,412.73	867.46	61.4%
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)	1,186.89	1,103.90	82.99	7.5%	1,773.87	1,103.53	670.34	60.8%
6513 · Health Insurance	5,981.77	4,105.24	1,876.53	45.7%	3,759.27	4,105.24	-345.97	-8.4%
6500 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	28,431.42	24,982.95	3,448.47	13.8%	37,386.16	24,981.65	12,404.51	49.7%
6550 · Pre-hiring Expense	0.00	0.00	0.00	0.0%	10.00	0.00	10.00	100.0%
6700 · Insurance - General	964.55	947.35	17.20	1.8%	1,114.62	1,084.91	29.71	2.7%
6800 · Legal Fees	525.00	420.00	105.00	25.0%	1,470.00	0.00	1,470.00	100.0%
6810 · Computer Support (External)	209.97	195.86	14.11	7.2%	209.97	990.79	-780.82	-78.8%
6820 · Accounting Services	14.00	1,364.00	-1,350.00	-99.0%	22.75	0.00	22.75	0.0%
7100 · Office Equipment	275.07	275.07	0.00	0.0%	275.07	275.07	0.00	0.0%
7110 · Office Supplies	454.92	0.00	454.92	100.0%	196.46	225.10	-28.64	-12.7%
7115 · Postage	0.00	165.00	-165.00	-100.0%	309.60	240.00	69.60	29.0%
7120 · Water Cooler	0.00	0.00	0.00	0.0%	171.83	0.00	171.83	100.0%
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	-42.00	42.00	100.0%	0.00	-63.00	63.00	100.0%
7420 · Lawn Care/Snow Removal	140.00	174.00	-34.00	-19.5%	260.00	105.00	155.00	147.6%
7450 · Maintenance & Repairs - Office	6.08	0.00	6.08	100.0%	0.00	0.00	0.00	0.0%
7500 · Utilities	263.55	267.86	-4.31	-1.6%	399.56	371.83	27.73	7.5%
7550 · Trash Removal	57.46	50.55	6.91	13.7%	57.73	50.69	7.04	13.9%
7600 · Security (Office)	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7610 · Telephone - Office	284.53	608.09	-323.56	-53.1%	284.53	631.91	-347.38	-55.0%
7611 · Telephone - Cellular	185.84	111.67	74.17	66.4%	185.84	112.05	73.79	65.9%
7701 · At-Large/Alternate Board Member	0.00	0.00	0.00	0.0%	0.00	75.00	-75.00	-100.0%
7711 · Contracted Electrical Inspector	5,550.00	5,290.00	260.00	4.9%	6,250.00	5,400.00	850.00	15.7%
7712 · Contracted Mechanical Inspector	5,700.00	4,065.00	1,635.00	40.2%	5,100.00	4,060.00	1,040.00	25.6%
7713 · Contracted Plumbing Inspector	3,550.00	2,815.00	735.00	26.1%	3,350.00	2,910.00	440.00	15.1%
7715 · Contracted Zoning Administrator	1,005.00	1,155.00	-150.00	-13.0%	765.00	900.00	-135.00	-15.0%
7721 · Plan Review - Electrical	300.00	0.00	300.00	100.0%	0.00	0.00	0.00	0.0%
7722 · Plan Review - Mechanical	0.00	0.00	0.00	0.0%	650.00	0.00	650.00	100.0%
7723 · Plan Review - Plumbing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7800 · Mileage Reimbursement	1,106.25	1,053.36	52.89	5.0%	1,213.75	1,166.48	47.27	4.1%
7810 · Training Expense	0.00	0.00	0.00	0.0%	0.00	375.00	-375.00	-100.0%
7830 · Interest Expense	625.38	584.28	41.10	7.0%	563.83	703.93	-140.10	-19.9%
7999 · Misc Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	49,694.02	44,526.04	5,167.98	11.6%	60,320.86	44,664.16	15,656.70	35.1%
Net Income	6,006.72	14,209.88	-8,203.16	-57.7%	-10,863.90	1,989.81	-12,853.71	-646.0%

**Kalamazoo Area Building Authority
Profit & Loss Prev Year Comparison
January through September 2022**

	TOTAL							
	Sep 22	Sep 21	\$ Change	% Change	Jan - Sep 22	Jan - Sep 21	\$ Change	% Change
Income								
4010 · Building Permits	27,953.00	23,925.00	4,028.00	16.8%	306,057.00	258,357.00	47,700.00	18.5%
4015 · Special Permits	1,255.00	220.00	1,035.00	470.5%	7,115.00	5,390.00	1,725.00	32.0%
4020 · Electrical Permits	8,534.00	7,488.00	1,046.00	14.0%	114,037.00	83,983.00	30,054.00	35.8%
4030 · Mechanical Permits	11,643.00	10,783.00	860.00	8.0%	123,391.00	107,839.80	15,551.20	14.4%
4040 · Plumbing Permits	4,630.00	2,706.00	1,924.00	71.1%	45,018.00	42,413.00	2,605.00	6.1%
4100 · Zoning Administration	728.75	1,963.50	-1,234.75	-62.9%	7,958.75	13,684.75	-5,726.00	-41.8%
4600 · Investment Income	21.75	7.83	13.92	177.8%	118.71	66.11	52.60	79.6%
4700 · Other Income	0.00	186.39	-186.39	-100.0%	11.55	259.19	-247.64	-95.5%
4710 · FOIA Income	0.00	0.00	0.00	0.0%	0.00	19.40	-19.40	-100.0%
Total Income	54,765.50	47,279.72	7,485.78	15.8%	603,707.01	512,012.25	91,694.76	17.9%
Expense								
6010 · Advertising and Marketing	0.00	0.00	0.00	0.0%	966.45	259.80	706.65	272.0%
6200 · Bank Fees	45.00	45.00	0.00	0.0%	539.16	643.55	-104.39	-16.2%
6450 · Dues & Subscriptions	0.00	0.00	0.00	0.0%	636.00	0.00	636.00	100.0%
6500 · Payroll Expenses								
6501 · Salary - Building Official	6,875.00	9,375.00	-2,500.00	-26.7%	65,312.50	59,687.68	5,624.82	9.4%
6503 · Salary - Building Inspector	5,500.00	7,500.00	-2,000.00	-26.7%	52,250.00	47,750.00	4,500.00	9.4%
6505 · Wages - Administrative	8,158.23	10,145.73	-1,987.50	-19.6%	67,329.90	64,501.93	2,827.97	4.4%
6510 · Payroll Taxes	1,618.86	2,113.37	-494.51	-23.4%	15,177.65	14,074.95	1,102.70	7.8%
6511 · LTD / STD / AD&D / Life	371.46	371.46	0.00	0.0%	3,343.14	3,343.14	0.00	0.0%
6512 · 401A (KABA)	1,182.94	1,657.55	-474.61	-28.6%	11,784.80	11,039.18	745.62	6.8%
6513 · Health Insurance	3,831.56	4,306.93	-475.37	-11.0%	43,945.88	41,625.58	2,320.30	5.6%
6500 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	27,538.05	35,470.04	-7,931.99	-22.4%	259,143.87	242,022.46	17,121.41	7.1%
6550 · Pre-hiring Expense	0.00	0.00	0.00	0.0%	10.00	0.00	10.00	100.0%
6700 · Insurance - General	964.55	934.85	29.70	3.2%	8,831.26	8,651.44	179.82	2.1%
6800 · Legal Fees	0.00	0.00	0.00	0.0%	4,410.00	3,513.00	897.00	25.5%
6810 · Computer Support (External)	209.97	205.86	4.11	2.0%	9,234.18	8,740.36	493.82	5.7%
6820 · Accounting Services	784.25	789.00	-5.25	-0.7%	10,875.50	11,405.83	-530.33	-4.7%
7100 · Office Equipment	881.09	822.02	59.07	7.2%	4,663.11	4,208.52	454.59	10.8%
7110 · Office Supplies	415.13	202.02	213.11	105.5%	2,634.13	1,291.18	1,342.95	104.0%
7115 · Postage	0.00	0.00	0.00	0.0%	944.17	1,008.35	-64.18	-6.4%
7120 · Water Cooler	0.00	0.00	0.00	0.0%	171.83	0.00	171.83	100.0%
7125 · Computer (Hardware/Software)	0.00	0.00	0.00	0.0%	5,808.07	4,573.17	1,234.90	27.0%
7130 · Resource Materials	0.00	64.70	-64.70	-100.0%	101.00	424.10	-323.10	-76.2%
7420 · Lawn Care/Snow Removal	140.00	60.00	80.00	133.3%	2,335.00	1,531.00	804.00	52.5%
7450 · Maintenance & Repairs - Office	330.00	655.13	-325.13	-49.6%	819.93	2,204.41	-1,384.48	-62.8%
7500 · Utilities	300.52	249.79	50.73	20.3%	3,208.95	2,764.66	444.29	16.1%
7550 · Trash Removal	56.51	49.31	7.20	14.6%	491.72	398.62	93.10	23.4%
7600 · Security (Office)	135.00	119.85	15.15	12.6%	454.60	439.45	15.15	3.5%
7610 · Telephone - Office	284.53	629.44	-344.91	-54.8%	2,708.92	5,508.04	-2,799.12	-50.8%
7611 · Telephone - Cellular	185.75	112.00	73.75	65.9%	1,730.73	1,080.84	649.89	60.1%
7701 · At-Large/Alternate Board Member	225.00	0.00	225.00	100.0%	525.00	300.00	225.00	75.0%
7711 · Contracted Electrical Inspector	5,250.00	5,250.00	0.00	0.0%	49,200.00	41,840.00	7,360.00	17.6%
7712 · Contracted Mechanical Inspector	3,850.00	5,050.00	-1,200.00	-23.8%	41,500.00	44,790.20	-3,290.20	-7.4%
7713 · Contracted Plumbing Inspector	2,200.00	2,650.00	-450.00	-17.0%	24,650.00	23,425.00	1,225.00	5.2%
7715 · Contracted Zoning Administrator	630.00	1,500.00	-870.00	-58.0%	6,390.00	10,790.00	-4,400.00	-40.8%
7721 · Plan Review - Electrical	150.00	0.00	150.00	100.0%	2,350.00	0.00	2,350.00	100.0%
7722 · Plan Review - Mechanical	100.00	0.00	100.00	100.0%	6,645.80	0.00	6,645.80	100.0%
7723 · Plan Review - Plumbing	100.00	0.00	100.00	100.0%	350.00	0.00	350.00	100.0%
7800 · Mileage Reimbursement	1,012.50	915.04	97.46	10.7%	9,246.29	8,881.04	365.25	4.1%
7810 · Training Expense	0.00	0.00	0.00	0.0%	0.00	1,606.20	-1,606.20	-100.0%
7830 · Interest Expense	633.34	596.24	37.10	6.2%	5,400.06	5,802.70	-402.64	-6.9%
7999 · Misc Expense	0.00	0.00	0.00	0.0%	0.00	47.69	-47.69	-100.0%
Total Expense	46,431.19	56,370.29	-9,939.10	-17.6%	466,975.73	438,151.61	28,824.12	6.6%
Net Income	8,334.31	-9,090.57	17,424.88	191.7%	136,731.28	73,860.64	62,870.64	85.1%

Kalamazoo Area Building Authority Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	% of Budget	Jan - Sep 22	YTD Budget	% of Budget	Annual Budget
Income							
4010 - Building Permits	27,953.00	35,674.00	78.4%	306,057.00	246,649.00	124.1%	319,312.00
4015 - Special Permits	1,255.00	715.00	175.5%	7,115.00	5,591.00	127.3%	8,121.00
4020 - Electrical Permits	8,534.00	8,869.00	96.2%	114,037.00	77,521.00	147.1%	110,867.00
4030 - Mechanical Permits	11,643.00	11,580.00	100.5%	123,391.00	90,808.00	135.9%	124,925.00
4040 - Plumbing Permits	4,630.00	5,615.00	82.5%	45,018.00	42,510.00	105.9%	58,409.00
4100 - Zoning Administration	728.75			7,958.75			
4600 - Investment Income	21.75	10.00	217.5%	118.71	90.00	131.9%	120.00
4700 - Other Income	0.00			11.55			
Total Income	54,765.50	62,463.00	87.7%	603,707.01	463,169.00	130.3%	621,754.00
Expense							
6010 - Advertising and Marketing	0.00	0.00	0.0%	966.45	1,125.00	85.9%	2,000.00
6200 - Bank Fees	45.00	45.00	100.0%	539.16	510.00	105.7%	890.00
6450 - Dues & Subscriptions	0.00	0.00	0.0%	636.00	575.00	110.6%	575.00
6500 - Payroll Expenses							
6501 - Salary - Building Official	6,875.00	6,875.00	100.0%	65,312.50	68,750.00	95.0%	89,375.00
6503 - Salary - Building Inspector	5,500.00	5,500.00	100.0%	52,250.00	55,000.00	95.0%	71,500.00
6505 - Wages - Administrative	8,158.23	6,955.20	117.3%	67,329.90	69,552.00	96.8%	117,873.60
6510 - Payroll Taxes	1,618.86	1,526.83	106.0%	15,177.65	15,147.83	100.2%	21,794.28
6511 - LTD / STD / AD&D / Life	371.46	371.46	100.0%	3,343.14	3,343.14	100.0%	4,457.52
6512 - 401A (KABA)	1,182.94	1,184.01	99.9%	11,784.80	11,840.15	99.5%	15,392.19
6513 - Health Insurance	3,831.56	3,557.58	107.7%	43,945.88	43,889.39	100.1%	55,799.34
6500 - Payroll Expenses - Other	0.00			0.00			
Total 6500 - Payroll Expenses	27,538.05	25,970.08	106.0%	259,143.87	267,522.51	96.9%	376,191.93
6550 - Pre-hiring Expense	0.00			10.00			
6700 - Insurance - General	964.55	982.67	98.2%	8,831.26	8,994.03	98.2%	13,069.03
6800 - Legal Fees	0.00	720.00	0.0%	4,410.00	7,230.00	61.0%	12,000.00
6810 - Computer Support (External)	209.97	179.97	116.7%	9,234.18	8,839.76	104.5%	10,659.64
6820 - Accounting Services	794.25	847.75	93.7%	10,875.50	10,929.00	99.5%	13,839.00
7100 - Office Equipment	881.09	729.05	120.9%	4,663.11	4,090.50	114.0%	5,116.76
7110 - Office Supplies	415.13	420.00	98.8%	2,634.13	3,130.00	84.2%	3,800.00
7115 - Postage	0.00	0.00	0.0%	944.17	700.00	134.9%	1,200.00
7120 - Water Cooler	0.00			171.83			
7125 - Computer (Hardware/Software)	0.00	0.00	0.0%	5,808.07	5,727.00	101.4%	6,137.00
7130 - Resource Materials	0.00	0.00	0.0%	101.00	101.00	100.0%	1,000.00
7400 - Rent/Lease Expense	0.00	1,600.00	0.0%	0.00	14,400.00	0.0%	19,200.00
7420 - Lawn Care/Snow Removal	140.00	105.00	133.3%	2,335.00	1,818.00	128.4%	2,484.00
7450 - Maintenance & Repairs - Office	330.00	330.00	100.0%	819.93	824.00	99.5%	10,000.00
7500 - Utilities	300.52	265.00	113.4%	3,208.95	2,685.00	119.5%	3,580.00
7550 - Trash Removal	56.51	55.00	102.7%	491.72	495.00	99.3%	660.00
7600 - Security (Office)	135.00	119.85	112.6%	454.60	439.45	103.4%	479.40
7610 - Telephone - Office	284.53	610.00	46.6%	2,708.92	5,490.00	49.3%	7,320.00
7611 - Telephone - Cellular	185.75	150.00	123.8%	1,730.73	1,350.00	128.2%	1,800.00
7700 - Building Board of Appeals	0.00	0.00	0.0%	0.00	0.00	0.0%	375.00
7701 - At-Large/Alternate Board Member	225.00	225.00	100.0%	525.00	675.00	77.8%	1,200.00
7710 - Contracted Building Inspector	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
7711 - Contracted Electrical Inspector	5,250.00	3,856.00	136.2%	49,200.00	41,106.00	119.7%	53,400.00
7712 - Contracted Mechanical Inspector	3,850.00	2,497.00	154.2%	41,500.00	34,571.00	120.0%	45,600.00
7713 - Contracted Plumbing Inspector	2,200.00	2,536.00	86.8%	24,650.00	23,950.00	102.9%	31,200.00
7715 - Contracted Zoning Administrator	630.00			6,390.00			
7721 - Plan Review - Electrical	150.00			2,350.00			
7722 - Plan Review - Mechanical	100.00			6,645.80			
7723 - Plan Review - Plumbing	100.00			350.00			
7800 - Mileage Reimbursement	1,012.50	1,122.00	90.2%	9,246.29	9,736.00	95.0%	13,200.00
7810 - Training Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	1,600.00
7830 - Interest Expense	633.34			5,400.06			
7920 - Capital Outlay	0.00	0.00	0.0%	0.00	0.00	0.0%	7,000.00
7999 - Misc Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
Total Expense	46,431.19	43,365.37	107.1%	466,975.73	457,013.25	102.2%	649,576.76
Net Income	8,334.31	19,097.63	43.6%	136,731.28	6,155.75	2,221.2%	-27,822.76

Kalamazoo Area Building Authority

Balance Sheet

10/12/22

As of September 30, 2022

Accrual Basis

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash on Hand (Cash Bags)	450.00
1050 · Checking (Primary) / SMBT	226,808.02
1060 · Checking (Reserves) / CCU	100,038.77
1065 · Savings / CCU	25.00
Total Checking/Savings	<u>327,321.79</u>
Accounts Receivable	
1200 · Accounts Receivable	618.75
Total Accounts Receivable	<u>618.75</u>
Other Current Assets	
1250 · Accounts Receivables / ADJ	3,215.00
1400 · Prepaid Items	4,804.50
Total Other Current Assets	<u>8,019.50</u>
Total Current Assets	<u>335,960.04</u>
Other Assets	
1600 · Accumulated Depreciation	-53,532.72
1900 · Capital Assets	231,006.20
Total Other Assets	<u>177,473.48</u>
TOTAL ASSETS	<u>513,433.52</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	3,176.71
Total Accounts Payable	<u>3,176.71</u>
Credit Cards	
2010 · CCU - Mastercard	812.95
Total Credit Cards	<u>812.95</u>
Other Current Liabilities	
2070 · Notes Payable - SMBT	110,832.84
2100 · Accrued Items	517.66
2300 · Accounts Payables / ADJ	2,432.33
Total Other Current Liabilities	<u>113,782.83</u>
Total Current Liabilities	<u>117,772.49</u>
Total Liabilities	117,772.49
Equity	
3010 · Net Position	258,929.75
Net Income	136,731.28
Total Equity	<u>395,661.03</u>
TOTAL LIABILITIES & EQUITY	<u>513,433.52</u>

2022 MONTHLY PERMITS BY JURISDICTION

MONTH OF SEPTEMBER 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	17	\$ 15,339
COMSTOCK	ELECTRICAL	16	\$ 2,519
COMSTOCK	MECHANICAL	15	\$ 2,646
COMSTOCK	PLUMBING	10	\$ 1,999
COMSTOCK	SPECIAL - JURISDICTION	3	\$ 300
COMSTOCK	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL COMSTOCK		63	\$ 22,913
KALAMAZOO	BUILDING	14	\$ 2,976
KALAMAZOO	ELECTRICAL	17	\$ 2,968
KALAMAZOO	MECHANICAL	34	\$ 4,703
KALAMAZOO	PLUMBING	11	\$ 1,661
KALAMAZOO	SPECIAL - JURISDICTION	7	\$ 700
KALAMAZOO	SPECIAL - HOMEOWNER	-	\$ -
TOTAL KALAMAZOO		83	\$ 13,008
PARCHMENT	BUILDING	-	\$ -
PARCHMENT	ELECTRICAL	-	\$ -
PARCHMENT	MECHANICAL	1	\$ 125
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 100
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		2	\$ 225
PINE GROVE	BUILDING	5	\$ 1,873
PINE GROVE	ELECTRICAL	2	\$ 451
PINE GROVE	MECHANICAL	5	\$ 797
PINE GROVE	PLUMBING	1	\$ 220
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		13	\$ 3,341
RICHLAND	BUILDING	17	\$ 7,765
RICHLAND	ELECTRICAL	13	\$ 2,397
RICHLAND	MECHANICAL	11	\$ 2,570
RICHLAND	PLUMBING	5	\$ 1,003
RICHLAND	SPECIAL - JURISDICTION	2	\$ 200
RICHLAND	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL RICHLAND		49	\$ 13,990
RICHLAND VILLAGE	BUILDING	-	\$ -
RICHLAND VILLAGE	ELECTRICAL	1	\$ 121
RICHLAND VILLAGE	MECHANICAL	1	\$ 215
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		2	\$ 336
TOTAL		212	\$ 53,813

REVENUE	REVENUE
SEPTEMBER 2021	% PREV YEAR MONTH
\$ 44,877	119.9%

PERMITS	PERMITS
SEPTEMBER 2021	% 2021 - YTD
209	101%

2022 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: SEPTEMBER 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	126	\$ 182,572
COMSTOCK	ELECTRICAL	159	\$ 37,102
COMSTOCK	MECHANICAL	141	\$ 38,602
COMSTOCK	PLUMBING	58	\$ 9,830
COMSTOCK	SPECIAL - JURISDICTION	16	\$ 1,600
COMSTOCK	SPECIAL - HOMEOWNER	8	\$ 440
TOTAL COMSTOCK		508	\$ 270,146
KALAMAZOO	BUILDING	143	\$ 27,380
KALAMAZOO	ELECTRICAL	175	\$ 29,441
KALAMAZOO	MECHANICAL	221	\$ 35,091
KALAMAZOO	PLUMBING	85	\$ 11,376
KALAMAZOO	SPECIAL - JURISDICTION	47	\$ 4,700
KALAMAZOO	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL KALAMAZOO		673	\$ 108,098
PARCHMENT	BUILDING	13	\$ 1,865
PARCHMENT	ELECTRICAL	20	\$ 2,743
PARCHMENT	MECHANICAL	19	\$ 2,389
PARCHMENT	PLUMBING	5	\$ 699
PARCHMENT	SPECIAL - JURISDICTION	8	\$ 800
PARCHMENT	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL PARCHMENT		66	\$ 8,551
PINE GROVE	BUILDING	32	\$ 17,319
PINE GROVE	ELECTRICAL	50	\$ 8,332
PINE GROVE	MECHANICAL	57	\$ 9,297
PINE GROVE	PLUMBING	16	\$ 3,537
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		155	\$ 38,485
RICHLAND	BUILDING	113	\$ 72,473
RICHLAND	ELECTRICAL	132	\$ 30,559
RICHLAND	MECHANICAL	148	\$ 31,681
RICHLAND	PLUMBING	84	\$ 16,474
RICHLAND	SPECIAL - JURISDICTION	3	\$ 300
RICHLAND	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL RICHLAND		483	\$ 151,652
RICHLAND VILLAGE	BUILDING	13	\$ 2,425
RICHLAND VILLAGE	ELECTRICAL	10	\$ 1,313
RICHLAND VILLAGE	MECHANICAL	17	\$ 2,337
RICHLAND VILLAGE	PLUMBING	5	\$ 620
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		45	\$ 6,695
TOTAL KABA	YTD	1930	583,627.10

REVENUE	REVENUE
YTD - SEPTEMBER 2021	% 2021 - YTD
\$ 493,994	118.1%

REVENUE
% 2022 YTD BUDGET
125.0%

PERMITS	PERMITS
YTD - SEPTEMBER 2021	% 2021 - YTD
1816	106.3%

2022 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
176	\$ 45,738		JAN
190	\$ 49,367		FEB
217	\$ 52,589		MAR
201	\$ 77,431		APR
219	\$ 51,760		MAY
267	\$ 154,211		JUN
224	\$ 49,359		JUL
224	\$ 49,359		AUG
212	\$ 53,813		SEP
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
1,930	\$ 583,627		2022



BUILDING REPORT

SEPTEMBER 2022

Residential / Commercial Building Permits and Construction Values

- A. Total Number of Commercial & Agricultural Permits Issued – 8
- B. Total Construction Value for Commercial & Agricultural Permits - \$2,239,437
- C. Total Number of New Residential Construction Permits Issued – 5
- D. Total Construction Value for New Residential Permits – \$1,357,058
- E. Total Number of All Other Residential Permits Issued – 40
- F. Total Construction Value for All Other Residential Permits – \$392,497

Revenue / Permit Summary YTD

- A. Total KABA Revenue in September 2022 - \$53,813 vs. Total KABA Revenue in September 2021 - \$44,877. **This is an increase of 19.9%.**
- B. Total Number of Permits Issued in September 2022 – 212 vs. Total Number of Permits issued in September 2021 – 209. **This is an increase of 1.4%.**
- C. Total KABA YTD Revenue in September 2022 - \$583,627 vs. Total KABA YTD Revenue in September 2021 - \$493,994. **This is an increase of 18.1%.**
- D. Total Number of Permits Issued YTD 2022 – 1930 vs. Total Number of Permits Issued this time in 2021 – 1816. **This is an increase of 6.3%.**
- E. The September 2022 Revenue of \$53,813 is **11.5%** of the forecast for September YTD 2022 Revenue (\$466,315.47).
- F. The YTD 2022 Revenue of \$583,627 is **93.9%** of the forecast for the entire 2022 Projected Budget of \$621,754.

Monthly Building Permits Issued

10/03/2022

Permit #	Address	Work Description	Applicant Name	Date Issued	Value	Amount Billed
PB22-03-330	7479 E AB AVE	New 30' x 36' x 18' post frame detached	Bob Walters Builders	09/08/2022	0.00	\$170.00
PB22-03-397	9338 MARSHWOOD DR	New 16' x 24' addition to attached garage	Valley Vision Construction & Develc	09/02/2022	15,294.00	\$215.00
PB22-03-408	6153 MEDINAH LN	New 1 story 2150 s.f. 3 bed 2.5 bath single	Lutz Construction	09/30/2022	294,252.00	\$1,677.00
PB22-03-413	8311 E D AVE	Build a 12' x 42' non enclosed lean-to on	Daniel Cassada	09/02/2022	0.00	\$215.00
PB22-03-415	5782 N 31ST ST	Remove existing garage and build a new	James Van Horn	09/07/2022	220,785.00	\$1,303.00
PB22-03-421	5396 THISTLEDOWN WA'	Install egress window system per	Southwest Michigan Egress Window	09/12/2022	0.00	\$104.00
PB22-03-424	9342 RICKER ST	Demo house	WATTS, MATTHEW & BETH AN	09/13/2022	0.00	\$155.00
PB22-03-429	9818 N 32ND ST	Demolition/clean up of pole barn after fire	VanDam & Krusinga	09/16/2022	0.00	\$78.00
PB22-03-437	7682 GULL RD	Replace existing 2nd floor beam floor	SCIME, TYLER & ROGALKE, MC	09/22/2022	0.00	\$176.00
PB22-03-438	6427 N SHORE CV	16' x 16' elevated addition on pier/post	Mulder Glass Inc	09/20/2022	27,118.00	\$269.00
PB22-03-440	6372 CANTERWOOD DR	Install 32 panel roof mounted solar array	Brenton Rugg	09/22/2022	0.00	\$104.00
PB22-03-443	7867 N 30TH ST	Install 13 panel roof mounted solar array	Brenton Rugg	09/22/2022	0.00	\$104.00
PB22-03-444	9342 RICKER ST	New 2895 s.f. 2 story 3 bed, 3.5 bath	Watts Homes & Construction	09/22/2022	379,317.00	\$2,237.00
PB22-03-448	6142 HIDDEN LAKE CIR	2 story slab on grade 9' X 7' elevator shaft	AVB Inc.	09/28/2022	13,347.00	\$409.00
PB22-03-452	7915 N 28TH ST	Overhang plaster with drywall in living	RAIFSNIDER, CLAYTON	09/27/2022	0.00	\$104.00
PB22-03-458	6749 N 32ND ST	INSTALL FRENCH DOOR AND	Hawks Hollow Builders	09/29/2022	0.00	\$269.00
PB22-03-459	6749 N 32ND ST	Remodel the kitchen and 2 bathrooms per	Hawks Hollow Builders	09/29/2022	33,898.00	\$176.00
PB22-06-275	3915 RAVINE RD	Fire restoration to office portion of	VanDam & Krusinga	09/02/2022	385,415.00	\$215.00
PB22-06-299	1521 GULL	Renovation to 28 existing patient	AVB Construction	09/01/2022	0.00	\$1,260.00
PB22-06-382	2800 GULL RD	Construct 12' x 16' lean-to to existing	SUNNYSIDE METHODIST CHUI	09/02/2022	6,180.00	\$170.00
PB22-06-417	915 CAMPBELL AVE	Install a new egress window system on the	Southwest Michigan Egress Window	09/12/2022	2,000.00	\$104.00
PB22-06-420	3825 DEVONSHIRE AVE	Install a 5.67 KW, 14 panel roof mounted	Brenton Rugg	09/21/2022	0.00	\$104.00
PB22-06-428	3326 NAZARETH RD	Reconstruction existing 8' x 5' concrete	Blue Line Remodeling & Constructio	09/14/2022	0.00	\$104.00
PB22-06-431	3201 LAKE ST	Illuminated monument sign to replace	Postema Sign & Graphics	09/19/2022	0.00	\$104.00
PB22-06-432	4021 ANDORA AVE	Finish approximately 750 s.f. of existing	IZENBAARD, TIMOTHY L. & KA	09/19/2022	15,000.00	\$176.00
PB22-06-436	901 GRAND PRE AVE	Completion of renovation to dwelling	CHAD AND GWEN MCDANIEL	09/20/2022	0.00	\$100.00
PB22-06-439	2225 WOODWARD AVE	Remove and strip interior to bare framing,	GOODWIN, MARJORIE RENEE	09/21/2022	0.00	\$223.00
PB22-06-447	530 JENKS BLVD	INSTALL BASEMENT EGRESS	Southwest Michigan Egress Window	09/30/2022	0.00	\$104.00

PB22-06-451	3499 E MAIN ST	Install 1 toilet and 1 lavatory in existing	COLUMBINE INVESTMENTS, L.	09/27/2022	0.00	\$104.00
PB22-06-454	3330 SPRINGFIELD AVE	Install smart jacks to support floor beam	Ayers Basement Systems	09/28/2022	0.00	\$104.00
PB22-06-460	1407 ORCHARD AVE	Re-roof: Decking anticipated	AGUILAR, MOISES & MARTHA	09/29/2022	0.00	\$104.00
PB22-07-385	5530 GULL RD	Interior renovation/alteration to approx.	MCDONALDS CORPORATION	09/07/2022	0.00	\$215.00
PB22-07-404	2364 COACH ST	Install basement egress window per plans.	Southwest Michigan Egress Window	09/12/2022	0.00	\$100.00
PB22-07-407	5376 E G AVE	4 new structures built on foundations	Michael Fisher	09/13/2022	273,000.00	\$1,556.00
PB22-07-409	8566 KRUM AVE	New 17,900 s.f. single story addition per	Cornerstone Construction Managem	09/02/2022	1,574,842.00	\$8,976.00
PB22-07-410	2601 WILD COYOTE TRL	New 18' x 36' inground swimming	Hometown Pools	09/02/2022	0.00	\$155.00
PB22-07-414	6627 SILVERTON AVE	Install 27' round pool with 54" side walls,	Powell Construction	09/02/2022	0.00	\$78.00
PB22-07-418	905 RIVER ST	Remove the existing deck and support post	Infinity Home Improvement	09/06/2022	2,415.00	\$176.00
PB22-07-422	312 ELLIOT RD	Build a new 30' x 40' pole barn per	Ron Vegh Construction	09/13/2022	18,000.00	\$176.00
PB22-07-423	8188 BUCK AVE	975 s/f basement finish that includes a	Paragon Custom Homes, Inc.	09/14/2022	34,125.00	\$233.00
PB22-07-427	644 PICKARD ST	Demo house	GALLER KATHLEEN	09/14/2022	0.00	\$155.00
PB22-07-430	4599 CATSKILL ST	Replace and enlarge front entry and rear	TEEL MICHAEL O & JANET F	09/19/2022	0.00	\$176.00
PB22-07-434	3270 S 26TH ST	Relocate and place existing 2 story single	MILLER PAUL II & LORI	09/19/2022	0.00	\$316.00
PB22-07-441	4197 WILD MEADOW ST	New 1684 s/f one story home with 4	WJH LLC	09/26/2022	221,410.00	\$1,306.00
PB22-07-442	4233 WILD MEADOW ST	New 1773 s/f one story home with 4	WJH LLC	09/26/2022	234,602.00	\$1,384.00
PB22-07-456	1209 SPRUCE BROOK RD	Re-roof 42 sq, 2 sheets OSB anticipated	Advantage Roofing & Exteriors Inc	09/29/2022	0.00	\$104.00
PB22-07-463	102 N 30TH ST Lot 29	Demolish and remove mobile home	Stefl Holdings	09/30/2022	0.00	\$155.00
PB22-07-464	102 N 30TH ST	Demolish and remove mobile home that is	Stefl Holdings	09/30/2022	0.00	\$78.00
PB22-20-405	7500 40 HWY # M	Install basement egress window per plans.	Southwest Michigan Egress Window	09/12/2022	0.00	\$100.00
PB22-20-416	23726 29TH ST	Building a 14' x 12' screened in porch and	TYSEN JEFF & SANDRA	09/09/2022	10,515.00	\$223.00
PB22-20-419	16501 32ND ST	Install 20 foundation wall braces per	Ayers Basement Systems	09/07/2022	0.00	\$104.00
PB22-20-426	32313 PINEDALE LN	New 1830 s/f two story home with 4	Allen Edwin Homes	09/21/2022	227,477.00	\$1,342.00
PB22-20-446	31063 BRANDYWINE RD	Re-roof and redeck 24 sq	Advantage Roofing & Exteriors Inc	09/22/2022	0.00	\$104.00

Number of Permits: 53

Total Billed: \$27,953.00

Total Construction Value

\$3,988,992.00

Permit.DateIssued in <Previous month> [09/01/22 - 09/30/22]

AND

Permit.PermitType = Building

Monthly Trade Permits Issued

10/03/2022

Permit #	Address	Work Description	Applicant Name	Date Issued	Amount Billed
<u>Electrical</u>					
PE22-03-489	6482 WHITNEY WOODS LN	Generator	JG Services Company LLC	09/06/2022	\$110.00
PE22-03-500	7353 E AB AVE	New home	BROWN, FRANKLIN	09/09/2022	\$340.00
PE22-03-503	8880 N 32ND ST	Internally illuminated "Allstate" wall signAddress: 8860 N	RWL Sign Co LLC	09/06/2022	\$105.00
PE22-03-510	5782 N 31ST ST	Garage Alterations	Hi-Tech Electric	09/07/2022	\$271.00
PE22-03-511	8532 E STURTEVANT AVE	New home	Consolidated Electrical Contractors	09/09/2022	\$341.00
PE22-03-519	5041 STONE OAK LN	Generator install	Steensma Lawn & Power	09/14/2022	\$115.00
PE22-03-520	9708 W GULL LAKE DR	New home: low voltage/data	UPPAL, RONALD & LINDSEY	09/14/2022	\$218.00
PE22-03-521	8611 N 28TH ST	Detached garagepower will come from existng service on	Bright Ideas Electric	09/15/2022	\$241.00
PE22-03-530	6450 WHITNEY WOODS LN	Basement finish	JKS Electric	09/21/2022	\$177.00
PE22-03-533	6372 CANTERWOOD DR	Roof mounted solar array	Climax Solar	09/22/2022	\$127.00
PE22-03-535	7867 N 30TH ST	Roof mounted solar array	Climax Solar	09/22/2022	\$127.00
PE22-03-536	6409 MEDINAH LN	Generator install	Steensma Lawn & Power	09/23/2022	\$115.00
PE22-03-539	10944 E DE AVE	Switching overhead service to underground 200 AMP H	Webster Electric Co	09/26/2022	\$110.00
PE22-06-497	1309 BAKER DR	200 AMP service upgrade	Service Professor	09/02/2022	\$110.00
PE22-06-499	129 S BERKLEY ST	Bathroom/bedroom remodel	AA Electric	09/01/2022	\$166.00
PE22-06-501	523 GAYLE AVE	100 AMP service replacement due to storm damage	Childs Electric Company	09/02/2022	\$110.00
PE22-06-506	3610 MEADOWCROFT AVE	Fire repairs: rewire home	Webster Electric Co	09/06/2022	\$332.00
PE22-06-507	1514 WAVERLY DR	Reattach conduit after stormER # 10646363189	JG Services Company LLC	09/06/2022	\$110.00
PE22-06-523	3825 DEVONSHIRE AVE	14 panel roof mounted solar array	Climax Solar	09/21/2022	\$121.00
PE22-06-524	3424 N PITCHER ST	Replaced damaged service mast	RW Electrical, LLC	09/16/2022	\$110.00
PE22-06-525	3915 RAVINE RD	Rewire office area due to fire	Webster Electric Co	09/16/2022	\$323.00
PE22-06-526	3201 LAKE ST	Install 1 internally illuminated ground sign	Postema Sign & Graphics	09/19/2022	\$105.00
PE22-06-527	2213 WAGON WHEEL	Automatic transfer switch only - house electrical/feeder	Gregg'O Electric	09/16/2022	\$198.00
PE22-06-528	315 TURWILL LN	Adding circuit for mini split AC and duct heater	Moore Electrical Service	09/19/2022	\$128.00
PE22-06-529	3744 GULL RD	Lighthouse Autism Center fire alarm system	EPS (Grand Rapids)	09/19/2022	\$340.00
PE22-06-532	2225 WOODWARD AVE	Rewiring house - utilizing existing panel with existing	GOODWIN, MARJORIE RENEE	09/21/2022	\$188.00
PE22-06-540	901 GRAND PRE AVE	Permit for final inspection on work completed under PE22-	CHAD AND GWEN MCDANIEL	09/27/2022	\$100.00
PE22-06-542	2019 CUMBERLAND ST	Emergency repair due to burning wiresER# 1064867210	JG Services Company LLC	09/28/2022	\$110.00
PE22-06-543	625 GAYLE AVE	New home	Hi-Tech Electric	09/28/2022	\$307.00
PE22-06-546	1320 NAZARETH RD	200 AMP service upgrade	Service Professor	09/30/2022	\$110.00
PE22-07-496	5762 NEAL AVE	Above ground pool	Webster Electric Co	09/01/2022	\$125.00
PE22-07-502	6497 E ML AVE	200 AMP service upgrade	Service Professor	09/02/2022	\$50.00

PE22-07-504	10847 MILLER DR	Remodel: rewire whole house	Northstar Electric	09/14/2022	\$226.00
PE22-07-505	5670 E H AVE	Bring exterior service to codeInstall AC branch circuit	Manne Electric	09/12/2022	\$116.00
PE22-07-508	5530 GULL RD	McDonald's remodel	Oscar W Larson Company - GR	09/07/2022	\$223.00
PE22-07-509	5810 GULL RD	Temporary generator	Hi-Tech Electric	09/06/2022	\$125.00
PE22-07-512	527 MARINE CT	Upgrade to 200 AMP service	Terrill Holm	09/09/2022	\$110.00
PE22-07-513	8445 FAWN MEADOW TRL	Inground pool	KLIMP JOHN C & JONICA S	09/09/2022	\$125.00
PE22-07-514	2435 N 26TH ST	Outdoor stage	Engbers Electrical	09/12/2022	\$186.00
PE22-07-515	5585 GULL RD 106	Walk in cooler and freezer wiring	Esper Electric	09/13/2022	\$116.00
PE22-07-516	5204 E MAIN ST	Rewire home	DEAL DALE C & NANCY J	09/19/2022	\$322.00
PE22-07-517	5810 GULL RD	Low voltage for new Valvoline building	Sarah Sanderson	09/13/2022	\$162.00
PE22-07-518	5300 COMSTOCK AVE	Replace heat and smoke detectors	EPS (Grand Rapids)	09/19/2022	\$175.00
PE22-07-522	696 SARAH ST	Basement bathroom	Wolff Electric	09/15/2022	\$106.00
PE22-07-538	6303 PLAINFIELD AVE	Pole barn	Hammond Electric	09/27/2022	\$192.00
PE22-07-544	6497 E ML AVE	Moving service underground install new u/g service on	Hi-Tech Electric	09/29/2022	\$160.00
PE22-19-541	9293 E D AVE	Upgrade to 100 AMP service with new panel and add AC	Motor Shop Electric	09/28/2022	\$121.00
PE22-20-498	8440 26TH ST	200 AMP service repair	Service Professor	09/02/2022	\$110.00
PE22-20-537	32259 PINEDALE LN	New home	Consolidated Electrical Contractors	09/26/2022	\$341.00

Number of Permits: 49

Total Billed: \$8,456.00

Mechanical

PM22-03-541	8611 N 28TH ST	HVAC for detached garageBoiler: hot waster, 30 PSIG	Nieboer Heating & Cooling	09/14/2022	\$255.00
PM22-03-560	9180 COTTAGE PL	New home with fireplace	JP Heating & Air Conditioning Inc	09/06/2022	\$305.00
PM22-03-567	10321 E C AVE	New home	Nieboer Heating & Cooling	09/12/2022	\$280.00
PM22-03-568	6680 E E	New home	Nieboer Heating & Cooling	09/12/2022	\$280.00
PM22-03-572	6596 BRIDLE TRL	Gas lines to existing above ground firepit and pool heater	Bel Aire Heating & Air	09/15/2022	\$175.00
PM22-03-574	6209 SAGAMORE LN	Furnace & AC replacement	Rogers Refrigeration	09/12/2022	\$180.00
PM22-03-577	6450 WHITNEY WOODS LN	4 heat runs and bath fan	Corakis Heating & Cooling	09/13/2022	\$180.00
PM22-03-580	5041 STONE OAK LN	Generator install	Steensma Lawn & Power	09/14/2022	\$135.00
PM22-03-590	5409 BEARDSLEY DR	Furnace replacement	Rogers Refrigeration	09/19/2022	\$130.00
PM22-03-613	9467 FRAULIN DR	New home	JP Heating & Air Conditioning Inc	09/26/2022	\$395.00
PM22-03-623	8548 E STURTEVANT AVE	New home	A-1 Mechanical	09/30/2022	\$255.00
PM22-06-558	1701 TEXEL DR	Furnace & water heater replacement	Home Energy Solutions	09/01/2022	\$136.00
PM22-06-562	1507 CLIMAX AVE	Replace water heater & chimney liner	Vredevoogd Heating & Cooling	09/12/2022	\$111.00
PM22-06-564	1838 NAZARETH RD	Snowmelt for Consumers	RW LaPine Inc	09/07/2022	\$180.00
PM22-06-569	2017 COMMONWEALTH AVE	Water heater and chimney liner replacement	DeHaan Heating & Cooling	09/08/2022	\$111.00
PM22-06-570	3077 MANDARIN GROVE LN	AC replacement	Bel Aire Heating & Air	09/08/2022	\$130.00
PM22-06-573	3428 WINTER WHEAT RD	Furnace replacement	Dan Wood Co	09/12/2022	\$130.00

PM22-06-575	919 NICHOLS RD	Water heater replacement	Dan Wood Co	09/19/2022	\$106.00
PM22-06-578	2314 LACROSS ST	gas line & heater for poolunderground will be exposed for	GROSS, JOSEPH L. & ANGELA M	09/13/2022	\$135.00
PM22-06-581	1541 W G AVE	In floor radiant heat	BROWN, ANDREW J. & PATRICI	09/14/2022	\$181.00
PM22-06-582	3733 MARKET ST	Vent bath fans	Great Lakes Plumbing	09/15/2022	\$110.00
PM22-06-583	203 SYDELLE AVE	Generator install	Joseph Budzinski	09/15/2022	\$135.00
PM22-06-584	3734 PRISTINE AVE	AC replacement	Vredevoogd Heating & Cooling	09/15/2022	\$130.00
PM22-06-585	2231 WILMETTE ST	Water heater replacement	Vredevoogd Heating & Cooling	09/15/2022	\$106.00
PM22-06-587	3210 WINTER WHEAT RD	Install water heater	Dan Wood Co	09/16/2022	\$106.00
PM22-06-588	3716 FRANKLIN ST	Replace furnace, AC, chimney liner, and humidifier	Bel Aire Heating & Air	09/16/2022	\$175.00
PM22-06-591	511 ARTHUR AVE	Water heater replacement	Dan Wood Co	09/19/2022	\$106.00
PM22-06-594	1516 CHEROKEE ST	Furnace, AC, and humidifier replacementNew owners:	Bel Aire Heating & Air	09/19/2022	\$170.00
PM22-06-595	2007 CUMBERLAND ST	Replace furnace, water heater and A/C	Vredevoogd Heating & Cooling	09/19/2022	\$166.00
PM22-06-596	1515 Highland Hills Dr Lot 44	Mobile home set	Diamond Maintenance	09/22/2022	\$105.00
PM22-06-597	1475 Highland Hills Dr Lot 39	Mobile home	Diamond Maintenance	09/22/2022	\$105.00
PM22-06-598	2225 WOODWARD AVE	Furnace, AC, and water heater install in basement	GOODWIN, MARJORIE RENEE	09/21/2022	\$166.00
PM22-06-600	2207 LAKE ST	Install rooftop unit	JP Heating & Air Conditioning Inc	09/21/2022	\$130.00
PM22-06-601	3915 RAVINE RD	Fire repairs: new ducts & system	Petro Plumbing & Mechanical	09/21/2022	\$205.00
PM22-06-603	121 PINECOVE CIR	Furnace & AC replacement	Dan Wood Co	09/23/2022	\$160.00
PM22-06-604	1495 COOLIDGE AVE	Water heater replacement	Dan Wood Co	09/23/2022	\$106.00
PM22-06-606	2213 WAGON WHEEL	AC install	Capitol Supply & Service	09/30/2022	\$130.00
PM22-06-607	1817 COLGROVE AVE	Furnace replacementNew owner: Nikki Cox	McArthur Mechancial	09/23/2022	\$130.00
PM22-06-611	3216 OLD FARM RD.	Water heater replacement	Dan Wood Co	09/26/2022	\$106.00
PM22-06-615	1806 BARNEY RD	Boiler replacement	Bel Aire Heating & Air	09/27/2022	\$130.00
PM22-06-616	551 ARTHUR AVE	Furnace replacement	Vredevoogd Heating & Cooling	09/28/2022	\$130.00
PM22-06-617	716 ARTHUR AVE	Furnace replacement	Vredevoogd Heating & Cooling	09/28/2022	\$130.00
PM22-06-619	129 S BERKLEY ST	Mini split added to 2nd story	Preferred Plumbing & Heating	09/28/2022	\$185.00
PM22-06-620	1309 PINEHURST BLVD	Addition ductwork, reroute existing	Great Lakes Plumbing	09/29/2022	\$195.00
PM22-06-621	1309 BAKER DR	Replace furnace, AC, and water heater	Service Professor	09/30/2022	\$166.00
PM22-07-557	7702 GLENEAGLE N DR	Ductless split system (3 head, 1 condensor)	North Star Heating & Cooling	09/01/2022	\$130.00
PM22-07-559	5398 MARKET ST	Replace 2 furnaces & 2 AC's	Rogers Refrigeration	09/02/2022	\$215.00
PM22-07-561	5670 E H AVE	AC replacement	Vredevoogd Heating & Cooling	09/06/2022	\$130.00
PM22-07-576	10847 MILLER DR	Remodel: relocating heat runs, venting bath fans and dryer	Great Lakes Plumbing	09/16/2022	\$190.00
PM22-07-579	6127 PLAINFIELD AVE	Furnace replacement	Adams Heating & Cooling	09/14/2022	\$130.00
PM22-07-586	5585 GULL RD 106	Walkin cooler & freezer for 2 Fellas Grill	BAM Cooling & Heating	09/15/2022	\$210.00
PM22-07-589	3388 NORMANDY AVE	Furnace & AC replacement	Service Professor	09/19/2022	\$160.00
PM22-07-592	5841 E H AVE	Upgrade heating system	JP Heating & Air Conditioning Inc	09/19/2022	\$249.00
PM22-07-593	4124 COUNTRY MEADOWS	New home9/20: 1 gas pipe opening added per Krystal @ A	A-1 Mechanical	09/19/2022	\$245.00
PM22-07-599	695 CONRAD ST	Furnace & water heater replacement	Browns Heating & Cooling	09/20/2022	\$136.00

PM22-07-602	351 RIVER ST	Furnace replacement	Tummons Heating & Cooling	09/22/2022	\$130.00
PM22-07-608	6317 CRESTWOOD AVE	Replace furnace, AC, water heater, and humidifier	Vredevoogd Heating & Cooling	09/26/2022	\$176.00
PM22-07-609	4123 COUNTRY MEADOWS	New home	A-1 Mechanical	09/26/2022	\$245.00
PM22-07-612	8188 BUCK AVE	Basement finish: bath fan & heat runs	JP Heating & Air Conditioning Inc	09/26/2022	\$130.00
PM22-07-614	5881 E HJ AVE	Furnace & AC replacement, add humidifier	Temperature Pro	09/26/2022	\$170.00
PM22-18-555	450 HAYMAC 550-1	AC replacement	Petro Plumbing & Mechanical	09/01/2022	\$125.00
PM22-19-554	8951 PARK ST	Replacing 2 furnaces & 2 AC's Work being completed in	Kalamazoo Mechanical	09/01/2022	\$215.00
PM22-20-556	25136 CHATY LN	Water heater replacement	Vredevoogd Heating & Cooling	09/01/2022	\$101.00
PM22-20-563	30710 1ST AVE	Set propane tank for new home	Midwest Propane LLC	09/15/2022	\$120.00
PM22-20-565	23350 PAULSON RD	Furnace & AC replacement	Service Professor	09/07/2022	\$155.00
PM22-20-566	33260 PINEDALE LN	New home	B & A Mechanical	09/07/2022	\$250.00
PM22-20-571	24735 6TH AVE	Replacing oil boiler with LP	Field Plumbing & Heating	09/15/2022	\$171.00

Number of Permits: 67

Total Billed: \$11,056.00

Plumbing

PP22-03-242	8611 N 28TH ST	Bathroom in barn	Krusinga Plumbing	09/12/2022	\$220.00
PP22-03-243	6450 WHITNEY WOODS LN	Basement finish w/ bathroom and wet bar	Pride Plumbing & Mechanical	09/13/2022	\$170.00
PP22-03-248	9140 COTTAGE PL	New home	Portage Plumbing	09/15/2022	\$323.00
PP22-03-252	9903 E CD AVE	Connection of interior water service	SPS Pro Plumbing	09/20/2022	\$105.00
PP22-03-265	6749 N 32ND ST	Kitchen and bath remodel	Portage Plumbing	09/29/2022	\$185.00
PP22-06-241	1706 GRAND PRE AVE	Tub to shower conversion	Ohio Bath Solutions	09/15/2022	\$105.00
PP22-06-246	3709 IROQUOIS TRL	Water heater replacement	Woodhouse Plumbing & Heating Inc	09/19/2022	\$105.00
PP22-06-249	3150 MULHEARN AVE	Shower base replacement	Sir Home Improvements	09/19/2022	\$105.00
PP22-06-250	1515 Highland Hills Dr Lot 44	Mobile home set	Diamond Maintenance	09/22/2022	\$110.00
PP22-06-251	1475 Highland Hills Dr Lot 39	Mobile home	Diamond Maintenance	09/22/2022	\$110.00
PP22-06-253	3915 RAVINE RD	Fire repairs in office space	Petro Plumbing & Mechanical	09/21/2022	\$188.00
PP22-06-260	2710 N PITCHER ST	Water heater replacement for Mall City Containers	W Soule & Company	09/26/2022	\$105.00
PP22-06-261	901 GRAND PRE AVE	Plumbing renovations started by previous owner: adding	PLBG Solutions LLC	09/27/2022	\$185.00
PP22-06-262	3499 E MAIN ST	Adding bathroom to existing garage	Brent Gould Plumbing	09/27/2022	\$264.00
PP22-06-264	129 S BERKLEY ST	bathroom addition on 2nd story	Preferred Plumbing & Heating	09/28/2022	\$186.00
PP22-06-266	1309 PINEHURST BLVD	Bathroom in addition, repipe existing bath and kitchen	Great Lakes Plumbing	09/29/2022	\$198.00
PP22-07-244	10847 MILLER DR	Remodel: new plumbing for 2 bathrooms, kitchen, and	Great Lakes Plumbing	09/16/2022	\$198.00
PP22-07-245	6617 E H AVE	Sewer connection	Kalamazoo Excavation & Septic	09/14/2022	\$105.00
PP22-07-247	9405 E N	New home	Helmus Plumbing Services, Inc	09/15/2022	\$288.00
PP22-07-254	4267 COUNTRY MEADOWS	New home	Rhino's Plumbing	09/23/2022	\$216.00
PP22-07-255	4124 COUNTRY MEADOWS	New home	Rhino's Plumbing	09/23/2022	\$216.00
PP22-07-256	4123 COUNTRY MEADOWS	New home	Rhino's Plumbing	09/23/2022	\$216.00

PP22-07-257	6895 DUNCAN AVE	New home	Rhino's Plumbing	09/23/2022	\$216.00
PP22-07-258	6871 DUNCAN AVE	New home	Rhino's Plumbing	09/23/2022	\$216.00
PP22-07-259	8188 BUCK AVE	Basement bath	Lakeside Plumbing	09/23/2022	\$223.00
PP22-07-263	5480 E MAIN ST	Sewer connection	Richards Sewer & Septic	09/27/2022	\$105.00
PP22-20-239	32259 PINEDALE LN	New home	Superior Plumbing Services	09/06/2022	\$220.00

Number of Permits: 27

Total Billed: \$4,883.00

Number of Permits: 143

Total Billed: \$24,395.00

Population: All Records

Permit.PermitType = Electrical OR

Permit.PermitType = Mechanical OR

Permit.PermitType = Plumbing

AND

Permit.DateIssued in <Previous month> [09/01/22 - 09/30/22]

Monthly Property Maintenance Requests

10/03/2022

Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS19-07-078	584 PICKARD ST	07-18-384-080	KERNELL BRIANT	09/17/2019	\$155.00
Work Description:	Property Maintenance request from Comstock				
Inspections:	09/23/2022	Property Maintenance Inspectio	Partially Approved		
Inspections:	09/15/2022	Property Maint. Re-inspection	Canceled		
Inspections:	11/12/2021	Property Maint. Re-inspection	Disapproved		
Inspections:	11/22/2019	Property Maint. Re-inspection	Disapproved		
Inspections:	09/18/2019	Property Maintenance Inspectio	Disapproved		
PS21-06-070	1109 WILLIS AVE	06-24-306-360	PROPERTY OF WEALTH	06/28/2021	\$555.00
Work Description:	Property Maintenance request from Fire Dept				
Inspections:	09/29/2022	Property Maint. Re-inspection	Approved		
Inspections:	09/21/2022	Property Maint. Re-inspection	Disapproved		
Inspections:	08/24/2022	Property Maint. Re-inspection	Disapproved		
Inspections:	07/07/2022	Property Maint. Re-inspection	Disapproved		
Inspections:	11/02/2021	Property Maint. Re-inspection	Disapproved		
Inspections:	06/28/2021	Property Maintenance Inspectio	Disapproved		
PS21-06-087	4002 DOUGLAS/Mb Pk	06-04-215-011	MI 4004 DOUGLAS AVE.	08/19/2021	\$255.00
Work Description:	Inspection requested by K-twp. Fire dept due to electrical pedestal fire.				
Inspections:	09/23/2022	Property Maint. Re-inspection	Approved		
Inspections:	03/07/2022	Property Maint. Re-inspection	Partially Approved		
Inspections:	08/20/2021	Property Maintenance Inspectio	Disapproved		
PS21-06-103	1413 BARCLAY DR	06-11-140-260	O'BRIEN, PATRICK T. T	10/26/2021	\$200.00
Work Description:	Property Maintenance request from KTPD				
Inspections:	09/30/2022	Property Maintenance Inspectio	Disapproved		
Inspections:	10/26/2021	Property Maintenance Inspectio	Disapproved		

PS22-03-053	6952 E E	03-29-201-040	TELFER, DAVID J	09/20/2022	\$100.00
Work Description:	Property Maintenance request from Richland				
Inspections:	09/22/2022	Property Maintenance Inspectio	Disapproved		
PS22-03-054	7393 N SPRINKLE RD	03-19-301-041	KASS, KATHERINE	09/20/2022	\$100.00
Work Description:	Property Maintenance request from Richland				
Inspections:	09/22/2022	Property Maintenance Inspectio	Disapproved		
PS22-06-050	3634 MARKET ST	06-24-485-060	LILES, RAYMOND L.	09/14/2022	\$100.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	09/16/2022	Property Maintenance Inspectio	Disapproved		
PS22-06-051	200 LAKE FOREST BLVD	06-17-380-012	LAKE FOREST KALAMA	09/15/2022	\$100.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	09/19/2022	Property Maintenance Inspectio	Disapproved		
	Address: 465 Lake Forest Blvd (Building 13)				
PS22-06-055	525 N ARLINGTON A-4	06-17-297-010	MODERN COMFORT, LI	09/27/2022	\$100.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	09/29/2022	Property Maintenance Inspectio	Disapproved		
PS22-07-020	355 REX AVE	07-18-376-141	VEGA FRANCISCO (FRA	04/04/2022	\$100.00
Work Description:	Property Maintenance request from Comstock				
Inspections:	09/21/2022	Property Maint. Re-inspection	Disapproved		
Inspections:	04/05/2022	Property Maintenance Inspectio	Disapproved		
PS22-07-023	201 WINTERBURN ST	07-20-205-170	PELTON LAURA E TRUS	04/06/2022	\$200.00
Work Description:	Property Maintenance request from Comstock				
Inspections:	09/27/2022	Property Maint. Re-inspection	Approved		
Inspections:	04/07/2022	Property Maintenance Inspectio	Disapproved		
PS22-18-025	104 ESPANOLA	06-02-320-010	THOMAS TIMOTHY A	04/27/2022	\$200.00
Work Description:	Property Maintenance request from Parchment				
Inspections:	09/01/2022	Property Maint. Re-inspection	Approved		
Inspections:	04/27/2022	Property Maintenance Inspectio	Disapproved		

PS22-18-056

503 N Riverview 6

06-02-110-081

NELMA LLC

09/27/2022

\$100.00

Work Description: Property Maintenance request from Parchment

Inspections: 09/28/2022 Property Maintenance Inspectio Disapproved

Total Permits For Type: 13

Total Fees For Type: \$2,265.00

Report Summary

Grand Total Fees: \$2,265.00

Grand Total Permits: 13

Population: All Records

Permit.PermitType = Special
Permit AND

Permit.Category = Jurisdiction
Request AND

Inspection.DateTimeScheduled
Between 09/01/2022 AND
09/30/2022

Monthly Special Permit - Owner Request

10/03/2022

Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS22-03-049	7455 E AB AVE	03-04-176-030	NOORMAN, BETTY JO	08/29/2022	\$55.00
Work Description:	New owner: Jesse Foreman				
	power off - more than 6 mths				
Inspections:	08/31/2022	Meter Socket Inspection	Approved		
PS22-07-046	767 METZGER ST	07-20-171-640	BLETT VIOLET M TRUS.	08/04/2022	\$55.00
Work Description:	Meter turned on - unknown of how long off				
	New Owner: Adam Pound 08/04/22				
Inspections:	08/08/2022	Meter Socket Inspection	Approved		
PS22-07-048	102 N 30TH ST Lot 44	07-15-355-011	MORROW CROSSING LL	08/25/2022	\$55.00
Work Description:	Meter socket inspection Lot 44				
Inspections:	08/29/2022	Meter Socket Inspection	Disapproved		

Total Permits For Type: 3

Total Fees For Type: \$165.00

Report Summary

Grand Total Fees: \$165.00

Grand Total Permits: 3

Population: All Records

8/31/2022 11:59:59 PM

AND

Permit.Category = Meter Socket
Inspection OR

Permit.Category = Hood

Suppression OR

Permit.Category = Special Permit
OR

Permit.Category = Owner Request

DATE	MOTION	MADE BY	SECONDED	VOTES
01/18/22	to accept and authorize Mr. Alwine to sign engagement letter from Siegfried Crandall	Leuty	Madaras	unanimous 1 - absent
02/15/22	to accept and authorize Mr. Alwine to sign engagement letter from Kreis Enderle	Harma	Smith	unanimous 1 - absent
05/17/22	to approve the 2021 audited financial statements	Harma	Leuty	unanimous 1 - absent
05/17/22	to change the second sentence of the first paragraph under the Cash Disbursement Policy section (page 3) in the Financial Control Policy to reflect "Each month, an itemized list of pre-approved disbursements, for the prior month, shall be presented to the Board."	Lewis	Harma	unanimous 1 - absent
05/17/22	to open a business checking account at Consumers Credit Union to utilize for KABA reserves	Harma	Lewis	unanimous 1 - absent
06/21/22	to adopt the budget amendment of reflecting the \$29,706 increase for payroll (part-time staff, as needed) and in addition, to increase the mileage reimbursement to reflect the raised standard mileage rate	Lewis	Harma	unanimous 1 - absent
07/19/22	to appoint Chris Stinson as a contracted building inspector, pending the background check	Smith	Harma	unanimous
08/16/22	to approve the General Insurance Renewal as presented and authorized Alwine to sign the acceptance	Harma	Smith	unanimous
08/16/22	to approve a pay increase for all employees at 5.9%	Harma	Lewis	unanimous
08/16/22	to approve the STD/LTD/Life Insurance renewal as presented	Smith	Leuty	unanimous
08/16/22	to approve the permit fee schedule, with the trade inspection fee increasing to \$50 per inspection and a 3.5% increase to the building permit fees	Harma	Lewis	unanimous
08/16/22	to authorize Alwine to acquire assistance from KABA legal counsel in creation of Information Security & Privacy Policy	Harma	Lewis	unanimous
09/20/22	to approve the medical, dental and vision insurance renewal and maintain the current In Lieu of Medical stipend	Leuty	Smith	unanimous 1 - absent
09/20/22	to approve to adopt the Resolution to Opt Out of PA 152 for the 2023 benefit year	Leuty	Koporetz	Roll Call - 6-0 1 - absent
09/20/22	to approve the KABA 2023 Budget as presented	Koporetz	Smith	unanimous 1 - absent

Information Security and Privacy Policy

Information Security and Privacy Policy

The Kalamazoo Area Building Authority (“**KABA**”) employees come into contact on a daily basis with customer’s information including names, addresses, phone numbers, credit card numbers, EIN, banking information, social security numbers, and similarly private information (collectively “**Private Information**”). As such KABA has enacted this Information Security and Privacy Policy (“**Policy**”) to outline the expectations and regulations of KABA when accepting, storing, and destroying Private Information. KABA seeks to provide its customers with the highest level of security to protect their Private Information. The building official (“**Building Official**”) shall be in charge of enforcing this policy and shall have sole authority to grant, deny, or revoke access to information in accordance with these terms.

1. Accepting Private Information.

KABA regularly receives forms and documents containing Private Information. As such, KABA employees shall follow specific protocols to protect and secure the Private Information against data breaches or theft. KABA employees shall complete standard annual (additional special security training, as necessary) security trainings and shall comply with the Policy guidelines under the direction of the Building Official.

When a third party provides Private Information to KABA, the KABA employee shall offer the party the option to write the Private Information on a temporary document (which will be shredded or placed in the customer’s secured file) or permit the customer to disclose the Private Information a secure area, if other non-employees are present in the public area. Forms and documents with Private Information shall be placed in a physical file identifying the individual or scanned into the computer system with the physical copy being destroyed, in a manner to conceal all confidential information. If documents are maintained in a physical file the file must be stored in a manner commonly used for filing, such as alphabetized or numerical. When the physical file is not in use it must be stored in a locked filing cabinet or office with the ability to be locked. All computer files shall be stored in a manner commonly used for electronic filing and shall be secured as required by Section 3 below.

2. Access.

KABA shall restrict which employees have access to Private Information based upon a need to know basis as determined by the Building Official. Before providing any KABA employee access to any Private Information, KABA shall require a background check, and shall require the employee to sign a confidentiality agreement (in the substantially same form as attached hereto as **Exhibit A**). Additionally, the employee shall review this policy and complete security training that addresses information security, at least annually. The Building Official may at any time revoke an employee’s access to Private Information with or without cause.

At such time as an employee access is revoked, KABA shall secure all keys of the employee to the revoked Private Information. Additionally, if only partial access is denied, KABA shall secure any and all computer files and place them into a password protected folder or system prohibiting said employee access to the specific file.

KABA shall use the following data classification when assessing what employees shall have access to particular Private Information.

- a) **High Risk Class:** This class includes data that is protected by the state and/or federal legislation such as financial information (e.g.: bank account numbers, social security numbers, and EIN's), payroll information, and social security numbers (which shall be deemed to mean either the either nine-digit number or more than four (4) sequential digits of the number "Social Security Number"). This Private Information shall be restricted to designated employees on a strict need to know basis and the Building Official, unless disclosure is required by KABA policies or by law.
- b) **Confidential Class:** This class includes data that while not protected by law is information that the customer would not ordinarily want disclosed, such as customer phone numbers and addresses. This Private Information is restricted to employees only access unless some disclosure is required by KABA policies or by law.
- c) **Public Class:** This class includes data that can normally be accessed by the public with relative ease such as business addresses and webpage domain names. This information does not require any employee restrictions or policy protections.

3. Building and Computer Security.

A. Building.

KABA shall protect all Private Information stored in a physical form by keeping the doors locked at all times with the only public access through one main door. Any third party entering the building will not be allowed beyond the public access unless authorized by a KABA employee. Documents containing Private Information including in print or on computer screens will not be stored, left, or in open view of the public access areas. An "employees only" area sign shall designate non-public areas.

Any physical files kept at KABA with Private Information shall be organized and stored in the "employee only" area. Customers shall not be allowed in the "employee only" area, except when accompanied by a KABA employee with permission of the Building Official. All files and documents containing Private Information will be kept in locked filing cabinets or in a locked office or desk. Files not in use shall be secured and locked. Any files used during the day shall be secured by the Employee at their workstation and returned to a locked area at the end of each work day. All file cabinets and offices shall be locked at night.

If at any time a KABA employee loses their file cabinet keys, desk key, inside office key, or KABA building keys, they shall immediately notify the Building Official. At which time the Building Official will assess if (1) a copy key should be made and issued to employee, (2) access should be denied, and/or (3) locks should be changed. The Building Official may utilize their discretion under this Policy under Section 9, if necessary. If any KABA building key or entry badge is lost, the lock must be replaced to secure the building.

B. Computers.

KABA employees shall place their computer into the “Lock” or “Sleep” mode which must require at least a password (if applicable, a secondary authentication) for re-entry at any time they are not at their computer station. Computers shall all be set to lock after no less than fifteen (15) minutes of inactivity.

All KABA in-office computers shall be equipped with a unique password, which the employee shall not share with any other person. If the password is shared or discovered by another person, the KABA employee shall immediately change the password and inform the Building Official or direct supervisor. KABA employees shall change passwords for additional security at least every six (6) months.

If a KABA employee has any Private Information contained or sent through an email accessible from their cell phone (work or personal phone), the phone shall be equipped, at all times, with password protection. The KABA employee shall not share this password with any other person. If the password is shared or discovered, the employee shall change the password immediately and inform the Building Official or direct supervisor. If another person has access to the phone, the employee will either (1) remove all KABA access and Private Information from the phone or (2) add additional passwords to any application with KABA access or Private Information. If (2), the employee shall not share this password with any other person, and shall report if any other person obtains access to the password to the Building Official or direct supervisor.

KABA shall regularly update the computer systems and phone systems, including personal cell phones with access to KABA Private Information, to the latest software. KABA shall have virus protection software, firewalls, and other security measures on all of the computer systems, which will run at regularly scheduled weekly intervals to protect the device. Any take home KABA devices shall be equipped with a password and a VPN to access to secure KABA files.

KABA shall take other measures to ensure building and device security, as necessary. KABA shall do a yearly review of the building and computer/phone security measures in place to protect Private Information and add measures, as necessary.

C. KABA Server.

The KABA server and its records may be accessed by KABA member municipalities and their authorized employees. KABA has no control over this access and same shall be governed by the respective municipalities' information privacy policies. Each KABA member shall monitor and limit its employee access to KABA records in accordance with their respective privacy policies. KABA board members shall review and approve this policy and make same available to their respective authorized employees who access the KABA server.

4. Social Security Number Privacy and Protection.

KABA will ensure, to the extent practicable, the confidentiality of employees' and third parties' social security numbers in accordance with the requirements of the Michigan Social Security Number Privacy Act and any federal privacy acts. No KABA employee shall knowingly disclose, transfer, or use the Social Security Number of another individual unless in accordance with applicable state and federal law and procedures and rules established in this policy.

Social Security Numbers, including more than four (4) sequential digits of the number, shall never be used in any form of identification number, including but not limited to identification cards or badges, permits, timecards, employee rosters, file numbers, or other materials or documents that are publicly displayed or accessible to anyone outside the High Risk Class. No individual's Social Security Number shall be accessible to any personnel outside the High Risk Class, including more than four (4) sequential digits of the number. If the number is displayed in any computer system, only four (4) sequential digits of the number shall be displayed or accessible. Any document displaying a Social Security Number shall be kept out of the public view at all times and access to such document shall be limited to the High Risk Class.

Documents containing a Social Security Number shall only be mailed or transmitted if state or federal law requires the Social Security Number to appear on the document such as an application or enrollment. The document containing the Social Security Number shall be mailed or sent in a manner as to not reveal the number through any envelop window, nor shall the number be otherwise visible from the exterior of the packaging.

KABA employees shall never ask for a social security number, credit card number, or other High Risk Private Information over an email, unless the connection is secure, and the transmission is encrypted. Unless the transmission is secure and encryption is used, KABA will only obtain social security numbers, credit cards numbers, or other High Risk Private Information in person at the KABA office or over the phone. KABA will periodically send out an email or letter and post a notice at KABA to inform customers KABA employees will not ask for Private Information over an email, without encryption, and warn customers of any potential scams.

Any KABA employee who fails to comply with this Social Security Policy shall be subject to discipline up to and including discharge. If the individual who's Social Security Number was

revealed files suit against KABA, the employee shall indemnify and hold harmless KABA and pay for any and all costs of the litigation, including but not limited to attorney's fees and court costs.

5. Sell/Share Private Information.

KABA and KABA employees shall never sell, share, or trade Private Information with any other entity or person nor send any mail on behalf of other entities or organization to parties KABA has retained Private Information from. KABA shall not orally, electronically, or in a written communication reveal any Private Information to any other person or entity unless KABA has received written permission to provide such Private Information or KABA is required to by law. If KABA must use a third-party organization to process Private Information the third-party shall be provided with notice of confidentiality and shall only be used to the extent necessary to process the Private Information.

6. Destruction of Files.

KABA shall retain all physical and electronic files in accordance to the times provided in the General Schedule #10 for the Michigan Township Record Retention, MCL § 399.5, as amended and restated.

All electronic files must include a scan of all of the documents from the physical file including, but not limited to, any e-mail or other correspondence, notes, building plans, aerial photos, surveys, drawings or renderings, and applications. E-mails must be evaluated based on their specific content if they should be maintained in an official file for retention. Documents not necessary for scanning include any "unofficial documents" such as drafts, duplicates, convenience copies, publications, and other materials that do not document the activities specific for the file.

If KABA receives a FOIA request regarding a certain file or has reason to believe an investigation or litigation is imminent or commencing, all destruction of the file must immediately cease. If the documents only exist in electronic formats, the Building Official shall inform employees not to destroy any of those files if they are scheduled for destruction.

Prior to the destruction of any physical or electronic file, the KABA employee must perform all of the following:

1. check for any outstanding FOIA requests;
2. verify there is no impending or current litigation or investigation;
3. review the Retention and Disposal Schedule and verify if it is authorized for destruction;
4. verify the destruction with the Building Official; and
5. document the file information and date of destruction.

If any part of the physical file is reused/recycled by KABA, KABA shall either remove any Private Information or shall cover the Private Information prior to use. For example, if KABA reuses the file folder, an employee shall either remove the previous customer Private Information or cover the Private Information. After reusing, KABA shall destroy the parts in the same manner prescribed above.

7. Training.

All KABA employees shall complete a training regarding securing and protecting Private Information during their onboarding process. KABA employees shall not be provided with access to Private Information until completing the training, reviewing this Policy, and signing the attached Confidentiality Agreement. KABA shall conduct regular yearly reviews and updated trainings, as necessary, for all employees, which shall consist of refreshers on the Policy and new security measures. KABA shall also circulate security information and trainings throughout the year when new security protocols are implemented, if applicable. The Building Official shall periodically conduct security and information protection tests.

8. Credit Card Private Information.

KABA will ensure, to the extent practicable, the confidentiality of employees' and third parties' credit card information is handled in accordance with the requirements of the PCI Security Standards Council.

9. Accountability. Any KABA personnel who fails to comply with this Policy shall be subject to discipline up to and including discharge. If any questions regarding this Policy should arise, employees should contact the Building Official or their supervisor for clarification and guidance.

EXHIBIT A
Confidentiality Agreement

The undersigned (the "Employee") hereby agrees as follows, in consideration of his or her employment with the Kalamazoo Area Building Authority ("KABA"), of the compensation paid to the Employee in connection therewith, of the training which the Employee will receive from KABA, and of the position which the Employee will occupy which will bring the Employee in contact with personal, private information of clients on a regular basis including but not limited to names, social security numbers, phone numbers, addresses, and financial information ("Private Information").

The Employee will be loyal to KABA during the employment and will forever hold in his or her strictest confidence and will not use or disclose any Private Information, except as such disclosure or use may be required in connection to the Employees position with KABA or by law. Upon the termination of employment, the Employee will deliver to KABA any and all materials of KABA, including but not limited to all Private Information, keys, financial information, credit cards, and documents. Employee will return all items of KABA in good repair and within two (2) days of his or her termination. Employee will not retain any copies or access to any of the Private Information, including any remote or phone access to such Private Information or KABA materials. Employee understands that a breach or threatened breach of this Confidentiality Agreement will cause KABA irreparable harm and that injunctive relief, in addition to all other legal and equitable relief, would be appropriate.

Employee has read and been provided the opportunity to ask questions regarding the Information Security and Privacy Policy ("Policy") of KABA. Employee warrants he or she understands and will comply the rules and regulations set for in the Policy and keep all Private Information in his or her strictest confidence.

EMPLOYEE:

Date: _____

Print Name: _____