



AGENDA

Regular Meeting of the Kalamazoo Area Building Authority Board of Directors
December 19, 2023
2:00 PM

1. Call to Order
2. Approval of the Agenda [MOTION]
3. Consent Agenda [MOTION]
 - a. Approval of Minutes from the November 21, 2023 Board Meeting
 - b. Receipt of Bank Reconciliation Reports – November 2023
 - c. Receipt of Financial Reports – November 2023
 - d. Receipt of Building Report – November 2023
 - e. Receipt of Permit Lists – November 2023
4. Citizen Comments on Agenda and Non-Agenda Items
 - a. *Policy: A citizen shall state his/her name and address and speak only one time, for no more than three (3) minutes. This time 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. Holiday Schedule [MOTION]
 - b. Engagement Letter from Siegfried Crandall (Annual) [MOTION]
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
November 21, 2023**

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

Present: Randy Thompson, Chairperson / Representative from Comstock Township
Steve Leuty, Treasurer / Representative from Kalamazoo Township
Don Smith / Representative from Pine Grove Township
Lysanne Harma, Secretary / Representative from Richland Township
Kim Lewis / Representative from Village of Richland
Vik Bawa / At-Large Board Member

Absent: Robin Madaras / Representative from City of Parchment

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

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

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

Citizen Comments – There were no citizens in attendance.

Business –

5. a. Re-appoint At-Large Board Member (2-yr /Term) – Lewis motioned to re-appoint Bawa for another 2-year term as At-Large Board Member, seconded by Harma, and carried with a vote 5-0 and 1 abstained.

5. b. 2024 Board Meeting Schedule – Harma motioned to approve the Public Board Meeting schedule for 2024 dates as presented, seconded by Smith, and carried with a vote 6-0. Leuty suggested adding an ADA clause to the notice of meetings.

5. c. 2024 Holiday Schedule (Discussion) – After brief discussion commenced, Harma motioned to increase the Holiday Schedule Policy (Appendix A) with (1) additional floating holiday, seconded by Leuty, and carried with a vote 6-0.

Board Member Comments – Bawa thanked the Board Members for his re-appointment term. Lewis announced the Village of Richland and Richland Township has a wassailing event scheduled on the first Thursday of December at the town Square, and everyone is invited. Thompson announced the Comstock Township will be hosting an open house of the new township offices on December 13th from 4-6pm.

Staff Member Comments – Alwine provided an update of the progress for the Building and I.T. Improvements; and record-breaking numbers in permits/inspections year-to-date.

There was no further business. The meeting was adjourned at approximately 2:25 P.M.

Drafted: November 27, 2023

Approved:

DRAFT

10:41 AM

12/05/23

Kalamazoo Area Building Authority
Reconciliation Summary
1065 - Savings / CCU, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	25.00
Cleared Balance	25.00
Register Balance as of 11/30/2023	25.00
Ending Balance	25.00

10:41 AM

12/05/23

Kalamazoo Area Building Authority
Reconciliation Detail
1060 - Checking (Reserves) / CCU, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						200,282.08
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2023			X	24.69	24.69
Total Deposits and Credits					24.69	24.69
Total Cleared Transactions					24.69	24.69
Cleared Balance					24.69	200,306.77
Register Balance as of 11/30/2023					24.69	200,306.77
Ending Balance					24.69	200,306.77

10:42 AM

12/05/23

Kalamazoo Area Building Authority
Reconciliation Summary
1050 - Checking (Primary) / SMBT, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	328,749.86
Cleared Transactions	
Checks and Payments - 51 items	-63,366.76
Deposits and Credits - 129 items	110,148.10
Total Cleared Transactions	<u>46,781.34</u>
Cleared Balance	<u><u>375,531.20</u></u>
Uncleared Transactions	
Checks and Payments - 21 items	-46,841.28
Deposits and Credits - 10 items	1,402.50
Total Uncleared Transactions	<u>-45,438.78</u>
Register Balance as of 11/30/2023	<u><u>330,092.42</u></u>
New Transactions	
Checks and Payments - 7 items	-12,725.90
Deposits and Credits - 5 items	1,849.00
Total New Transactions	<u>-10,876.90</u>
Ending Balance	<u><u>319,215.52</u></u>

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking (Primary) / SMBT, Period Ending 11/30/2023

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							328,749.86
Cleared Transactions							
Checks and Payments - 51 items							
Check	08/30/2023	6854	Hammond Electric Company	Refund - PE23-03-433 (over payment)	√	-28.00	
Check	09/28/2023	6904	Craft Mechanical	Refund - PM23-06-600 (Unit D3 not completed)	√	-60.00	
Bill Pmt -Check	10/19/2023	6940	Sun Life Assurance	11/01-11/30/23	√	-377.98	
Bill Pmt -Check	10/19/2023	6935	Molly Maid	office cleaning: 10/13	√	-120.00	
Check	10/19/2023	6943	Doug Scott	Refund - Overpayment	√	-9.26	
Bill Pmt -Check	10/26/2023	6948	Scott Paddock	10/15-10/21/23 (20 Inspections)	√	-1,000.00	
Liability Check	10/26/2023	6954	State of Michigan/Withhold	Oct 2023	√	-802.27	
Bill Pmt -Check	10/26/2023	6944	Butch Hayes/State Approved Insp Srvs	10/15-10/21/23 (5 Mech / 5 Plumb Inspections)	√	-500.00	
Bill Pmt -Check	10/26/2023	6945	Charter Communications	10/20-11/19/23	√	-209.97	
Check	10/26/2023	6953	Esper Electric	Refund - PE23-03-388 (fee not needed)	√	-6.00	
Bill Pmt -Check	11/01/2023	online	SMBT	Nov 2023	√	-1,565.29	
Bill Pmt -Check	11/02/2023	6959	Terry Thatcher/MP Services	10/22-10/28/23 (17 Mech / 28 Plumb Inspections)	√	-2,250.00	
Bill Pmt -Check	11/02/2023	6956	Doug Scott	10/22-10/028/23 (33 Inspections + (8) Plan Reviews)	√	-2,050.00	
Check	11/02/2023	6961	Roy, Stephen A	Reimbursement - Mileage (617.66) & Phone (111.95)	√	-729.61	
Check	11/02/2023	6960	Alwine, Michael R	Reimbursement - Mileage (533.17) & Phone (73.51)	√	-606.68	
Bill Pmt -Check	11/02/2023	6958	Scott Paddock	10/22-10/28/23 (9 Inspections)	√	-450.00	
Bill Pmt -Check	11/02/2023	6955	Consumers Energy	09/22-10/23/23	√	-289.46	
Bill Pmt -Check	11/02/2023	6957	Republic Services	11/01-11/30/23	√	-55.44	
Liability Check	11/07/2023	ACH	QuickBooks Payroll Service	Payroll (W/E 11/05/23)	√	-7,724.97	
Liability Check	11/08/2023	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 11/05/23)	√	-2,876.74	
Liability Check	11/08/2023	ACH	Great-West	Payroll (W/E 11/05/23)	√	-624.21	
Liability Check	11/08/2023	ACH	Great-West	Payroll (W/E 11/05/23)	√	-200.00	
Bill Pmt -Check	11/09/2023	6966	Terry Thatcher/MP Services	10/29-10/31/23 (4 Mech / 5 Plumb Inspections) & 11/01-11/04/23 (13 Mech / 17 Plumb Inspections)	√	-1,950.00	
Bill Pmt -Check	11/09/2023	6963	Doug Scott	10/29-10/31/23 (14 Inspections) & 11/01-11/04/23 (12 Inspections + (1) Plan Review)	√	-1,350.00	
Bill Pmt -Check	11/09/2023	6965	Scott Paddock	11/01-11/04/23 (11 Inspections)	√	-1,000.00	
Bill Pmt -Check	11/09/2023	6964	Molly Maid	office cleaning: 10/27	√	-120.00	
Check	11/09/2023	6962	Kalamazoo Township	Sign Permit Application	√	-110.00	
Bill Pmt -Check	11/16/2023	6972	Doug Scott	11/05-11/11/23 (36 Inspections)	√	-1,800.00	
Bill Pmt -Check	11/16/2023	6978	Terry Thatcher/MP Services	11/05-11/11/23 (15 Mech / 16 Plumb Inspections)	√	-1,550.00	
Bill Pmt -Check	11/16/2023	6973	EMC Insurance	Audit - 10/22-10/23 & Dec 2023	√	-1,218.62	
Bill Pmt -Check	11/16/2023	6975	Scott Paddock	11/05-11/11/23 (21 Inspections)	√	-1,050.00	
Bill Pmt -Check	11/16/2023	6977	Sun Life Assurance	12/01-12/31/23	√	-377.98	
Bill Pmt -Check	11/16/2023	6974	Redmond Engineering and Design	5737 E Cork Street (Young Supply)	√	-250.00	
Bill Pmt -Check	11/16/2023	6979	West Michigan Lawn Services	mowing: 10/03, 10/10, 10/17 & 10/23	√	-234.75	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 11/30/2023

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Bill Pmt -Check	11/16/2023	6970	CCU - Mastercard	exterior light fixtures	√	-127.18	
Bill Pmt -Check	11/16/2023	6969	Butch Hayes/State Approved Insp Srvs	Plan Review - 5541 King Hwy	√	-100.00	
Bill Pmt -Check	11/16/2023	6976	Spectrum VoIP	11/01-11/30/23	√	-81.21	
Liability Check	11/21/2023	ACH	QuickBooks Payroll Service	Payroll (W/E 11/19/23)	√	-7,721.78	
Bill Pmt -Check	11/22/2023	6985	Shamus Design	Completion of website re-design & Website support - 11/15-23-11/1	√	-4,650.00	
Bill Pmt -Check	11/22/2023	online	Blue Cross Blue Shield	12/01-12/31/23	√	-3,871.78	
Bill Pmt -Check	11/22/2023	6981	BS&A	Field Inspection.net - 11/01/2023-11/01/2024	√	-2,961.00	
Liability Check	11/22/2023	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 11/19/23)	√	-2,874.98	
Bill Pmt -Check	11/22/2023	6986	Terry Thatcher/MP Services	11/12-11/18/23 (21 Mech / 24 Plumb Inspections)	√	-2,250.00	
Bill Pmt -Check	11/22/2023	6982	Doug Scott	11/12-11/18/23 (34 Inspections + Plan Review)	√	-1,850.00	
Bill Pmt -Check	11/22/2023	6983	Kreis Enderle Hudgins and Borsos	general through 10/31/23	√	-655.00	
Liability Check	11/22/2023	ACH	Great-West	Payroll (W/E 11/19/23)	√	-623.92	
Liability Check	11/22/2023	ACH	Great-West	Payroll (W/E 11/19/23)	√	-200.00	
Check	11/22/2023	6989	Helmus Plumbing Services	Refund - PP22-20-204 (job canceled)	√	-188.00	
Bill Pmt -Check	11/22/2023	6988	Zemlick	binder & ink	√	-54.39	
Bill Pmt -Check	11/29/2023	online	SMBT	Dec 2023	√	-1,565.29	
Check	11/30/2023	ACH	Southern Michigan Bank & Trust - Fees	Cash Management Fees for month	√	-45.00	

Total Checks and Payments

-63,366.76

Deposits and Credits - 129 items

Deposit	10/27/2023			Deposit ID # 144830214	√	110.00	
Deposit	10/27/2023			Deposit ID # 144804096	√	175.00	
Deposit	10/27/2023			Deposit ID # 144806947	√	176.00	
Deposit	10/27/2023			Deposit ID # 144809401	√	194.00	
Deposit	10/27/2023			Deposit ID # 144803469	√	216.00	
Deposit	10/27/2023			Deposit ID # 144796170	√	281.00	
Deposit	10/30/2023			Deposit ID # 144930092	√	106.00	
Deposit	10/30/2023			Deposit ID # 144970123	√	115.00	
Deposit	10/30/2023			Deposit ID # 144929700	√	115.00	
Deposit	10/30/2023			Deposit ID # 144956590	√	160.00	
Deposit	10/30/2023			Deposit ID # 144959895	√	170.00	
Deposit	10/30/2023			Deposit ID # 144978429	√	205.00	
Deposit	10/31/2023			Deposit ID # 145023989	√	230.00	
Deposit	10/31/2023			Deposit ID # 145063785	√	490.00	
Deposit	11/01/2023			Deposit ID # 145152637	√	5.00	
Deposit	11/01/2023			Deposit ID # 145111163	√	110.00	
Deposit	11/01/2023			Deposit ID # 145111711	√	176.00	
Deposit	11/01/2023			Deposit ID # 145121367	√	278.00	
Deposit	11/01/2023			Deposit ID # 145109968	√	281.00	

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking (Primary) / SMBT, Period Ending 11/30/2023

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	11/02/2023			Deposit ID # 145195787	√	5.00	
Deposit	11/02/2023			Deposit ID # 145256841	√	110.00	
Deposit	11/02/2023			Deposit ID # 145208374	√	130.00	
Deposit	11/02/2023			Deposit ID # 145224601	√	130.00	
Deposit	11/02/2023			Deposit ID # 145222815	√	220.00	
Deposit	11/03/2023			Deposit ID # 145286991	√	55.00	
Deposit	11/03/2023			Deposit ID # 145293485	√	104.00	
Deposit	11/03/2023			Deposit ID # 145222284	√	110.00	
Deposit	11/03/2023			Deposit ID # 145282005	√	161.00	
Deposit	11/03/2023			Deposit ID # 145287683	√	166.00	
Deposit	11/03/2023			Deposit ID # 145261530	√	176.00	
Deposit	11/03/2023			Deposit ID # 145256475	√	176.00	
Deposit	11/03/2023			Deposit ID # 145263978	√	223.00	
Deposit	11/06/2023			Deposit ID # 145401876	√	110.00	
Deposit	11/06/2023			Deposit ID # 145420012	√	110.00	
Deposit	11/06/2023			Deposit ID # 145396753	√	170.00	
Deposit	11/06/2023			Deposit ID # 145395071	√	172.00	
Deposit	11/06/2023			Deposit	√	1,712.00	
Deposit	11/06/2023			Deposit	√	5,959.00	
Deposit	11/07/2023			Deposit ID # 145496685	√	55.00	
Deposit	11/07/2023			Deposit ID # 145475004	√	130.00	
Deposit	11/07/2023			Deposit ID # 145488651	√	160.00	
Deposit	11/07/2023			Deposit ID # 145488533	√	250.00	
Deposit	11/07/2023			Deposit ID # 145476902	√	281.00	
Paycheck	11/08/2023	DD30818	Roy, Stephen A	Direct Deposit	√	0.00	
Paycheck	11/08/2023	DD30817	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	11/08/2023	DD30815	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	11/08/2023	DD30816	Cassidy, Penny M	Direct Deposit	√	0.00	
Deposit	11/08/2023			Deposit ID # 145520121	√	130.00	
Deposit	11/08/2023			Deposit ID # 145552092	√	130.00	
Deposit	11/08/2023			Deposit ID # 145542911	√	161.00	
Deposit	11/08/2023			Deposit ID # 145556730	√	171.00	
Deposit	11/08/2023			Deposit ID # 145524029	√	176.00	
Deposit	11/08/2023			Deposit ID # 145528936	√	220.00	
Deposit	11/08/2023			Deposit ID # 145554595	√	362.00	
Deposit	11/09/2023			Deposit ID # 145592646	√	175.00	
Deposit	11/13/2023			Deposit ID # 145870040	√	105.00	
Deposit	11/13/2023			Deposit ID # 145871587	√	105.00	

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking (Primary) / SMBT, Period Ending 11/30/2023

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	11/13/2023			Deposit ID # 145857049	√	110.00	
Deposit	11/13/2023			Deposit ID # 145876013	√	110.00	
Deposit	11/13/2023			Deposit ID # 145842617	√	112.00	
Deposit	11/13/2023			Deposit ID # 145877528	√	160.00	
Deposit	11/13/2023			Deposit ID # 145880383	√	250.00	
Deposit	11/13/2023			Deposit ID # 145851427	√	253.00	
Deposit	11/13/2023			Deposit	√	532.00	
Deposit	11/13/2023			Deposit	√	6,278.00	
Deposit	11/14/2023			Deposit ID # 145915432	√	105.00	
Deposit	11/14/2023			Deposit ID # 145944687	√	120.00	
Deposit	11/14/2023			Deposit ID # 145929410	√	130.00	
Deposit	11/14/2023			Deposit ID # 145923661	√	130.00	
Deposit	11/14/2023			Deposit ID # 145942132	√	176.00	
Deposit	11/14/2023			Deposit ID # 145926567	√	177.00	
Deposit	11/14/2023			Deposit ID # 145922356	√	223.00	
Deposit	11/14/2023			Deposit ID # 145938715	√	252.00	
Deposit	11/14/2023			Deposit ID # 145922740	√	423.00	
Deposit	11/15/2023			Deposit ID # 146038580	√	105.00	
Deposit	11/15/2023			Deposit ID # 146047853	√	110.00	
Deposit	11/15/2023			Deposit ID # 146050757	√	312.00	
Deposit	11/16/2023			Deposit ID # 146091763	√	104.00	
Deposit	11/16/2023			Deposit ID # 146088782	√	106.00	
Deposit	11/16/2023			Deposit ID # 146087881	√	130.00	
Deposit	11/16/2023			Deposit ID # 146117547	√	235.00	
Deposit	11/16/2023			Deposit ID # 146106837	√	260.00	
Deposit	11/17/2023			Deposit ID # 146145001	√	55.00	
Deposit	11/17/2023			Deposit ID # 146144598	√	171.00	
Deposit	11/17/2023			Deposit ID # 146144942	√	287.00	
Deposit	11/20/2023			Deposit ID # 146305546	√	104.00	
Deposit	11/20/2023			Deposit ID # 146297529	√	156.00	
Deposit	11/20/2023			Deposit ID # 146292057	√	185.00	
Deposit	11/20/2023			Deposit ID # 146213978	√	233.00	
Deposit	11/20/2023			Deposit	√	6,374.00	
Deposit	11/20/2023			Deposit	√	58,638.00	
Deposit	11/21/2023			Deposit ID # 146381868	√	104.00	
Deposit	11/21/2023			Deposit ID # 146366264	√	110.00	
Deposit	11/21/2023			Deposit ID # 146369133	√	130.00	
Deposit	11/21/2023			Deposit ID # 146390701	√	260.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 11/30/2023

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	11/21/2023			Deposit ID # 146390174	√	300.00	
Paycheck	11/22/2023	DD30820	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	11/22/2023	DD30819	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	11/22/2023	DD30821	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	11/22/2023	DD30822	Roy, Stephen A	Direct Deposit	√	0.00	
Deposit	11/22/2023			Deposit ID # 146421030	√	50.00	
Deposit	11/27/2023			Deposit ID # 146600094	√	55.00	
Deposit	11/27/2023			Deposit ID # 146616027	√	55.00	
Deposit	11/27/2023			Deposit ID # 146612249	√	106.00	
Deposit	11/27/2023			Deposit	√	700.00	
Deposit	11/27/2023			Deposit	√	1,700.00	
Deposit	11/29/2023			Deposit	√	2,796.00	
Deposit	11/29/2023			Deposit	√	4,793.00	
Bill Pmt -Check	11/30/2023	6991	Consumers Energy	VOID: Printer Malfunction	√	0.00	
Bill Pmt -Check	11/30/2023	6990	Charter Communications	VOID: Printer Malfunction	√	0.00	
Bill Pmt -Check	11/30/2023	7000	Zemlick	VOID: Printer Malfunction	√	0.00	
Bill Pmt -Check	11/30/2023	6997	Republic Services	VOID: Printer Malfunction	√	0.00	
Bill Pmt -Check	11/30/2023	6998	Terry Thatcher/MP Services	VOID: Printer Malfunction	√	0.00	
Bill Pmt -Check	11/30/2023	6999	West Michigan Lawn Services	VOID: Printer Malfunction	√	0.00	
General Journal	11/30/2023	441		To adjust uncleared check	√	28.00	
Deposit	11/30/2023			Deposit - Cash	√	55.00	
Deposit	11/30/2023			Deposit - Cash	√	161.00	
Deposit	11/30/2023			Deposit - Cash	√	231.00	
Deposit	11/30/2023			Deposit	√	285.00	
Deposit	11/30/2023			Deposit - Cash	√	291.00	
Deposit	11/30/2023			Interest	√	324.10	
Deposit	11/30/2023			Deposit - Cash	√	357.00	
Deposit	11/30/2023			Deposit	√	681.00	
Deposit	11/30/2023			Deposit	√	688.00	
Deposit	11/30/2023			Deposit	√	2,579.00	
Paycheck	12/06/2023	DD30825	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	12/06/2023	DD30823	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	12/06/2023	DD30824	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	12/06/2023	DD30826	Roy, Stephen A	Direct Deposit	√	0.00	
Total Deposits and Credits						110,148.10	
Total Cleared Transactions						46,781.34	
Cleared Balance						375,531.20	
Uncleared Transactions							

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 11/30/2023

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Checks and Payments - 21 items							
Check	10/05/2023	6905	Alwine, Michael R	Reimbursement - Mileage (172.92) & Phone (73.49)		-248.41	
Check	11/09/2023	6968	Tapper Propane	PM23-20-752 (overpayment)		-50.00	
Check	11/09/2023	6967	Willams Electric	Refund - PE23-06-695 (overpayment)		-24.00	
Bill Pmt -Check	11/16/2023	6971	City of Kalamazoo (Water&Sewer)	07/31-11/03/23 (actual)		-95.69	
Bill Pmt -Check	11/22/2023	6984	Lyster Exteriors	Re-roof - completion & Siding, gutters & gutter guards - completion		-31,477.50	
Bill Pmt -Check	11/22/2023	6980	Scott Paddock	11/12-11/18/23 (15 Inspections)		-750.00	
Bill Pmt -Check	11/22/2023	6987	VC3 (Formally I.T. Right)	hard drive with copy of virtual server		-81.00	
Bill Pmt -Check	11/30/2023	6995	Hi-Tech Electric Company	Data wire relocation: Install of physical infrasture from existng rack location to new server rack location		-7,650.00	
Bill Pmt -Check	11/30/2023	6992	Doug Scott	11/19-11/25/23 (44 Inspections)		-2,200.00	
Bill Pmt -Check	11/30/2023	7004	Terry Thatcher/MP Services	11/19-11/25/23 (10 Mech / 16 Plumb Inspections)		-1,300.00	
Liability Check	11/30/2023	7007	State of Michigan/Withhold	Nov 2023		-808.83	
Bill Pmt -Check	11/30/2023	7005	West Michigan Lawn Services	winterize & fall clean up; parking lot: 11/27 & 11/28		-441.00	
Bill Pmt -Check	11/30/2023	7002	Consumers Energy	11/24-11/20/23		-336.59	
Bill Pmt -Check	11/30/2023	6996	Newport Group (Formerly Verisight)	401(A) Plan - 2022 Semi-Annual		-300.00	
Bill Pmt -Check	11/30/2023	6994	Great America Financial	toshiba copier		-275.07	
Bill Pmt -Check	11/30/2023	7001	Charter Communications	11/20-12/19/23		-209.97	
Bill Pmt -Check	11/30/2023	6993	Graybar Financial Services	phone rental		-198.83	
Check	11/30/2023	7009	Amble Electric	Refund - PE23-07-760 (over payment)		-149.00	
Check	11/30/2023	7008	Dehaan Heating & Cooling	Refund - PM23-06-590 (job canceled)		-110.00	
Bill Pmt -Check	11/30/2023	7006	Zemlick	ink		-80.16	
Bill Pmt -Check	11/30/2023	7003	Republic Services	12/01-12/31/23		-55.23	
Total Checks and Payments						-46,841.28	
Deposits and Credits - 10 items							
Deposit	11/28/2023			Deposit ID # 146700497		104.00	
Deposit	11/28/2023			Deposit ID # 146684235		130.00	
Deposit	11/28/2023			Deposit ID # 146475165		185.00	
Deposit	11/28/2023			Deposit ID # 146695646		195.00	
Deposit	11/28/2023			Deposit ID # 146696439		243.50	
Deposit	11/29/2023			Deposit ID # 146731958		105.00	
Deposit	11/30/2023			Deposit ID # 146806736		104.00	
Deposit	11/30/2023			Deposit ID # 146825914		105.00	
Deposit	11/30/2023			Deposit ID # 146850683		110.00	
Deposit	11/30/2023			Deposit ID # 146808367		121.00	
Total Deposits and Credits						1,402.50	
Total Uncleared Transactions						-45,438.78	
Register Balance as of 11/30/2023						330,092.42	

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking (Primary) / SMBT, Period Ending 11/30/2023

Type	Date	Num	Name	Memo	Clr	Amount	Balance
New Transactions							
Checks and Payments - 7 items							
Liability Check	12/05/2023	ACH	QuickBooks Payroll Service	Payroll (W/E 12/03/23)		-7,714.38	
Check	12/05/2023	7011	Roy, Stephen A	Reimbursement - Mileage (764.39) & Phone (111.95)		-876.34	
Check	12/05/2023	7010	Alwine, Michael R	Reimbursement - Mileage (330.78) & Phone (73.51)		-404.29	
Check	12/05/2023		Southern Michigan Bank & Trust - Fees	Stop Payment - Ck # 6854		-35.00	
Liability Check	12/06/2023	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 12/03/23)		-2,872.54	
Liability Check	12/06/2023	ACH	Great-West	Payroll (W/E 12/03/23)		-623.35	
Liability Check	12/06/2023	ACH	Great-West	Payroll (W/E 12/03/23)		-200.00	
Total Checks and Payments							-12,725.90
Deposits and Credits - 5 items							
Deposit	12/01/2023			Deposit ID # 146937736		166.00	
Deposit	12/01/2023			Deposit ID # 146934916		223.00	
Deposit	12/01/2023			Deposit ID # 146920595		250.00	
Deposit	12/04/2023			Deposit		1,155.00	
Deposit	12/29/2023			Deposit - Cash		55.00	
Total Deposits and Credits							1,849.00
Total New Transactions							-10,876.90
Ending Balance							319,215.52

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12/13/23

Accrual Basis

Kalamazoo Area Building Authority
Profit & Loss Prev Year Comparison
November 2023

	Nov 23	Nov 22	% Change
Income			
4010 · Building Permits	62,974.00	18,844.00	234.2%
4015 · Special Permits	1,020.00	1,420.00	-28.2%
4020 · Electrical Permits	25,282.00	9,297.00	171.9%
4030 · Mechanical Permits	11,121.50	13,915.60	-20.1%
4040 · Plumbing Permits	7,510.00	4,026.00	86.5%
4100 · Zoning Administration	617.50	523.75	17.9%
4600 · Investment Income	348.79	21.37	1,532.2%
Total Income	108,873.79	48,047.72	126.6%
Expense			
6200 · Bank Fees	45.00	45.00	0.0%
6500 · Payroll Expenses			
6501 · Salary - Building Official	7,280.62	6,875.00	5.9%
6503 · Salary - Building Inspector	5,824.50	5,500.00	5.9%
6505 · Wages - Administrative	7,293.44	8,122.43	-10.2%
6510 · Payroll Taxes	1,591.36	1,598.89	-0.5%
6511 · LTD / STD / AD&D / Life	377.98	371.46	1.8%
6512 · 401A (KABA)	1,248.13	1,180.13	5.8%
6513 · Health Insurance	4,140.84	3,831.56	8.1%
Total 6500 · Payroll Expenses	27,756.87	27,479.47	1.0%
6700 · Insurance - General	1,218.63	1,004.06	21.4%
6800 · Legal Fees	567.00	0.00	100.0%
6810 · Computer Support (External)	12,509.97	809.97	1,444.5%
6820 · Accounting Services	314.00	17.50	1,694.3%
7100 · Office Equipment	275.07	275.07	0.0%
7110 · Office Supplies	338.82	367.33	-7.8%
7125 · Computer (Hardware/Software)	493.50	457.30	7.9%
7420 · Lawn Care/Snow Removal	1,179.00	836.00	41.0%
7450 · Maintenance & Repairs - Office	31,477.50	704.70	4,366.8%
7500 · Utilities	432.28	441.95	-2.2%
7550 · Trash Removal	55.44	57.06	-2.8%
7600 · Security (Office)	2,902.57	0.00	100.0%
7610 · Telephone - Office	280.04	284.53	-1.6%
7611 · Telephone - Cellular	185.46	185.63	-0.1%
7711 · Contracted Electrical Inspector	7,800.00	5,550.00	40.5%
7712 · Contracted Mechanical Inspector	7,400.00	3,400.00	117.7%
7713 · Contracted Plumbing Inspector	4,450.00	2,400.00	85.4%
7715 · Contracted Zoning Administrator	285.00	465.00	-38.7%
7721 · Plan Review - Electrical	250.00	50.00	400.0%
7722 · Plan Review - Mechanical	300.00	2,322.60	-87.1%
7723 · Plan Review - Plumbing	50.00	0.00	100.0%
7800 · Mileage Reimbursement	1,095.17	861.88	27.1%
7830 · Interest Expense	551.58	512.42	7.6%
7920 · Capital Outlay	110.00	0.00	100.0%
Total Expense	102,322.90	48,527.47	110.9%
Net Income	6,550.89	-479.75	1,465.5%

Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison

January through November 2023

	Jan 23	Jan 22	% Change	Feb 23	Feb 22	% Change	Mar 23	Mar 22	% Change
Income									
4010 · Building Permits	30,547.00	11,827.00	158.3%	17,355.00	28,289.00	-38.7%	128,437.00	19,905.00	545.3%
4015 · Special Permits	455.00	500.00	-9.0%	955.00	810.00	17.9%	355.00	1,055.00	-66.4%
4020 · Electrical Permits	5,791.00	14,640.00	-60.4%	5,926.00	13,480.00	-56.0%	13,538.00	11,396.00	18.8%
4030 · Mechanical Permits	8,233.00	17,124.90	-51.9%	8,423.00	6,135.00	37.3%	11,264.00	14,720.00	-23.5%
4040 · Plumbing Permits	3,398.00	2,144.00	58.5%	3,595.00	4,106.00	-12.5%	9,401.00	6,904.00	36.2%
4100 · Zoning Administration	411.25	636.25	-35.4%	1,232.50	578.75	113.0%	746.25	932.50	-20.0%
4600 · Investment Income	71.78	8.10	786.2%	132.18	7.66	1,625.6%	175.01	8.44	1,973.6%
4700 · Other Income	0.00	0.00	0.0%	-121.00	0.00	-100.0%	0.00	0.00	0.0%
4710 · FOIA Income	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total Income	48,907.03	46,880.25	4.3%	37,497.68	53,406.41	-29.8%	163,916.26	54,920.94	198.5%
Expense									
6010 · Advertising and Marketing	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	174.15	-100.0%
6200 · Bank Fees	45.00	115.00	-60.9%	57.00	80.00	-28.8%	45.00	45.00	0.0%
6450 · Dues & Subscriptions	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	636.00	-100.0%
6500 · Payroll Expenses									
6501 · Salary - Building Official	3,640.31	3,437.50	5.9%	7,280.62	6,875.00	5.9%	10,920.93	10,312.50	5.9%
6503 · Salary - Building Inspector	2,912.25	2,750.00	5.9%	5,824.50	5,500.00	5.9%	8,736.75	8,250.00	5.9%
6505 · Wages - Administrative	4,241.60	3,468.62	22.3%	8,529.80	6,955.20	22.6%	12,855.67	10,419.32	23.4%
6510 · Payroll Taxes	1,622.91	1,454.19	11.6%	1,685.94	1,509.61	11.7%	2,539.29	2,280.61	11.3%
6511 · LTD / STD / AD&D / Life	371.46	371.46	0.0%	371.46	371.46	0.0%	371.46	371.46	0.0%
6512 · 401A (KABA)	1,218.21	1,140.54	6.8%	1,252.40	1,184.02	5.8%	1,876.33	1,775.22	5.7%
6513 · Health Insurance	10,194.48	9,426.77	8.1%	4,140.84	4,159.82	-0.5%	4,342.53	4,361.51	-0.4%
6500 · Payroll Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	24,201.22	22,049.08	9.8%	29,085.56	26,555.11	9.5%	41,642.96	37,770.62	10.3%
6550 · Pre-hiring Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6700 · Insurance - General	1,004.03	964.58	4.1%	1,004.03	964.62	4.1%	1,004.02	964.55	4.1%
6800 · Legal Fees	0.00	420.00	-100.0%	0.00	315.00	-100.0%	0.00	525.00	-100.0%
6810 · Computer Support (External)	7,494.97	7,490.86	0.1%	209.97	225.86	-7.0%	209.97	225.86	-7.0%
6820 · Accounting Services	1,166.25	314.00	271.4%	4,517.50	314.00	1,338.7%	564.25	4,047.75	-86.1%
7100 · Office Equipment	769.71	527.73	45.9%	275.07	560.75	-51.0%	766.43	783.45	-2.2%
7110 · Office Supplies	137.12	71.16	92.7%	596.83	308.48	93.5%	108.02	292.92	-63.1%
7115 · Postage	374.40	26.57	1,309.1%	0.00	0.00	0.0%	0.00	310.00	-100.0%
7120 · Water Cooler	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
7125 · Computer (Hardware/Software)	2,540.97	2,688.07	-5.5%	0.00	3,120.00	-100.0%	130.00	0.00	100.0%
7130 · Resource Materials	0.00	0.00	0.0%	-126.00	0.00	-100.0%	13.00	0.00	100.0%
7420 · Lawn Care/Snow Removal	606.00	585.00	3.6%	0.00	505.00	-100.0%	464.00	120.00	286.7%
7450 · Maintenance & Repairs - Office	240.00	74.85	220.6%	240.00	0.00	100.0%	360.00	0.00	100.0%
7500 · Utilities	531.45	428.45	24.0%	597.57	567.36	5.3%	397.06	365.10	8.8%
7550 · Trash Removal	59.34	50.70	17.0%	56.38	50.75	11.1%	56.44	51.79	9.0%
7600 · Security (Office)	90.00	79.90	12.6%	0.00	0.00	0.0%	135.00	119.85	12.6%
7610 · Telephone - Office	284.53	665.91	-57.3%	284.53	185.13	53.7%	284.53	279.10	2.0%
7611 · Telephone - Cellular	185.40	195.82	-5.3%	185.40	195.82	-5.3%	185.40	198.77	-6.7%
7701 · At-Large/Alternate Board Member	0.00	0.00	0.0%	0.00	0.00	0.0%	75.00	225.00	-66.7%
7711 · Contracted Electrical Inspector	5,300.00	4,450.00	19.1%	3,200.00	6,550.00	-51.2%	5,750.00	6,400.00	-10.2%
7712 · Contracted Mechanical Inspector	4,750.00	4,050.00	17.3%	3,200.00	3,750.00	-14.7%	5,250.00	4,350.00	20.7%
7713 · Contracted Plumbing Inspector	2,650.00	2,300.00	15.2%	1,950.00	1,750.00	11.4%	3,100.00	3,550.00	-12.7%
7715 · Contracted Zoning Administrator	375.00	555.00	-32.4%	1,035.00	510.00	102.9%	555.00	705.00	-21.3%
7721 · Plan Review - Electrical	600.00	350.00	71.4%	250.00	150.00	66.7%	400.00	250.00	60.0%
7722 · Plan Review - Mechanical	150.00	1,900.00	-92.1%	450.00	300.00	50.0%	450.00	0.00	100.0%
7723 · Plan Review - Plumbing	100.00	0.00	100.0%	150.00	50.00	200.0%	150.00	0.00	100.0%
7800 · Mileage Reimbursement	922.90	723.06	27.6%	736.88	802.63	-8.2%	1,329.66	1,037.21	28.2%
7830 · Interest Expense	610.87	796.80	-23.3%	480.81	455.22	5.6%	511.19	647.03	-21.0%
7920 · Capital Outlay	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total Expense	55,189.16	51,872.54	6.4%	48,436.53	48,265.73	0.4%	63,936.93	64,074.15	-0.2%
Net Income	-6,282.13	-4,992.29	-25.8%	-10,938.85	5,140.68	-312.8%	99,979.33	-9,153.21	1,192.3%

Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison

January through November 2023

	Apr 23	Apr 22	% Change	May 23	May 22	% Change	Jun 23	Jun 22	% Change
Income									
4010 · Building Permits	29,155.00	43,605.00	-33.1%	52,481.00	23,334.00	124.9%	43,435.00	121,906.00	-64.4%
4015 · Special Permits	465.00	965.00	-51.8%	655.00	500.00	31.0%	1,105.00	900.00	22.8%
4020 · Electrical Permits	12,945.00	11,588.00	11.7%	11,747.00	11,264.00	4.3%	14,415.00	12,143.00	18.7%
4030 · Mechanical Permits	11,393.00	17,285.40	-34.1%	15,402.00	12,246.40	25.8%	14,987.00	16,240.80	-7.7%
4040 · Plumbing Permits	2,901.00	4,017.00	-27.8%	8,034.00	4,770.00	68.4%	10,407.00	5,216.00	99.5%
4100 · Zoning Administration	726.25	805.00	-9.8%	1,167.50	1,022.50	14.2%	1,157.50	728.75	58.8%
4600 · Investment Income	180.91	8.27	2,087.6%	189.69	9.40	1,918.0%	183.27	10.14	1,707.4%
4700 · Other Income	0.00	0.00	0.0%	0.00	11.55	-100.0%	0.00	0.00	0.0%
4710 · FOIA Income	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total Income	57,766.16	78,273.67	-26.2%	89,676.19	53,157.85	68.7%	85,689.77	157,144.69	-45.5%
Expense									
6010 · Advertising and Marketing	0.00	0.00	0.0%	0.00	268.76	-100.0%	0.00	523.54	-100.0%
6200 · Bank Fees	45.00	45.00	0.0%	45.00	45.00	0.0%	115.00	45.00	155.6%
6450 · Dues & Subscriptions	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6500 · Payroll Expenses									
6501 · Salary - Building Official	7,280.62	6,875.00	5.9%	7,280.62	6,875.00	5.9%	7,280.62	6,875.00	5.9%
6503 · Salary - Building Inspector	5,824.50	5,500.00	5.9%	5,824.50	5,500.00	5.9%	5,824.50	5,500.00	5.9%
6505 · Wages - Administrative	9,145.70	6,946.22	31.7%	8,496.99	6,933.47	22.6%	8,607.76	6,806.95	26.5%
6510 · Payroll Taxes	1,733.06	1,508.93	14.9%	1,683.42	1,507.96	11.6%	1,697.64	1,504.02	12.9%
6511 · LTD / STD / AD&D / Life	371.46	371.46	0.0%	371.46	371.46	0.0%	371.46	371.46	0.0%
6512 · 401A (KABA)	1,251.26	1,183.48	5.7%	1,251.84	1,182.72	5.8%	1,248.69	1,175.12	6.3%
6513 · Health Insurance	4,140.84	4,159.82	-0.5%	4,140.84	4,159.82	-0.5%	4,140.84	4,105.54	0.9%
6500 · Payroll Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	29,747.44	26,544.91	12.1%	29,049.67	26,530.43	9.5%	29,171.51	26,338.09	10.8%
6550 · Pre-hiring Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6700 · Insurance - General	1,004.01	964.62	4.1%	1,004.01	964.55	4.1%	1,003.99	964.62	4.1%
6800 · Legal Fees	525.00	0.00	100.0%	0.00	630.00	-100.0%	525.00	525.00	0.0%
6810 · Computer Support (External)	209.97	225.86	-7.0%	209.97	225.86	-7.0%	209.97	209.97	0.0%
6820 · Accounting Services	4,617.50	3,014.00	53.2%	1,017.50	2,214.00	-54.0%	144.25	140.75	2.5%
7100 · Office Equipment	275.07	275.07	0.0%	275.07	275.07	0.0%	797.22	809.81	-1.6%
7110 · Office Supplies	0.00	493.89	-100.0%	251.66	213.73	17.8%	260.34	187.44	38.9%
7115 · Postage	378.00	0.00	100.0%	0.00	298.00	-100.0%	392.40	0.00	100.0%
7120 · Water Cooler	16.69	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
7125 · Computer (Hardware/Software)	3,318.29	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
7130 · Resource Materials	-139.00	0.00	-100.0%	0.00	0.00	0.0%	0.00	101.00	-100.0%
7420 · Lawn Care/Snow Removal	153.50	185.00	-17.0%	344.75	225.00	53.2%	330.25	175.00	88.7%
7450 · Maintenance & Repairs - Office	240.00	0.00	100.0%	240.00	409.00	-41.3%	32,120.50	0.00	100.0%
7500 · Utilities	312.73	339.15	-7.8%	366.50	333.91	9.8%	254.22	211.35	20.3%
7550 · Trash Removal	55.61	55.26	0.6%	55.05	55.09	-0.1%	54.83	56.43	-2.8%
7600 · Security (Office)	0.00	0.00	0.0%	0.00	0.00	0.0%	135.00	119.85	12.6%
7610 · Telephone - Office	284.53	279.10	2.0%	284.91	161.56	76.4%	279.64	284.53	-1.7%
7611 · Telephone - Cellular	185.30	198.73	-6.8%	185.30	198.67	-6.7%	185.30	185.49	-0.1%
7701 · At-Large/Alternate Board Member	0.00	0.00	0.0%	0.00	0.00	0.0%	75.00	75.00	0.0%
7711 · Contracted Electrical Inspector	4,350.00	4,500.00	-3.3%	6,450.00	4,300.00	50.0%	5,000.00	5,950.00	-16.0%
7712 · Contracted Mechanical Inspector	3,200.00	5,800.00	-44.8%	5,700.00	3,500.00	62.9%	5,500.00	5,400.00	1.9%
7713 · Contracted Plumbing Inspector	2,600.00	2,600.00	0.0%	3,300.00	2,450.00	34.7%	3,400.00	2,900.00	17.2%
7715 · Contracted Zoning Administrator	765.00	825.00	-7.3%	675.00	600.00	12.5%	975.00	795.00	22.6%
7721 · Plan Review - Electrical	300.00	300.00	0.0%	200.00	500.00	-60.0%	300.00	350.00	-14.3%
7722 · Plan Review - Mechanical	75.00	1,302.40	-94.2%	500.00	1,893.40	-73.6%	1,000.00	500.00	100.0%
7723 · Plan Review - Plumbing	75.00	0.00	100.0%	50.00	0.00	100.0%	100.00	200.00	-50.0%
7800 · Mileage Reimbursement	869.84	1,041.89	-16.5%	1,068.97	1,118.52	-4.4%	1,353.90	1,190.48	13.7%
7830 · Interest Expense	523.54	603.07	-13.2%	483.78	520.92	-7.1%	495.82	554.47	-10.6%
7920 · Capital Outlay	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total Expense	53,988.02	49,592.95	8.9%	51,757.14	47,931.47	8.0%	84,179.14	48,792.82	72.5%
Net Income	3,778.14	28,680.72	-86.8%	37,919.05	5,226.38	625.5%	1,510.63	108,351.87	-98.6%

Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison January through November 2023

	Jul 23	Jul 22	% Change	Aug 23	Aug 22	% Change	Sep 23	Sep 22	% Change
Income									
4010 · Building Permits	10,214.00	13,380.00	-23.7%	95,918.00	15,858.00	504.9%	21,174.00	27,953.00	-24.3%
4015 · Special Permits	1,915.00	565.00	238.9%	1,070.00	565.00	89.4%	1,525.00	1,255.00	21.5%
4020 · Electrical Permits	11,086.00	17,003.00	-34.8%	13,264.00	13,989.00	-5.2%	40,069.00	8,534.00	369.5%
4030 · Mechanical Permits	12,505.00	15,453.50	-19.1%	18,391.00	12,542.00	46.6%	13,794.00	11,643.00	18.5%
4040 · Plumbing Permits	7,705.00	7,758.00	-0.7%	10,619.00	5,473.00	94.0%	6,200.00	4,630.00	33.9%
4100 · Zoning Administration	1,197.50	1,518.75	-21.2%	330.00	1,007.50	-67.3%	1,603.75	728.75	120.1%
4600 · Investment Income	187.28	22.49	732.7%	189.03	22.46	741.6%	271.59	21.75	1,148.7%
4700 · Other Income	0.00	0.00	0.0%	22.98	0.00	100.0%	0.00	0.00	0.0%
4710 · FOIA Income	0.00	0.00	0.0%	166.62	0.00	100.0%	0.00	0.00	0.0%
Total Income	44,809.78	55,700.74	-19.6%	139,970.63	49,456.96	183.0%	84,637.34	54,765.50	54.5%
Expense									
6010 · Advertising and Marketing	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6200 · Bank Fees	45.00	45.00	0.0%	80.00	74.16	7.9%	45.00	45.00	0.0%
6450 · Dues & Subscriptions	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6500 · Payroll Expenses									
6501 · Salary - Building Official	7,280.62	6,875.00	5.9%	10,920.93	10,312.50	5.9%	7,280.62	6,875.00	5.9%
6503 · Salary - Building Inspector	5,824.50	5,500.00	5.9%	8,736.75	8,250.00	5.9%	5,824.50	5,500.00	5.9%
6505 · Wages - Administrative	7,782.37	7,003.02	11.1%	11,048.42	10,638.87	3.9%	7,331.50	8,158.23	-10.1%
6510 · Payroll Taxes	1,628.74	1,513.28	7.6%	2,395.32	2,280.19	5.1%	1,599.99	1,618.86	-1.2%
6511 · LTD / STD / AD&D / Life	371.46	371.46	0.0%	371.46	371.46	0.0%	371.46	371.46	0.0%
6512 · 401A (KABA)	1,253.69	1,186.89	5.6%	1,878.69	1,773.87	5.9%	1,250.41	1,182.94	5.7%
6513 · Health Insurance	4,140.84	5,981.77	-30.8%	4,342.53	3,759.27	15.5%	4,140.84	3,831.56	8.1%
6500 · Payroll Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	28,282.22	28,431.42	-0.5%	39,694.10	37,386.16	6.2%	27,799.32	27,538.05	1.0%
6550 · Pre-hiring Expense	0.00	0.00	0.0%	0.00	10.00	-100.0%	0.00	0.00	0.0%
6700 · Insurance - General	1,003.99	964.55	4.1%	1,153.99	1,114.62	3.5%	1,003.96	964.55	4.1%
6800 · Legal Fees	0.00	525.00	-100.0%	525.00	1,470.00	-64.3%	525.00	1,995.00	-73.7%
6810 · Computer Support (External)	8,279.97	209.97	3,843.4%	6,436.94	209.97	2,965.7%	2,744.97	209.97	1,207.3%
6820 · Accounting Services	15.75	14.00	12.5%	21.00	22.75	-7.7%	790.75	794.25	-0.4%
7100 · Office Equipment	-0.50	275.07	-100.2%	275.07	275.07	0.0%	821.31	881.09	-6.8%
7110 · Office Supplies	938.62	454.92	106.3%	98.12	196.46	-50.1%	291.50	415.13	-29.8%
7115 · Postage	52.80	0.00	100.0%	28.75	309.60	-90.7%	0.00	0.00	0.0%
7120 · Water Cooler	0.00	0.00	0.0%	0.00	171.83	-100.0%	0.00	0.00	0.0%
7125 · Computer (Hardware/Software)	24,498.95	0.00	100.0%	-76.47	0.00	-100.0%	399.00	0.00	100.0%
7130 · Resource Materials	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
7420 · Lawn Care/Snow Removal	614.25	140.00	338.8%	344.75	260.00	32.6%	289.75	140.00	107.0%
7450 · Maintenance & Repairs - Office	240.00	6.08	3,847.4%	240.00	0.00	100.0%	360.00	330.00	9.1%
7500 · Utilities	279.16	263.55	5.9%	512.43	399.56	28.3%	284.27	300.52	-5.4%
7550 · Trash Removal	53.91	57.46	-6.2%	53.71	57.73	-7.0%	55.28	56.51	-2.2%
7600 · Security (Office)	0.00	0.00	0.0%	0.00	0.00	0.0%	135.00	135.00	0.0%
7610 · Telephone - Office	279.64	284.53	-1.7%	279.66	284.53	-1.7%	279.68	284.53	-1.7%
7611 · Telephone - Cellular	185.31	185.84	-0.3%	185.31	185.84	-0.3%	185.35	185.75	-0.2%
7701 · At-Large/Alternate Board Member	0.00	0.00	0.0%	0.00	0.00	0.0%	75.00	225.00	-66.7%
7711 · Contracted Electrical Inspector	5,350.00	5,550.00	-3.6%	6,300.00	6,250.00	0.8%	6,650.00	5,250.00	26.7%
7712 · Contracted Mechanical Inspector	4,350.00	5,700.00	-23.7%	6,250.00	5,100.00	22.6%	5,600.00	3,850.00	45.5%
7713 · Contracted Plumbing Inspector	3,300.00	3,550.00	-7.0%	4,050.00	3,350.00	20.9%	4,550.00	2,200.00	106.8%
7715 · Contracted Zoning Administrator	1,005.00	1,005.00	0.0%	975.00	765.00	27.5%	795.00	630.00	26.2%
7721 · Plan Review - Electrical	300.00	300.00	0.0%	150.00	0.00	100.0%	450.00	150.00	200.0%
7722 · Plan Review - Mechanical	650.00	0.00	100.0%	50.00	650.00	-92.3%	150.00	100.00	50.0%
7723 · Plan Review - Plumbing	0.00	0.00	0.0%	50.00	0.00	100.0%	200.00	100.00	100.0%
7800 · Mileage Reimbursement	1,132.49	1,106.25	2.4%	1,360.44	1,213.75	12.1%	1,007.39	1,012.50	-0.5%
7830 · Interest Expense	575.26	625.38	-8.0%	469.12	563.83	-16.8%	546.86	633.34	-13.7%
7920 · Capital Outlay	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total Expense	81,431.82	49,694.02	63.9%	69,506.92	60,320.86	15.2%	56,034.39	48,426.19	15.7%
Net Income	-36,622.04	6,006.72	-709.7%	70,463.71	-10,863.90	748.6%	28,602.95	6,339.31	351.2%

Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison

January through November 2023

							TOTAL		
	Oct 23	Oct 22	% Change	Nov 23	Nov 22	% Change	Jan - Nov 23	Jan - Nov 22	% Change
Income									
4010 · Building Permits	54,225.00	10,418.00	420.5%	62,974.00	18,844.00	234.2%	545,915.00	335,319.00	62.8%
4015 · Special Permits	210.00	1,410.00	-85.1%	1,020.00	1,420.00	-28.2%	9,730.00	9,945.00	-2.2%
4020 · Electrical Permits	16,450.00	9,661.00	70.3%	25,282.00	9,297.00	171.9%	170,513.00	132,995.00	28.2%
4030 · Mechanical Permits	21,405.60	12,164.00	76.0%	11,121.50	13,915.60	-20.1%	146,919.10	149,470.60	-1.7%
4040 · Plumbing Permits	12,612.00	4,593.00	174.6%	7,510.00	4,026.00	86.5%	82,382.00	53,637.00	53.6%
4100 · Zoning Administration	220.00	841.25	-73.9%	617.50	523.75	17.9%	9,410.00	9,323.75	0.9%
4600 · Investment Income	325.97	22.30	1,361.8%	348.79	21.37	1,532.2%	2,255.50	162.38	1,289.0%
4700 · Other Income	0.00	0.00	0.0%	0.00	0.00	0.0%	-98.02	11.55	-948.7%
4710 · FOIA Income	0.00	0.00	0.0%	0.00	0.00	0.0%	166.62	0.00	100.0%
Total Income	105,448.57	39,109.55	169.6%	108,873.79	48,047.72	126.6%	967,193.20	690,864.28	40.0%
Expense									
6010 · Advertising and Marketing	0.00	560.08	-100.0%	0.00	0.00	0.0%	0.00	1,526.53	-100.0%
6200 · Bank Fees	45.00	115.00	-60.9%	45.00	45.00	0.0%	612.00	699.16	-12.5%
6450 · Dues & Subscriptions	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	636.00	-100.0%
6500 · Payroll Expenses									
6501 · Salary - Building Official	7,280.62	6,875.00	5.9%	7,280.62	6,875.00	5.9%	83,727.13	79,062.50	5.9%
6503 · Salary - Building Inspector	5,824.50	5,500.00	5.9%	5,824.50	5,500.00	5.9%	66,981.75	63,250.00	5.9%
6505 · Wages - Administrative	7,131.68	7,883.54	-9.5%	7,293.44	8,122.43	-10.2%	92,464.93	83,335.87	11.0%
6510 · Payroll Taxes	1,578.96	1,580.65	-0.1%	1,591.36	1,598.89	-0.5%	19,756.63	18,357.19	7.6%
6511 · LTD / STD / AD&D / Life	371.46	371.46	0.0%	377.98	371.46	1.8%	4,092.58	4,086.06	0.2%
6512 · 401A (KABA)	1,238.42	1,176.35	5.3%	1,248.13	1,180.13	5.8%	14,968.07	14,141.28	5.9%
6513 · Health Insurance	4,140.84	3,831.56	8.1%	4,140.84	3,831.56	8.1%	52,006.26	51,609.00	0.8%
6500 · Payroll Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	27,566.48	27,218.56	1.3%	27,756.87	27,479.47	1.0%	333,997.35	313,841.90	6.4%
6550 · Pre-hiring Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	10.00	-100.0%
6700 · Insurance - General	1,141.51	1,004.86	13.6%	1,218.63	1,004.06	21.4%	11,546.17	10,840.18	6.5%
6800 · Legal Fees	655.00	735.00	-10.9%	567.00	0.00	100.0%	3,322.00	7,140.00	-53.5%
6810 · Computer Support (External)	2,709.97	209.97	1,190.7%	12,509.97	809.97	1,444.5%	41,226.64	10,254.12	302.1%
6820 · Accounting Services	14.00	17.50	-20.0%	314.00	17.50	1,694.3%	13,182.75	10,910.50	20.8%
7100 · Office Equipment	275.07	275.07	0.0%	275.07	275.07	0.0%	4,804.59	5,213.25	-7.8%
7110 · Office Supplies	0.00	129.70	-100.0%	338.82	367.33	-7.8%	3,021.03	3,131.16	-3.5%
7115 · Postage	410.40	324.00	26.7%	0.00	0.00	0.0%	1,636.75	1,268.17	29.1%
7120 · Water Cooler	0.00	0.00	0.0%	0.00	0.00	0.0%	16.69	171.83	-90.3%
7125 · Computer (Hardware/Software)	81.00	0.00	100.0%	493.50	457.30	7.9%	31,385.24	6,265.37	400.9%
7130 · Resource Materials	0.00	0.00	0.0%	0.00	0.00	0.0%	-252.00	101.00	-349.5%
7420 · Lawn Care/Snow Removal	234.75	70.00	235.4%	1,179.00	836.00	41.0%	4,561.00	3,241.00	40.7%
7450 · Maintenance & Repairs - Office	367.18	240.00	53.0%	31,477.50	704.70	4,366.8%	66,125.18	1,764.63	3,647.3%
7500 · Utilities	289.46	258.01	12.2%	432.28	441.95	-2.2%	4,257.13	3,908.91	8.9%
7550 · Trash Removal	30.98	42.82	-27.7%	55.44	57.06	-2.8%	586.97	591.60	-0.8%
7600 · Security (Office)	0.00	0.00	0.0%	2,902.57	0.00	100.0%	3,397.57	454.60	647.4%
7610 · Telephone - Office	279.68	284.53	-1.7%	280.04	284.53	-1.6%	3,101.37	3,277.98	-5.4%
7611 · Telephone - Cellular	185.46	185.73	-0.2%	185.46	185.63	-0.1%	2,038.99	2,102.09	-3.0%
7701 · At-Large/Alternate Board Member	0.00	0.00	0.0%	0.00	0.00	0.0%	225.00	525.00	-57.1%
7711 · Contracted Electrical Inspector	7,500.00	6,000.00	25.0%	7,800.00	5,550.00	40.5%	63,650.00	60,750.00	4.8%
7712 · Contracted Mechanical Inspector	6,550.00	4,300.00	52.3%	7,400.00	3,400.00	117.7%	57,750.00	49,200.00	17.4%
7713 · Contracted Plumbing Inspector	5,150.00	3,250.00	58.5%	4,450.00	2,400.00	85.4%	38,500.00	30,300.00	27.1%
7715 · Contracted Zoning Administrator	210.00	675.00	-68.9%	285.00	465.00	-38.7%	7,650.00	7,530.00	1.6%
7721 · Plan Review - Electrical	500.00	50.00	900.0%	250.00	50.00	400.0%	3,700.00	2,450.00	51.0%
7722 · Plan Review - Mechanical	1,724.60	500.00	244.9%	300.00	2,322.60	-87.1%	5,499.60	9,468.40	-41.9%
7723 · Plan Review - Plumbing	0.00	0.00	0.0%	50.00	0.00	100.0%	925.00	350.00	164.3%
7800 · Mileage Reimbursement	1,150.83	932.50	23.4%	1,095.17	861.88	27.1%	12,028.47	11,040.67	9.0%
7830 · Interest Expense	492.06	535.69	-8.1%	551.58	512.42	7.6%	5,740.89	6,448.17	-11.0%
7920 · Capital Outlay	0.00	0.00	0.0%	110.00	0.00	100.0%	110.00	0.00	100.0%
Total Expense	57,563.43	47,914.02	20.1%	102,322.90	48,527.47	110.9%	724,346.38	565,412.22	28.1%
Net Income	47,885.14	-8,804.47	643.9%	6,550.89	-479.75	1,465.5%	242,846.82	125,452.06	93.6%

Kalamazoo Area Building Authority Profit & Loss Budget Performance November 2023

	Nov 23	Budget	% of Budget	Jan - Nov 23	YTD Budget	% of Budget	Annual Budget
Income							
4010 · Building Permits	62,974.00	19,620.00	321.0%	545,915.00	306,950.00	177.9%	330,489.00
4015 · Special Permits	1,020.00	825.00	123.6%	9,730.00	6,636.00	146.6%	8,121.00
4020 · Electrical Permits	25,282.00	12,730.00	198.6%	170,513.00	106,251.00	160.5%	115,882.00
4030 · Mechanical Permits	11,121.50	11,656.00	95.4%	146,919.10	118,601.00	123.9%	130,578.00
4040 · Plumbing Permits	7,510.00	6,067.00	123.8%	82,382.00	55,502.00	148.4%	61,051.00
4100 · Zoning Administration	617.50			9,410.00			
4600 · Investment Income	348.79	10.00	3,487.9%	2,255.50	110.00	2,050.5%	120.00
4700 · Other Income	0.00			-98.02			
4710 · FOIA Income	0.00			166.62			
Total Income	108,873.79	50,908.00	213.9%	967,193.20	594,050.00	162.8%	646,241.00
Expense							
6010 · Advertising and Marketing	0.00	0.00	0.0%	0.00	1,200.00	0.0%	2,000.00
6200 · Bank Fees	45.00	45.00	100.0%	612.00	600.00	102.0%	890.00
6450 · Dues & Subscriptions	0.00	0.00	0.0%	0.00	0.00	0.0%	720.00
6500 · Payroll Expenses							
6501 · Salary - Building Official	7,280.62	7,280.63	100.0%	83,727.13	87,367.55	95.8%	94,648.18
6503 · Salary - Building Inspector	5,824.50	5,824.50	100.0%	66,981.75	69,894.00	95.8%	75,718.50
6505 · Wages - Administrative	7,293.44	9,602.17	76.0%	92,464.93	115,226.03	80.2%	124,828.20
6510 · Payroll Taxes	1,591.36	1,767.97	90.0%	19,756.63	21,267.25	92.9%	23,052.42
6511 · LTD / STD / AD&D / Life	377.98	371.17	101.8%	4,092.58	4,082.87	100.2%	4,454.04
6512 · 401A (KABA)	1,248.13	1,252.44	99.7%	14,968.07	15,029.33	99.6%	16,281.77
6513 · Health Insurance	4,140.84	4,140.84	100.0%	52,006.26	52,207.95	99.6%	56,354.11
6500 · Payroll Expenses - Other	0.00			0.00			
Total 6500 · Payroll Expenses	27,756.87	30,239.72	91.8%	333,997.35	365,074.98	91.5%	395,337.22
6700 · Insurance - General	1,218.63	1,025.00	118.9%	11,546.17	11,229.25	102.8%	13,254.25
6800 · Legal Fees	567.00	525.00	108.0%	3,322.00	4,725.00	70.3%	12,000.00
6810 · Computer Support (External)	12,509.97	12,510.00	100.0%	41,226.64	41,420.00	99.5%	42,390.00
6820 · Accounting Services	314.00	317.50	98.9%	13,182.75	12,530.25	105.2%	14,984.50
7100 · Office Equipment	275.07	275.07	100.0%	4,804.59	5,145.03	93.4%	5,867.00
7110 · Office Supplies	338.82	110.00	308.0%	3,021.03	3,000.00	100.7%	3,000.00
7115 · Postage	0.00	0.00	0.0%	1,636.75	1,438.75	113.8%	1,950.00
7120 · Water Cooler	0.00	0.00	0.0%	16.69	20.00	83.5%	80.00
7125 · Computer (Hardware/Software)	493.50	2,656.00	18.6%	31,385.24	31,117.50	100.9%	33,466.00
7130 · Resource Materials	0.00	0.00	0.0%	-252.00	0.00	100.0%	1,000.00
7400 · Rent/Lease Expense	0.00	1,600.00	0.0%	0.00	17,600.00	0.0%	19,200.00
7420 · Lawn Care/Snow Removal	1,179.00	285.00	413.7%	4,561.00	3,785.00	120.5%	3,945.00
7450 · Maintenance & Repairs - Office	31,477.50	31,500.00	99.9%	66,125.18	66,155.00	100.0%	72,570.00
7500 · Utilities	432.28	425.00	101.7%	4,257.13	3,975.00	107.1%	4,300.00
7550 · Trash Removal	55.44	65.00	85.3%	586.97	715.00	82.1%	780.00
7600 · Security (Office)	2,902.57	2,900.00	100.1%	3,397.57	3,395.00	100.1%	3,440.00
7610 · Telephone - Office	280.04	300.00	93.3%	3,101.37	3,300.00	94.0%	3,600.00
7611 · Telephone - Cellular	185.46	200.00	92.7%	2,038.99	2,200.00	92.7%	2,400.00
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	0.00	0.00	0.0%	225.00	675.00	33.3%	900.00
7710 · Contracted Building Inspector	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
7711 · Contracted Electrical Inspector	7,800.00	3,837.00	203.3%	63,650.00	49,739.00	128.0%	53,400.00
7712 · Contracted Mechanical Inspector	7,400.00	3,361.00	220.2%	57,750.00	42,263.00	136.6%	45,600.00
7713 · Contracted Plumbing Inspector	4,450.00	2,861.00	155.5%	38,500.00	29,016.00	132.7%	31,200.00
7715 · Contracted Zoning Administrator	285.00			7,650.00			
7721 · Plan Review - Electrical	250.00			3,700.00			
7722 · Plan Review - Mechanical	300.00			5,499.60			
7723 · Plan Review - Plumbing	50.00			925.00			
7800 · Mileage Reimbursement	1,095.17	1,122.00	97.6%	12,028.47	12,442.00	96.7%	13,664.00
7810 · Training Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	1,600.00
7830 · Interest Expense	551.58			5,740.89			
7920 · Capital Outlay	110.00	0.00	100.0%	110.00	0.00	100.0%	7,000.00
7999 · Misc Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
Total Expense	102,322.90	96,159.29	106.4%	724,346.38	712,760.76	101.6%	797,912.97
Net Income	6,550.89	-45,251.29	-14.5%	242,846.82	-118,710.76	-204.6%	-151,671.97

Kalamazoo Area Building Authority
Balance Sheet
As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash on Hand (Cash Bags)	300.00
1050 · Checking (Primary) / SMBT	330,188.11
1060 · Checking (Reserves) / CCU	200,306.77
1065 · Savings / CCU	25.00
Total Checking/Savings	530,819.88
Accounts Receivable	
1200 · Accounts Receivable	562.50
Total Accounts Receivable	562.50
Other Current Assets	
1400 · Prepaid Items	7,788.88
Total Other Current Assets	7,788.88
Total Current Assets	539,171.26
Other Assets	
1600 · Accumulated Depreciation	-60,627.96
1900 · Capital Assets	231,006.20
Total Other Assets	170,378.24
TOTAL ASSETS	709,549.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	7,612.61
Total Accounts Payable	7,612.61
Credit Cards	
2010 · CCU - Mastercard	138.19
Total Credit Cards	138.19
Other Current Liabilities	
2070 · Notes Payable - SMBT	96,324.03
2100 · Accrued Items	592.97
2300 · Accounts Payables / ADJ	1,891.50
Total Other Current Liabilities	98,808.50
Total Current Liabilities	106,559.30
Total Liabilities	106,559.30
Equity	
3010 · Net Position	360,143.38
Net Income	242,846.82
Total Equity	602,990.20
TOTAL LIABILITIES & EQUITY	709,549.50



2023 MONTHLY PERMITS BY JURISDICTION

MONTH OF NOVEMBER 2023

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	19	\$ 54,983
COMSTOCK	ELECTRICAL	29	\$ 16,578
COMSTOCK	MECHANICAL	19	\$ 3,115
COMSTOCK	PLUMBING	17	\$ 3,040
COMSTOCK	SPECIAL - JURISDICTION	3	\$ 300
COMSTOCK	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL COMSTOCK		89	\$ 78,126
KALAMAZOO	BUILDING	21	\$ 3,661
KALAMAZOO	ELECTRICAL	21	\$ 3,321
KALAMAZOO	MECHANICAL	28	\$ 3,875
KALAMAZOO	PLUMBING	9	\$ 1,246
KALAMAZOO	SPECIAL - JURISDICTION	6	\$ 500
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL KALAMAZOO		86	\$ 12,658
PARCHMENT	BUILDING	-	\$ -
PARCHMENT	ELECTRICAL	1	\$ 130
PARCHMENT	MECHANICAL	3	\$ 451
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		4	\$ 581
PINE GROVE	BUILDING	1	\$ 1,138
PINE GROVE	ELECTRICAL	10	\$ 2,636
PINE GROVE	MECHANICAL	3	\$ 455
PINE GROVE	PLUMBING	5	\$ 1,101
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		19	\$ 5,330
RICHLAND	BUILDING	5	\$ 3,016
RICHLAND	ELECTRICAL	9	\$ 2,154
RICHLAND	MECHANICAL	15	\$ 2,859.50
RICHLAND	PLUMBING	8	\$ 1,742
RICHLAND	SPECIAL - JURISDICTION		
RICHLAND	SPECIAL - HOMEOWNER		
TOTAL RICHLAND		37	\$ 9,771.50
RICHLAND VILLAGE	BUILDING	-	\$ -
RICHLAND VILLAGE	ELECTRICAL	2	\$ 387
RICHLAND VILLAGE	MECHANICAL	2	\$ 326
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		4	\$ 713
TOTAL		239	\$ 107,179.50

REVENUE	REVENUE
NOVEMBER 2022	% PREV YEAR MONTH
\$ 47,361	226.3%

PERMITS	PERMITS
NOVEMBER 2022	% 2022 - YTD
188	127%



2023 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: NOVEMBER 2023

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	319	\$ 353,150
COMSTOCK	ELECTRICAL	368	\$ 95,898
COMSTOCK	MECHANICAL	264	\$ 56,033
COMSTOCK	PLUMBING	210	\$ 41,304
COMSTOCK	SPECIAL - JURISDICTION	18	\$ 1,850
COMSTOCK	SPECIAL - HOMEOWNER	7	\$ 440
TOTAL COMSTOCK		1186	548,674.60
KALAMAZOO	BUILDING	142	\$ 65,222
KALAMAZOO	ELECTRICAL	174	\$ 26,691
KALAMAZOO	MECHANICAL	278	\$ 40,692
KALAMAZOO	PLUMBING	99	\$ 12,930
KALAMAZOO	SPECIAL - JURISDICTION	54	\$ 4,950
KALAMAZOO	SPECIAL - HOMEOWNER	15	\$ 810
TOTAL KALAMAZOO		762	151,295.00
PARCHMENT	BUILDING	14	\$ 2,177
PARCHMENT	ELECTRICAL	18	\$ 3,040
PARCHMENT	MECHANICAL	26	\$ 3,731
PARCHMENT	PLUMBING	8	\$ 1,377
PARCHMENT	SPECIAL - JURISDICTION	3	\$ 400
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		69	10,725.00
PINE GROVE	BUILDING	46	\$ 27,389
PINE GROVE	ELECTRICAL	58	\$ 11,106
PINE GROVE	MECHANICAL	56	\$ 9,016
PINE GROVE	PLUMBING	25	\$ 5,600
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 100
PINE GROVE	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL PINE GROVE		189	53,376.00
RICHLAND	BUILDING	109	\$ 77,189
RICHLAND	ELECTRICAL	152	\$ 30,253
RICHLAND	MECHANICAL	193	\$ 33,762
RICHLAND	PLUMBING	88	\$ 18,721
RICHLAND	SPECIAL - JURISDICTION	3	\$ 350
RICHLAND	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL RICHLAND		546	160,329.50
RICHLAND VILLAGE	BUILDING	17	\$ 5,994
RICHLAND VILLAGE	ELECTRICAL	9	\$ 2,067
RICHLAND VILLAGE	MECHANICAL	18	\$ 3,085
RICHLAND VILLAGE	PLUMBING	11	\$ 1,820
RICHLAND VILLAGE	SPECIAL - JURISDICTION	2	\$ 200
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL RICHLAND VILLAGE		58	13,221.00
TOTAL KABA	YTD	2810	\$ 937,621.10

REVENUE	REVENUE
YTD - NOVEMBER 2022	% 2022 - YTD
672,586.60	139.4%

REVENUE
% 2023 YTD BUDGET
158.28%

PERMITS	PERMITS
YTD - NOVEMBER 2022	% 2022 - YTD
2334	120.4%

2023 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
150	\$ 48,411.00		JAN
142	\$ 34,998.00		FEB
276	\$ 144,116.00		MAR
211	\$ 57,279.00		APR
302	\$ 88,902.00		MAY
285	\$ 86,966.00		JUN
360	\$ 42,615.00		JUL
360	\$ 139,273.00		AUG
332	\$ 81,225.00		SEP
302	\$ 106,656.60		OCT
239	\$ 107,179.50		NOV
-	\$ -		DEC
2,959	\$ 937,621.10		

BUILDING REPORT

NOVEMBER 2023

Residential / Commercial Building Permits and Construction Values

- A. Total Number of Commercial & Agricultural Permits Issued – 6
- B. Total Construction Value for Commercial & Agricultural Permits - \$9,974,725
- C. Total Number of New Residential Construction Permits Issued – 6
- D. Total Construction Value for New Residential Permits – \$1,110,813
- E. Total Number of All Other Residential Permits Issued – 34
- F. Total Construction Value for All Other Residential Permits – \$515,478

Revenue / Permit Summary YTD

- A. Total KABA Revenue in November 2023 - \$107,179.50 vs. Total KABA Revenue in November 2022 - \$47,361. **This is an increase of 126.3%.**
- B. Total Number of Permits Issued in November 2023 – 239 vs. Total Number of Permits issued in November 2022 – 188. **This is an increase of 27.1%.**
- C. Total KABA YTD Revenue in November 2023 - \$937,621.10 vs. Total KABA YTD Revenue in November 2022 - \$672,586.60. **This is an increase of 151.7%.**
- D. Total Number of Permits Issued YTD 2023 – 2810 vs. Total Number of Permits Issued this time in 2022 – 2334. **This is an increase of 20.4%.**
- E. The November 2023 Revenue of \$107,179.50 is **18.1%** of the forecast for November YTD 2023 Revenue (\$592,387.62).
- F. The YTD 2023 Revenue of \$937,621.10 is **145.1%** of the forecast for the entire 2023 Projected Budget of \$646,241.

Monthly Building Permits Issued

12/01/2023

Permit #	Address	Work Description	Applicant Name	Date Issued	Value	Amount Billed
PB23-03-623	9624 N 32ND ST	New 30' x 48' post frame detached	Miller Bros.	11/03/2023	21,600.00	\$176.00
PB23-03-625	6812 E E	Basement finish to include 1 bedroom, 1	MCILVAINE, ROBERT & LUDWIG	11/03/2023	0.00	\$176.00
PB23-03-642	8773 E B AVE	Install basement egress window and well	Andrew Vlietstra	11/13/2023	0.00	\$104.00
PB23-03-657	BEARDSLEY CT LOT 9	Install 1404 s.f. manufactured home on	RHC Contracting LLC	11/22/2023	110,494.00	\$552.00
PB23-03-661	6594 CHAFFEY CREEK TR	New 2524 s.f. 1 story 3 bed, 3.5 bath	AVB Inc.	11/29/2023	340,385.00	\$2,008.00
PB23-06-331	618 GRAND PRE AVE	Remove 1 french door and install 3 6'	LOVE, STEPHEN J. II	11/01/2023	0.00	\$176.00
PB23-06-347	521 E MOSEL AVE	Interior build out of 12416 s.f. area to be F	FCC Construction Inc	11/14/2023	0.00	\$223.00
PB23-06-585	112 GILKISON AVE	Strip interior wall and ceiling covering,	BOHL, NOE SALVADOR	11/08/2023	0.00	\$176.00
PB23-06-587	617 COOLIDGE AVE	Install 2 jacks to framed floor per plans.	Foundation Systems of Michigan - G	11/16/2023	0.00	\$104.00
PB23-06-616	533 N CLARENDON ST	Install 12 panel roof mounted solar array	NOVA Consultants Inc	11/08/2023	0.00	\$104.00
PB23-06-617	1922 LAKE ST	Construct temporary wheel chair ramp per	Ken Ward	11/03/2023	0.00	\$104.00
PB23-06-620	1616 NAZARETH RD	Install subfloor drainage system and sump	Ayers Basement Systems	11/01/2023	0.00	\$176.00
PB23-06-621	605 STASSEN AVE	Re-roof, redecking as needed	Clearview Roofing & Restoration	11/01/2023	0.00	\$176.00
PB23-06-624	2336 LINCOLN AVE	Interior renovation from bare structural	TARKOWSKI, EDWARD	11/03/2023	0.00	\$223.00
PB23-06-631	1928 COLGROVE AVE	Demolish and remove existing 22'x38'	Kellogg Architecture Building and Re	11/30/2023	33,297.00	\$362.00
PB23-06-635	2334 LINCOLN AVE	Complete interior and exterior renovation	TARKOWSKI, EDWARD C.	11/09/2023	0.00	\$269.00
PB23-06-638	1923 ACADEMY ST	Structural repair to sunroom floor due to	Snook Building Solutions LLC	11/09/2023	0.00	\$223.00
PB23-06-639	1528 WAVERLY DR	New 3' x3' landing with stairs and railing	Tyler Home Improvements	11/21/2023	0.00	\$104.00
PB23-06-641	2605 DOUGLAS AVE	Demolish and remove existing building	Robert Bailey Contractors Inc	11/13/2023	0.00	\$250.00
PB23-06-645	135 W WESTWOOD DR	Install 2 new basement egress windows	Andrew Vlietstra	11/14/2023	0.00	\$104.00
PB23-06-646	708 NICHOLS RD	Construct 12' x 15' canopy over lower	Balkema Construction	11/20/2023	0.00	\$223.00
PB23-06-651	1302 STAMFORD AVE	Install 5 foundaiton wall anchors per	Foundation Systems of Michigan - G	11/20/2023	0.00	\$104.00
PB23-06-653	1303 BAKER DR	Re-roof and re-deck home	Worthy Construction	11/16/2023	0.00	\$176.00
PB23-06-656	1206 TEXEL DR	Re-roof, no decking being replaced	Worthy Construction	11/20/2023	0.00	\$104.00
PB23-06-663	1203 FLETCHER AVE	Kitchen and Bath remodel and remove	DAVID AND KENDALL GORDON	11/29/2023	0.00	\$176.00
PB23-06-665	809 PINEHURST BLVD	Install geo lock foundation wall anchors	Ayers Basement Systems	11/29/2023	0.00	\$104.00
PB23-07-614	6234 PLAINFIELD AVE	Widen 2 interior doors form 24" to 30" as	AARON KOLEHMAINEN	11/02/2023	0.00	\$176.00
PB23-07-618	2859 LYON AVE	Interior renovation, remove fireplace, new	Kalamazoo Konstruction	11/01/2023	0.00	\$176.00

PB23-07-619	6668 E ML AVE	Construct 24' x 25' prefab steel detached	EMMERS PROPERTIES LLC	11/08/2023	0.00	\$176.00
PB23-07-622	5185 E CORK ST	New 77591 s.f. 4 story slab on grade 136	SRP Contractors LLC	11/15/2023	9,941,428.00	\$46,752.00
PB23-07-626	6671 E MAIN ST	Complete interior and exterior renovation	MOORE MALLORY & JOYCE	11/08/2023	0.00	\$362.00
PB23-07-627	3978 PRAIRIE HILL ST	Install sub slab foundation drainge and	Ayers Basement Systems	11/07/2023	0.00	\$176.00
PB23-07-628	102 N 30TH ST Lot 20	New 16' x 66' 3 bed, 2 bath mobile home	JMHR Group	11/09/2023	0.00	\$176.00
PB23-07-629	102 N 30TH ST Lot 21	New 16' x 66' 3 bed, 2 bath mobile home	JMHR Group	11/09/2023	0.00	\$176.00
PB23-07-630	102 N 30TH ST Lot 54	New 16' x 76' 3 bed, 2 bath mobile home	JMHR Group	11/09/2023	0.00	\$176.00
PB23-07-633	4776 LANDING WAY	Install subfloor drainge system and sump	Ayers Basement Systems	11/08/2023	0.00	\$176.00
PB23-07-634	5890 E H AVE	Installation of prefab 16' x 32' detached	RYAN KIMBERLY & TIMOTHY	11/13/2023	7,680.00	\$176.00
PB23-07-636	7533 E H AVE	New 5413 s.f. 4 bed 4.5 bath one story	Blok Builders	11/27/2023	473,958.00	\$2,796.00
PB23-07-637	9150 E K AVE	New 20' x 24' post frame detached	Jake Evink	11/13/2023	7,200.00	\$176.00
PB23-07-643	10044 E G AVE	Rebuild roof on existing barn	MADDEN ALFRED D & BARBAI	11/13/2023	0.00	\$104.00
PB23-07-647	6418 ORMADA DR	Remove existing deck and construct	Green Shield Deck Builders	11/14/2023	5,040.00	\$176.00
PB23-07-652	9071 MARSH CREEK CIR	Remove load bearing wall, replace with	Hawks Hollow Builders	11/16/2023	0.00	\$176.00
PB23-07-654	1810 ORISTA DR	New 1908 s.f. 2 story 4 bed, 2.5 bath	Allen Edwin Homes	11/27/2023	232,356.00	\$1,370.00
PB23-07-655	10330 HATCH LN	New 2749 s.f. 5 bed 3 bath 1 story single	Allen Edwin Homes	11/27/2023	234,555.00	\$1,383.00
PB23-07-662	5070 E MAIN ST	Install illuminated wall sign per plans.	Sign Center	11/28/2023	0.00	\$104.00
PB23-20-560	9833 34TH ST	New 1444 s.f. 1 story 3 bed 2 bath single	Westwood Construction LLC	11/02/2023	193,023.00	\$1,138.00

Number of Permits: 46

Total Billed: \$62,798.00

Total Construction Value

\$11,601,016.00

Population: All Records

Permit.DateIssued in <Previous month> [11/01/23 - 11/30/23]

AND

Permit.PermitType = Building

Monthly Trade Permits Issued

12/01/2023

Permit #	Address	Work Description	Applicant Name	Date Issued	Amount Billed
<u>Electrical</u>					
PE23-03-729	6812 E E	Basement finish	JG Services Company LLC	11/06/2023	\$172.00
PE23-03-736	9604 E M-89 HWY Lot 38	Pedestal replacementER# 1069006365	Webster Electric Co	11/06/2023	\$110.00
PE23-03-743	8663 GEISER GRV	New home	Consolidated Electrical Contractors	11/08/2023	\$341.00
PE23-03-744	8396 W STURTEVANT AVE	New home	Consolidated Electrical Contractors	11/08/2023	\$341.00
PE23-03-745	8651 GEISER GRV	New home	Consolidated Electrical Contractors	11/08/2023	\$341.00
PE23-03-746	8620 E STURTEVANT AVE	New home	Consolidated Electrical Contractors	11/08/2023	\$341.00
PE23-03-764	7800 N 34TH ST	New training building	Hammond Electric	11/16/2023	\$283.00
PE23-03-769	5828 E F AVE	Reaplace bad disconnect main breaker - Meter pull onlyER#	Dan Wood Co	11/16/2023	\$110.00
PE23-03-784	6773 E E	Generator install	Steensma Lawn & Power	11/30/2023	\$115.00
PE23-06-720	3002 N BURDICK ST	Replace fire pump controllerER # 1069068846	Bender Electric	11/03/2023	\$115.00
PE23-06-722	618 GRAND PRE AVE	Adding outlets & lights to covered patio	LOVE, STEPHEN J. II	11/01/2023	\$106.00
PE23-06-724	546 IRA AVE	Service upgrade	Whitney Holdings	11/13/2023	\$110.00
PE23-06-725	1724 KAYWOOD DR	Generator installMechanical permit issued	Alliance Electric Of Michigan	11/02/2023	\$115.00
PE23-06-726	729 EDISON ST	Replace 100 AMP service	Service Professor	11/02/2023	\$110.00
PE23-06-727	533 N CLARENDON ST	Roof mounted solar array	NOVA Consultants Inc	11/08/2023	\$116.00
PE23-06-728	2025 LAKEWOOD DR	Replace 100 AMP serviceNEW OWNER: Willie Hale	Service Professor	11/03/2023	\$110.00
PE23-06-730	2700 N PITCHER ST	Generator install for cell tower	RJM Services	11/03/2023	\$187.00
PE23-06-734	716 JENKS BLVD	Remodel 2nd floor bathroom	Fuller Electric LLC	11/03/2023	\$161.00
PE23-06-747	2424 SONORA DR	Bedroom addition	KECKLER, AMANDA G.	11/08/2023	\$171.00
PE23-06-748	521 E MOSEL AVE	Water room, production offices, and storage on North side	MYESCO	11/14/2023	\$423.00
PE23-06-751	3713 W MAIN ST	Electrical connecction to AHU unit and steamer box	Hi-Tech Electric	11/13/2023	\$253.00
PE23-06-753	3219 CANTERBURY AVE	Generator install	Steensma Lawn & Power	11/13/2023	\$115.00
PE23-06-754	2645 ARROWWOOD LANE	Panel swap	JG Services Company LLC	11/13/2023	\$110.00
PE23-06-761	607 GAYLE AVE	service upgrade to 100amp and relocate	Hi-Tech Electric	11/15/2023	\$110.00
PE23-06-770	1309 HIGHLAND HILLS DR	Replace pedestal and hookup to existing home	Whitney Holdings	11/16/2023	\$110.00
PE23-06-771	3728 DOUGLAS AVE	AC circuit	Service Professor	11/17/2023	\$106.00
PE23-06-775	521 E MOSEL AVE	Packaging area: Add dedicated (8) 120 V circuits for	Mitten Electric	11/20/2023	\$156.00
PE23-06-781	1928 COLGROVE AVE	New maintenance building	Lamplighter Electric	11/30/2023	\$326.00
PE23-06-782	1203 FLETCHER AVE	Kitchen and bath remodel. Fishing wire through walls	DAVID AND KENDALL GORDC	11/29/2023	\$190.00
PE23-06-783	3711 WYNN RD	Install new light poles in parking lot	Tom Shuster Electrical Inc	11/30/2023	\$121.00
PE23-07-703	4538 Gull Prairie Drive	Upgrade fire panel and add cell dialerBuilding 13	EPS (Grand Rapids)	11/06/2023	\$250.00
PE23-07-704	4327 Gull Prairie Drive	Upgrade fire panel and add cell dialerBuilding 11	EPS (Grand Rapids)	11/06/2023	\$250.00

PE23-07-705	4523 Gull Prairie Drive	Upgrade fire panel and add cell dialer	Building 12	EPS (Grand Rapids)	11/06/2023	\$250.00
PE23-07-706	4543 Gull Prairie Drive	Fire panel upgrade and add cell dialer	Building 15	EPS (Grand Rapids)	11/06/2023	\$250.00
PE23-07-707	4533 Gull Prairie Drive	Upgrade fire panel and add cell dialer		EPS (Grand Rapids)	11/06/2023	\$250.00
PE23-07-713	4364 Gull Prairie Drive	Upgrade fire panel and add cell dialer	Building 4	EPS (Grand Rapids)	11/06/2023	\$250.00
PE23-07-714	4405 Kettle Moraine Drive	Upgrade fire panel and add cell dialer	Building 1	EPS (Grand Rapids)	11/06/2023	\$250.00
PE23-07-715	4377 Kettle Moraine Drive	Upgrade fire panel and add cell dialer	Building 2	EPS (Grand Rapids)	11/06/2023	\$250.00
PE23-07-719	3978 PRAIRIE HILL ST	Adding (2) 20 AMP circuits		Grand Bay Electric	11/01/2023	\$110.00
PE23-07-721	8566 KRUM AVE	Service and buss plug for northeast end of building		Woolsey Electric, Inc.	11/01/2023	\$278.00
PE23-07-735	1350 N 33RD ST	Adding clearance above roof for service drop		Lamplighter Electric	11/06/2023	\$110.00
PE23-07-737	9559 FIREFLY AVE	Generator install		Steensma Lawn & Power	11/06/2023	\$115.00
PE23-07-738	4304 BUTTERCUP ST	Generator install		Steensma Lawn & Power	11/06/2023	\$115.00
PE23-07-739	4384 Gull Prairie Dr	Upgrade fire panel and add cell dialer		EPS (Grand Rapids)	11/22/2023	\$250.00
PE23-07-741	6500 WOODLEA DR	Generator install		Service Professor	11/07/2023	\$115.00
PE23-07-749	1287 N 33RD ST	Temporary service for future pole barn		WHITNEY BETTY A & LAURE	11/09/2023	\$115.00
PE23-07-750	6300 E MICHIGAN AVE	Replace sumps for gas dispensers and submersible pumps		J & L Electric	11/13/2023	\$183.00
PE23-07-757	5737 E CORK ST	Power and lighting to vestibule addition		Mohr Power	11/14/2023	\$177.00
PE23-07-759	198 REX AVE	Swap 2 panels w/ grounding		Webster Electric Co	11/14/2023	\$120.00
PE23-07-760	5185 E CORK ST	136 room hotel		Amble Electric LLC	11/17/2023	\$10,821.00
PE23-07-762	3580 N 28TH ST	New home - unfinished basement		W.A. Wilcox Electric LLC.	11/15/2023	\$312.00
PE23-07-766	8237 BUCK AVE	New home	ER # 1068459226	Cavalier Electric Inc	11/16/2023	\$309.00
PE23-07-767	4160 COUNTRY MEADOWS	New home		Direct Electric	11/16/2023	\$317.00
PE23-07-768	4197 WILD MEADOW ST	New home		Direct Electric	11/16/2023	\$317.00
PE23-07-772	2754 S 33RD ST	Generator install w/ underground feeder from house		Motor Shop Electric	11/17/2023	\$171.00
PE23-07-773	4233 WILD MEADOW ST	New home		Direct Electric	11/17/2023	\$317.00
PE23-07-774	3862 S 36TH ST	Wellhead connection		Foune Well Drilling	11/17/2023	\$106.00
PE23-07-776	6336 ORMADA DR	Panel swap		JG Services Company LLC	11/21/2023	\$110.00
PE23-07-785	6937 E MAIN ST	Replace service riser	Address: 6947 E Main. Small house	Tom Shuster Electrical Inc	11/30/2023	\$110.00
PE23-18-779	812 SHOPPERS LN	Data wiring		Gaylor Electric	11/28/2023	\$130.00
PE23-19-740	9049 RICHLAND WOODS D	Main floor remodel: Kitchen, mudroom, master bed &		Vander Meeden Electric	11/09/2023	\$221.00
PE23-19-778	9333 E DE AVE	Basement bath		BRAMBLE SARAH & DYLAN P	11/22/2023	\$166.00
PE23-20-723	32462 PINEDALE LN	New Home		Consolidated Electrical Contractors	11/01/2023	\$341.00
PE23-20-731	33610 PINEDALE LN	New home		Consolidated Electrical Contractors	11/03/2023	\$341.00
PE23-20-732	32518 PINEDALE LN	New home		Consolidated Electrical Contractors	11/03/2023	\$341.00
PE23-20-733	32330 PINEDALE LN	New home		Consolidated Electrical Contractors	11/03/2023	\$341.00
PE23-20-752	18668 32ND ST	Well head connection		Foune Well Drilling	11/13/2023	\$106.00
PE23-20-755	22860 LAKE SHORE DR	Remodel		Country Lane Electric	11/13/2023	\$196.00
PE23-20-756	7649 40 HWY # M	New home		Go Pro Electric	11/17/2023	\$369.00
PE23-20-763	27522 CR 388	Add AC circuit		Benjamin Electric Company	11/16/2023	\$106.00

PE23-20-777	1202 40 HWY # M	New home	Schrotenboer Electric LLC	11/21/2023	\$300.00
PE23-20-780	33169 BASELINE RD	Verizon cell tower equipment: Load side 200 AMP wires	Augusta Tower Technologies	11/28/2023	\$195.00

Number of Permits: 72

Total Billed: \$25,206.00

Mechanical

PM23-03-770	6628 E E	New home	Nieboer Heating & Cooling	11/02/2023	\$275.00
PM23-03-779	6647 BRIDLE TRL	Furnace & humidifier replacement	Vredevoogd Heating & Cooling	11/02/2023	\$140.00
PM23-03-788	10145 N 31ST ST	Furnace replacement	Rogers Refrigeration	11/06/2023	\$130.00
PM23-03-794	10765 E CD AVE	Split AC system replacement	Geostar Mechanical	11/08/2023	\$130.00
PM23-03-797	5395 TURKEY RUN DR	Water heater replacement	Dan Wood Co	11/09/2023	\$106.00
PM23-03-805	8621 E STURTEVANT AVE	New home	A-1 Mechanical	11/13/2023	\$250.00
PM23-03-813	10387 N COUNTRY CLUB I	New home	Nieboer Heating & Cooling	11/17/2023	\$280.00
PM23-03-820	6153 E D AVE	New home	Dunham Service, LLC	11/16/2023	\$260.00
PM23-03-831	8464 E STURTEVANT AVE	New home	B & A Mechanical	11/21/2023	\$260.00
PM23-03-834	8221 ENGELWOOD AVE	Furnace replacement	Vredevoogd Heating & Cooling	11/27/2023	\$130.00
PM23-03-835	8362 W STURTEVANT AVE	New home	A-1 Mechanical	11/27/2023	\$255.00
PM23-03-838	7800 N 34TH ST	Run underground gas line from existing building to new	Preferred Plumbing LLC	11/28/2023	\$130.00
PM23-03-839	7800 N 34TH ST	New grooming/training building	Petro Plumbing & Mechanical	11/28/2023	\$243.50
PM23-03-841	6773 E E	Generator install	Steensma Lawn & Power	11/30/2023	\$135.00
PM23-03-842	7069 HAZELWOOD AVE	Gas fireplace insert	Rogers Refrigeration	11/30/2023	\$135.00
PM23-06-778	1724 KAYWOOD DR	Generator install	Alliance Electric Of Michigan	11/02/2023	\$135.00
PM23-06-782	2134 WOODWARD AVE	Furnace, AC, and water heater replacement	Goyette Mechanical	11/03/2023	\$166.00
PM23-06-783	2220 WILMETTE ST	Furnace, AC, and humidifier replacement	Bel Aire Heating & Air	11/06/2023	\$170.00
PM23-06-784	2656 ORANGE MEADOW L	Furnace & AC replacement	Service Professor	11/07/2023	\$160.00
PM23-06-785	3746 LESTER RD	New LP line	Crystal Flash	11/13/2023	\$125.00
PM23-06-786	426 SOLON ST	Water heater replacement	Vredevoogd Heating & Cooling	11/06/2023	\$106.00
PM23-06-787	3713 CANTERBURY AVE	Furnace & AC replacement	Rogers Refrigeration	11/06/2023	\$160.00
PM23-06-792	1519 Olmstead/MbPk Lot 62	Furnace replacement	DeHaan Heating & Cooling	11/07/2023	\$130.00
PM23-06-796	562 DAYTON AVE	Furnace & water heater replacement. Install new ductwork	All-Pro Mechanical	11/08/2023	\$161.00
PM23-06-800	220 S KENDALL	Replace 2 water heaters	DeHaan Heating & Cooling	11/13/2023	\$112.00
PM23-06-801	3219 CANTERBURY AVE	Generator install	Steensma Lawn & Power	11/13/2023	\$135.00
PM23-06-803	3412 STEWART DR	Furnace & AC replacement	Dan Wood Co	11/13/2023	\$160.00
PM23-06-804	209 TYLER ST	Upsize LP tank and run new line	Crystal Flash	11/13/2023	\$120.00
PM23-06-806	1309 HIGHLAND HILLS DR	Replace gas piping to meter	Whitney Holdings	11/16/2023	\$125.00
PM23-06-809	2114 E MAIN ST	Furnace replacement	Service Professor	11/14/2023	\$130.00
PM23-06-810	3619 GRAND PRAIRIE RD	Furnace replacement	A Team Mechanical	11/14/2023	\$130.00
PM23-06-812	1728 KAYWOOD DR	Water heater replacement and install of house exhaust	DeHaan Heating & Cooling	11/14/2023	\$111.00

PM23-06-814	1032 WASHBURN AVE	AC install	Peak Heating & Cooling	11/15/2023	\$130.00
PM23-06-815	131 PINECOVE CIR	Water heater replacement	Vredevoogd Heating & Cooling	11/15/2023	\$106.00
PM23-06-816	1302 PINEHURST BLVD	Furnace replacement	Home Energy Solutions	11/16/2023	\$130.00
PM23-06-822	3728 DOUGLAS AVE	Replace furnace, AC, humidifier, chimney liner, and water	Service Professor	11/17/2023	\$181.00
PM23-06-823	708 WASHBURN AVE	Water heater replacement	Vredevoogd Heating & Cooling	11/17/2023	\$106.00
PM23-06-826	2325 SKYLINE ST	Water heater replacement	Vredevoogd Heating & Cooling	11/20/2023	\$106.00
PM23-06-827	3713 W MAIN ST	NG RTU, duct replacement, 1 new aerovent panel fan w/	W Soule & Company	11/21/2023	\$230.00
PM23-06-828	2418 BROOK DR	Furnace replacement	Nieboer Heating & Cooling	11/27/2023	\$130.00
PM23-06-829	2210 LONG LEAF ST.	AC replacement	Bel Aire Heating & Air	11/21/2023	\$130.00
PM23-06-833	1049 FARGO AVE	Furnace & AC replacement	SGI Heating & Cooling	11/27/2023	\$160.00
PM23-06-840	3328 N WESTNEDGE AVE	Furnace replacementAddress is 3324 N Westnedge (small	Adams Heating & Cooling	11/29/2023	\$130.00
PM23-07-761	5438 LOIS AVE	Furnace replacement	American Comfort Heating & Coolir	11/02/2023	\$130.00
PM23-07-776	2859 LYON AVE	Furnace, AC & thermostat replacement	American Repair Company	11/02/2023	\$160.00
PM23-07-777	8549 E K AVE	Addition: NG forced air heat & AC and water heater	LOBRETTO DAVID & BRENDA	11/07/2023	\$251.00
PM23-07-781	4723 WILD MEADOW ST	AC replacementNew owners: Justin & Allison Sweatt	Bel Aire Heating & Air	11/02/2023	\$130.00
PM23-07-789	772 SLEEPER ST	RTU with AC replacement	Rogers Refrigeration	11/06/2023	\$130.00
PM23-07-790	9559 FIREFLY AVE	Generator install	Steensma Lawn & Power	11/06/2023	\$135.00
PM23-07-791	4304 BUTTERCUP ST	Generator install	Steensma Lawn & Power	11/06/2023	\$135.00
PM23-07-793	6500 WOODLEA DR	Generator install	Service Professor	11/07/2023	\$135.00
PM23-07-795	5271 WYNN RD	Rooftop unit replacement (Main office)	Mall City Mechanical	11/08/2023	\$130.00
PM23-07-798	6066 PLAINFIELD AVE	Water heater replacement	Dan Wood Co	11/09/2023	\$106.00
PM23-07-799	72 HENNING ST	Furnace, AC, humidifier, & chimney liner replacement	Service Professor	11/09/2023	\$175.00
PM23-07-808	5737 E CORK ST	Add 2 heads in vestibule	Dependable Fire Protection	11/17/2023	\$415.00
PM23-07-811	89 BLALOCK ST	Furnace, water heater, and exhaust fan replacement	DeHaan Heating & Cooling	11/14/2023	\$141.00
PM23-07-817	4317 CORAL BELLS CIR	Furnace, AC, and humidifier replacement	Eric Dale Heating & AC	11/16/2023	\$170.00
PM23-07-818	5755 FOREST HARBOR DR	Water heater replacement	Absolute Heating & Ventilation	11/16/2023	\$106.00
PM23-07-819	3033 N 33RD ST	Water heater replacement	Dan Wood Co	11/16/2023	\$106.00
PM23-07-824	4177 COUNTRY MEADOWS	New home	A-1 Mechanical	11/17/2023	\$245.00
PM23-07-832	8927 MARSH CREEK CIR	Pool heater	Mattawan Mechanical	11/29/2023	\$155.00
PM23-07-843	4637 HIDDEN SHORE DR	Furnace and AC replacement	Vredevoogd Heating & Cooling	11/30/2023	\$160.00
PM23-18-753	530 S RIVERVIEW DR	Install 1 mini split HVAC unit	Advanced Climate Solutions	11/03/2023	\$130.00
PM23-18-825	806 SHOPPERS LN	Add mini split to new offices and extend tube heater above	Mall City Mechanical	11/20/2023	\$185.00
PM23-18-837	203 GLENDALE BLVD	AC & water heater replacement	Nieboer Heating & Cooling	11/30/2023	\$136.00
PM23-19-780	8085 N 32ND ST	Replace 2 furnaces & AC's	JP Heating & Air Conditioning Inc	11/02/2023	\$220.00
PM23-19-836	9233 E DE AVE	Water heater replacement	Absolute Heating & Ventilation	11/27/2023	\$106.00
PM23-20-802	33284 23RD AVE	Propane line to generator	Hopkins LP Gas, LLC	11/13/2023	\$120.00
PM23-20-807	27522 CR 388	Furnace & AC replacement	Bel Aire Heating & Air	11/13/2023	\$160.00
PM23-20-821	22860 LAKE SHORE DR	Remodel: dryer vent, range hood, gas to range, and gas to	Mattawan Mechanical	11/22/2023	\$175.00

Number of Permits: 70**Total Billed:** \$11,081.50**Plumbing**

PP23-03-393	9482 N 24TH ST	Water heater replacement	Bergsma Plumbing	11/06/2023	\$105.00
PP23-03-394	6200 N 35TH ST	Water heater replacement	Bergsma Plumbing	11/06/2023	\$105.00
PP23-03-410	10161 E C AVE	New home	Elite Plumbing	11/01/2023	\$283.00
PP23-03-411	8620 E STURTEVANT AVE	New home	Superior Plumbing Services	11/03/2023	\$290.00
PP23-03-412	8651 GEISER GRV	New home	Superior Plumbing Services	11/03/2023	\$282.00
PP23-03-413	8663 GEISER GRV	New home	Superior Plumbing Services	11/03/2023	\$272.00
PP23-03-414	8396 W STURTEVANT AVE	New home	Superior Plumbing Services	11/03/2023	\$300.00
PP23-03-440	8969 W GULL LAKE DR	Water heater replacement	DC Plumbing	11/30/2023	\$105.00
PP23-06-409	1616 NAZARETH RD	Install sump pump	East End Plumbing	11/01/2023	\$105.00
PP23-06-422	318 N SAGE	Water heater replacement for 300 N Sage	RJO Mechanical	11/15/2023	\$105.00
PP23-06-424	4250 Leisure Ln G526	Water heater replacement	Mall City Mechanical	11/14/2023	\$105.00
PP23-06-425	3428 WINDMILL LN	water heater replacement	DEMOREST, JOE	11/13/2023	\$105.00
PP23-06-426	1815 HENSON AVE	Water heater replacement	Dale W Hubbard Inc	11/13/2023	\$105.00
PP23-06-427	2414 SKYLINE ST	Sewer connection	Richards Sewer & Septic	11/13/2023	\$105.00
PP23-06-429	1718 GROVE ST	Water heater replacement	DC Plumbing	11/13/2023	\$105.00
PP23-06-430	521 E MOSEL AVE	Remodel/addition including restrooms	Northline Plumbing	11/14/2023	\$278.00
PP23-06-432	2819 ASBURY AVE VAC	New home	Rhino's Plumbing	11/20/2023	\$233.00
PP23-07-415	6458 GINGER AVE	New condoUnderground & Sewer for Building P	Petro Plumbing & Mechanical	11/02/2023	\$315.00
PP23-07-416	6464 GINGER AVE	New condo	Petro Plumbing & Mechanical	11/02/2023	\$210.00
PP23-07-417	6468 GINGER AVE	New condo	Petro Plumbing & Mechanical	11/02/2023	\$210.00
PP23-07-418	6474 GINGER AVE	New condo	Petro Plumbing & Mechanical	11/02/2023	\$210.00
PP23-07-419	3978 PRAIRIE HILL ST	Install sump	East End Plumbing	11/07/2023	\$105.00
PP23-07-420	4776 LANDING WAY	Install sump	East End Plumbing	11/08/2023	\$105.00
PP23-07-428	5515 KING HWY	Water heater replacement	Dale W Hubbard Inc	11/13/2023	\$105.00
PP23-07-431	9247 WEATHERVANE TRL	Water heater replacement	Service Professor	11/15/2023	\$105.00
PP23-07-433	10330 HATCH LN	Sewer connection	Allen Edwin Homes	11/27/2023	\$105.00
PP23-07-434	1810 ORISTA DR	Sewer connection	Allen Edwin Homes	11/27/2023	\$105.00
PP23-07-435	6488 GINGER AVE	New condoUnderground & Sewer for Building R	Petro Plumbing & Mechanical	11/27/2023	\$315.00
PP23-07-436	6494 GINGER AVE	New condo	Petro Plumbing & Mechanical	11/27/2023	\$210.00
PP23-07-437	6498 GINGER AVE	New condo	Petro Plumbing & Mechanical	11/27/2023	\$210.00
PP23-07-438	6504 GINGER AVE	New condo	Petro Plumbing & Mechanical	11/27/2023	\$210.00
PP23-07-439	6508 GINGER AVE	New condo	Petro Plumbing & Mechanical	11/27/2023	\$210.00
PP23-07-441	6610 WOODLEA DR	Water heater replacement	Woodhouse Plumbing & Heating Inc	11/29/2023	\$105.00
PP23-07-443	2859 LYON AVE	Rough & final fixtures	Briggs & Son Plumbing	11/29/2023	\$205.00

PP23-20-401	33610 PINEDALE LN	New home	Superior Plumbing Services	11/01/2023	\$245.00
PP23-20-402	32330 PINEDALE LN	New home	Superior Plumbing Services	11/01/2023	\$245.00
PP23-20-403	32518 PINEDALE LN	New home	Superior Plumbing Services	11/01/2023	\$245.00
PP23-20-421	28345 8TH AVE	New home	JERRY R & CASEY A BOSSE	11/08/2023	\$261.00
PP23-20-423	33042 23RD AVE	Water heater replacement	Service Professor	11/13/2023	\$105.00

Number of Permits: 39

Total Billed: \$7,129.00

Number of Permits: 181

Total Billed: \$43,416.50

Population: All Records

Permit.PermitType = Electrical OR

Permit.PermitType = Mechanical OR

Permit.PermitType = Plumbing

AND

Permit.DateIssued in <Previous month> [11/01/23 - 11/30/23]

Monthly Property Maintenance Requests

12/01/2023

Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS23-06-051	3420 W MAIN ST	06-18-280-030	TRICAP EMBASSY TERR	08/14/2023	\$200.00
Work Description:	Property Maintenance request from Kalamazoo				
	For 3592 W Main #5				
Inspections:	11/15/2023	Property Maint. Re-inspection	Approved		
Inspections:	08/16/2023	Property Maintenance Inspectio	Disapproved		
PS23-06-067	318 N SAGE	06-18-330-090	TG SAGE TERRACE LLC	10/17/2023	\$200.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	11/28/2023	Property Maint. Re-inspection	Partially Approved		
Inspections:	10/24/2023	Property Maintenance Inspectio	Disapproved		
PS23-06-071	1014 Milla Ln/Mob Pk Lot	06-04-215-011	MI 4004 DOUGLAS AVE.	10/31/2023	\$100.00
Work Description:	Property Maintenance request from KTWP				
Inspections:	11/01/2023	Property Maintenance Inspectio	Disapproved		
PS23-06-075	1124 JENKS BLVD	06-17-135-130	BELANGER, DONALD J	11/29/2023	\$100.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	11/30/2023	Property Maintenance Inspectio	Disapproved		
PS23-06-076	328 N SAGE	06-18-330-090	TG SAGE TERRACE LLC	11/30/2023	\$100.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	11/30/2023	Property Maintenance Inspectio	Disapproved		
PS23-07-052	6183 E K AVE	07-17-368-132	POE PAUL EDWARD	08/16/2023	\$200.00
Work Description:	Property Maintenance request from Comstock				
Inspections:	11/16/2023	Property Maintenance Inspectio	Approved		
Inspections:	08/23/2023	Property Maintenance Inspectio	Disapproved		
PS23-07-073	131 JONES ST	07-21-106-330	HARRINGTON TAMI	11/03/2023	\$100.00

Work Description: Property Maintenance request from Comstock
Inspections: 11/07/2023 Property Maintenance Inspectio Disapproved

Total Permits For Type: 7
Total Fees For Type: \$1,000.00

Report Summary

Grand Total Fees: \$1,000.00

Grand Total Permits: 7

Population: All Records
Permit.PermitType = Special
Permit AND
Permit.Category = Jurisdiction
Request AND
Inspection.DateTimeScheduled
Between 11/01/2023 AND
11/30/2023

Monthly Special Permit - Owner Request

12/01/2023

Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS23-06-074	3213 Birch Lane	06-04-305-010	HILLCREST ACRES ASSC	11/03/2023	\$55.00
Work Description:	Pedestal inspection requested by Amy @ Hillcrest				
Inspections:	11/06/2023	Meter Socket Inspection	Disapproved		
PS23-07-072	6138 FRANCIS ST	07-20-170-430	HUGHES JAZMIN	11/01/2023	\$110.00
Work Description:	electric off over 6 months				
Inspections:	11/22/2023	Meter Socket Inspection	Approved		
Inspections:	11/06/2023	Meter Socket Inspection	Disapproved		

Total Permits For Type: 2

Total Fees For Type: \$165.00

Report Summary

Grand Total Fees: \$165.00

Grand Total Permits: 2

Population: All Records

Permit.DateIssued Between
11/1/2023 12:00:00 AM AND
11/30/2023 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

Holiday Schedule

INDEX	DATE	MOTION	MADE BY	SECONDED	VOTES
Personnel	01/12/17	Approve updated 2017 Holiday Schedule	Leuty	Mohney	unanimous
Personnel	02/09/17	Authorize Building Official with any necessary consultation from KABA legal counsel, to make changes to KABA Employee Handbook draft and bring back to Board for approval	Camburn	Martlew	unanimous
Personnel	02/09/17	Approve Return to Work policy as presented	Mohney	Miller	unanimous
Personnel	06/08/17	Approval of revised KABA Employee Handbook	Barrons	Schurr	unanimous
Personnel	09/14/17	Approve the Sun Life Insurance Renewal for 11/17-10/18 as presented	Cronin	Barrons	unanimous
Personnel	12/13/18	To approve the 2019 Holiday Schedule, with Christmas Eve (Tuesday, December 24 th) as a recognized holiday and the Floating Holiday to be used on Friday, July 5 th	Mohney	Barrons	unanimous
Personnel	12/13/18	To approve the PTO Policy as amended	Mohney	Miller	unanimous
Personnel	09/12/19	to approve the STD/LTD/Life insurance renewal	Miller	Thompson	unanimous
Personnel	09/12/19	to approved the medical, dental and vision insurance renewal,	Hess	Harma	unanimous
Personnel	09/12/19	to amend the stipend in lieu of health insurance to \$5244 annually, effective at the beginning of the new policy period	Harma	Hess	unanimous
Personnel	12/12/19	to approve the holiday schedule and allow the staff to choose the floating holiday	Harma	Mohney	unanimous
Personnel	01/09/20	to add Christmas Eve as a paid holiday and to continue with having the floating holiday as a paid holiday	Miller	Emmons	unanimous
Personnel	09/10/20	to approve the Medical/Dental/Vision Insurance Renewal and the current In Lieu of Medical stipend,	Emmons	Hess	unanimous
Personnel	12/10/20	to authorize Mr. Alwine to determine the holiday schedule for KABA on an annual basis and for what is in the best interest of KABA	Harma	Thompson	Raise of Hand 6-0 1 absent
Personnel	08/17/21	to approve the renewal of the STD/LTD/Life Insurance	Harma	Madaras	Roll Call 5-0 1 absent
Personnel	09/21/21	to approve the Medical/Dental/Vision Insurance Renewal as stated	McIver	Leuty	Roll Call 4-0 1 absent
Personnel	08/16/22	to approve a pay increase for all employees at 5.9%	Harma	Lewis	unanimous
Personnel	08/16/22	to approve the STD/LTD/Life Insurance renewal as presented	Smith	Leuty	unanimous
Personnel	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
Personnel	08/15/23	to approve a cost-of-living wage increase for all employees, authorizing Alwine to investigate the current rate	Harma	Lewis	unanimous
Personnel	08/15/23	to approve the STD/LTD/Life insurance renewal as presented	Harma	Leuty	unanimous
Personnel	09/19/23	to approve a 8.7% cost-of-living wage increase for the 2024 calendar year	Harma	Koporetz	unanimous 2 - absent
Personnel	09/19/23	to approve the medical, dental and vision insurance renewal and maintain the current In Lieu of Medical stipend	Harma	Smith	unanimous 2 - absent
Personnel	10/17/23	to maintain the 8.7% wage increase the 2024 calendar year	Smith	Madaras	unanimous

APPENDIX A:

Holiday Schedule Policy

The following holidays will be paid holidays for full-time and part-time employees working a minimum of twenty (20) hours per week:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. **Christmas Eve**
11. Christmas Day
12. Floating Holiday (may be assigned by Building Official)

Motion/Approved by Board – Jan 9, 2020

KABA holidays will correspond to the holidays observed by its member jurisdictions. This includes a "floating holiday" that may be assigned at the discretion of the Building Official in a year where there is an obvious day to designate as a holiday (for instance, Independence Day falls on a Tuesday and the floating holiday is designated as Monday, July 3rd). If there is no day designated by the Building Official for that year, KABA employees may choose to use their floating holiday at any point during the calendar year (not to be taken in increments shorter than 4 hours) with the approval of the Building Official.

If a holiday falls on a Saturday, KABA will observe the holiday on the preceding Friday. If the holiday falls on a Sunday, KABA will observe the holiday on the following Monday.

Engagement Letter from Siegfried Crandall

SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road
Portage, MI 49002-5599
www.siegfriedcrandall.com

Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

December 4, 2023

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

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

Engagement objective

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

Scope of services

We will provide the following services, from information you have provided to us, for the fiscal year ending December 31, 2023:

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

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

Limitations

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

Management's responsibilities

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

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

Administration, fees, and other

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

The hourly rates for our governmental team are as follows:

	<u>Standard</u>	<u>Discounted</u>
Shareholder	\$250	\$170
Associate/Manager	\$175	\$135
Staff Accountant	\$135	\$110

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

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

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

Sincerely,

SIEGFRIED CRANDALL P.C.



Joshua H. Gabrielse, Shareholder

RESPONSE:

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

By: _____

Title: _____

Date: _____