



Council Chamber, 18500 W 13 Mile, Beverly Hills, MI 48025

VILLAGE COUNCIL MEETING

TUESDAY, MAY 5, 2026 AT 7:00 PM

AGENDA

- A. **Call to Order/ Roll Call**
- B. **Pledge of Allegiance**
- C. **Amendments to the Agenda/Approve Agenda**
- D. **Community Announcements**
- E. **Public Comments**
- F. **Consent Agenda**
 - 1. Approve April 14, 2026, Special Council Minutes
 - 2. Approval of April 21, 2026, Council Minutes — Regular and Closed Session
 - 3. Review and File Bills recapped as of May 4, 2026.
 - 4. First Announcement of Various Board/Commission Vacancies
- G. **Business Agenda**
 - 1. Award Bid for Installation of Beverly Park Playground Equipment
 - 2. Award Proposal for Village Master Plan Update and Zoning Ordinance Rewrite
 - 3. Public Hearing on Special Assessments to be added to the Tax Roll
 - 4. Resolution Adding Special Assessments to the Tax Roll
 - 5. Public Hearing on Proposed Fiscal Year 2027 Budget
 - 6. Resolution Adopting Fiscal Year 2027 Budget
 - 7. Resolution Adopting Millage Rates for Fiscal Year 2027
 - 8. Resolution Adopting Water/Sewer Rates for Fiscal Year 2027
 - 9. Resolution Adopting a General Fund Balance Policy

H. **Public Comments**

I. **Manager's Report**

1. May 5, 2026, Manager Report
2. April 2026 Public Safety Report

J. **Council Comments**

K. **Adjournment**

All interested persons may attend and participate in person or virtually at:

<https://us02web.zoom.us/j/84987142550>

Meeting ID: 849 8714 2550 • **Dial in:** 1-646-876-9923

Persons with disabilities who need assistance to participate in this meeting should contact the Clerk's office at 248-646-6404 three days in advance to request mobility, visual, hearing, or other assistance.

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DRAFT VILLAGE COUNCIL STUDY SESSION: BUDGET WORKSHOP MINUTES –
APRIL 14, 2026 – PAGE 1

Present: President George, President Pro Tem Drummond, Members: Abboud, Hrydziusko, Kecskemeti, Mercer and O’Gorman

Absent:

Also Present: Village Manager, Rothe
Finance Director, Kutey
Village Treasurer, Linkswiler
Village Clerk, Brown
Assistant to the Village Manager/ Office Manager, Landis
Building Official, Townsend
Planning & Economic Development Director, Stec
Public Services Director, Johnston
Public Safety Director, Arnold

CALL TO ORDER/ ROLL CALL

President George called the regular Village Council meeting to order at 7:00 p.m. in the Village Council Chambers located at 18500 W. Thirteen Mile Road, Beverly Hills, MI 48025.

**BUDGET WORKSHOP
PROPOSED FISCAL YEAR 2027 BUDGET**

Village Manager Rothe and Finance Director Kutey gave a presentation on the proposed budget for fiscal year 2027 and the Village’s financial status. Kutey updated the chart of accounts to streamline its structure and reduce complexity. Administration and Council discussed State Infrastructure Bank Loan, public service and park projects, purchasing of DPW equipment, grants, and the water & sewer fund. Administration gave an update on patrol vehicles, ladder truck, staffing and accreditation services.

PUBLIC COMMENTS

David Tobaben, Orchard Way Court, asked when will the Council address the TAP program cost overruns. Tobaben stated that expected expenses like easements should have been planned for and the Village deserves transparency and without clear accountability, confidence in the Council has been lost.

ADJOURNMENT

Motion by Abboud, second by Kecskemeti, to adjourn the meeting at 9:04 p.m.

Motion passed.

**John George
President**

**Carissa Brown
Village Clerk**

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE VILLAGE COUNCIL

Present: President George, President Pro Tem Drummond, Members: Abboud, Hrydziuszko, Kecskemeti, and Mercer

Absent: O’Gorman

Also Present: Village Manager, Rothe
Village Attorney, Romer
Village Clerk, Brown
Planning & Economic Development Director, Stec
Public Service Director, Johnson
Public Safety Director, Arnold

ROLL CALL/CALL TO ORDER/ PLEDGE OF ALLEGIANCE

President George called the regular Village Council meeting to order at 7:00 p.m. in the Village Council Chambers located at 18500 W. Thirteen Mile Road, Beverly Hills, MI 48025. Brown called the roll. The Pledge of Allegiance was recited by those in attendance.

Motion by Hrydziuszko, second by Kecskemeti, to excuse O’Gorman from tonight’s meeting.

Motion passed.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Hrydziuszko, second by Kecskemeti, to approve the agenda as published.

Motion passed.

COMMUNITY ANNOUNCEMENT

None

PUBLIC COMMENTS ON ITEMS NOT ON PUBLISHED AGENDA

Jay Meehan, Kennoway Circle, raised concerns about deteriorating conditions on Kennoway and attributed some of the issues to past utility work and runoff from the adjacent Groves High School athletic complex. He requested longer-term road and drainage improvements rather than temporary fixes.

Mark Martinovski, Kennoway, mentioned concerns about worsening conditions on Kennoway, stating that increased delivery truck traffic has contributed to deeper ruts and road damage. He believes that the damage now requires more than routine grading and patching and called for full regrading or resurfacing.

Keith Streidl, Georgetown, said neighborhood roads are in poor condition, causing safety issues, and noted a possible repaving timeline has been discussed with the Village but not confirmed in writing.

Alan Schlang, Lincolnshire, reported that East Lincolnshire is in very poor condition with significant concrete damage and potholes that could affect vehicles. He also thanked Lydia

Williams and Holly Townsend for their help resolving a solar installation and utility interconnection issue, which allowed the project to be completed successfully.

Theresa Caverly, Beverly Road, reported dangerous speeding on Beverly Road and urged the Village to add permanent traffic calming measures like speed humps or stop signs to improve safety.

Elena Burke, the Community Liaison from Rashida Tlaib’s office, shared office updates, including constituent services, recent federal initiatives like water affordability legislation and environmental justice work, and funding secured for local projects such as \$250,000 for Beverly Green Park. She also announced an upcoming “Know Your Rights” event in Dearborn.

Karen Gilbert, Amherst, criticized the backyard chicken ordinance, uneven enforcement and questioned why Hrydziuszko’s household may not be complying with the rules. Gilbert questioned whether officials are acting under pressure or legal threats and called for transparency and equal enforcement of Village laws.

CONSENT AGENDA

Motion by Hrydziuszko, second by Kecskemeti, be it resolved, the consent agenda is approved.

1. Approve April 7, 2026, Council Minutes — Regular and Closed Session
2. Review and File Bills recapped as of April 20, 2026.
3. Approve Revised Agreement with Village of Bingham Farms for Public Works Services
4. Review & Consider request to waive the pavilion rental fee for Next
5. Review & consider adding an additional Concert in the Park event date

Roll Call:

Motion passed (6-0)

BUSINESS AGENDA

CONSIDER FIRST AMENDMENT TO THE DEVELOPMENT AGREEMENT BETWEEN THE VILLAGE AND JMAX CAPITAL LLC D.B.A. THE GODDARD SCHOOL OF BEVERLY HILLS

Rothe gave an overview of the request to amend the existing development agreement for The Goddard School property. Stec stated that the amendment would allow expansion of the current childcare use into the front “annex” building, originally designated for retail/commercial use and no zoning change, special land use approval, or site plan review is required, as childcare is a permitted use within the underlying business district. Council, Administration and Matt Cibor and Kellie McDonald from the Goddard School discussed parking, traffic impact, original intent of the development agreement, safety, and site layout.

Motion by Hrydziuszko, second by Kecskemeti, be it resolved, the Beverly Hills Village Council hereby approves the First Amendment to the Development Agreement between the Village and The Goddard School of Beverly Hills as presented.

Roll Call:

Abboud	no
Drummond	yes
George	yes
Hrydziusko	yes
Kecskemeti	yes
Mercer	yes

Motion passes (5-1)

CONTRACT EXTENSION FOR FY 2027 ROAD IMPROVEMENTS PROJECTS

Rothe presented a proposed contract extension with Hutch Paving for the FY 2026–2027 road improvement program. Administration, Council and Brad Shepler from Hubbell, Roth, and Clark (HRC) discussed the planned improvements, location/design of new ADA parking spaces at Beverly Park, and the potential impact on nearby residents and traffic flow.

Motion by Abboud, second by Kecskemeti, BE IT RESOLVED, the Beverly Hills Village Council approves the contract extension for Hutch Paving for the FY 2026/2027 Road Improvement Project in the amount of \$944,809.85 with a 10% contingency. Funds are available in accounts #202-449-970.00, 203-449-970.00, and 208-900-974.01.

Roll Call:

Motion passed (6-0)

APPROVE DESIGN ENGINEERING SERVICES PROPOSAL: 13 MILE ROAD RESURFACING

Rothe gave an overview of a proposal for design engineering services for the reconstruction of 13 Mile Road, covering the segment from the western village limits to just west of Evergreen Road. Rothe explained the timeline is driven by eligibility for federal aid funding, which is programmed for 2029 and will cover a portion of construction costs, but not design expenses and due to federal requirements, including environmental (NEPA) review and coordination, design work must begin well in advance and will span fiscal years 2027 through 2029. Shepler described the project as a roadway reconstruction primarily consisting of asphalt removal and replacement, shoulder improvements, and minor drainage work. Shepler stated more extensive drainage improvements are not currently included but may be considered as part of ongoing design and stakeholder engagement. Council, Administration, and Shepler discussed drainage concerns, explanation of federal aid requirements and project ranking criteria and interim maintenance plans to address current road conditions prior to full reconstruction.

Motion by Abboud, second by Hrydziusko, BE IT RESOLVED, the Beverly Hills Village Council approves the proposal from HRC for Professional Engineering Services as presented. Funds are available in account #202-449-970.00

Roll Call:

Motion passed (6-0)

APPROVE ENGINEERING SERVICES PROPOSAL: RELIABILITY STUDY & GENERAL PLAN UPDATES

Rothe gave an overview of a proposal to retain engineering services to complete the required Reliability Study and General Plan update for the municipal water system. Rothe stated that these updates are mandated every five years by the State of Michigan under Safe Drinking Water Act regulations and the last update was completed in 2021. Shepler stated that the Reliability Study includes hydraulic modeling and fire flow analysis to assess system performance and identify recommended improvements and the General Plan includes a comprehensive review of the water system, including asset inventory, system mapping, and infrastructure data. Shepler also explained that the update will incorporate existing GIS and asset management data, as well as a full distribution system materials inventory

Motion by Hrydziuszko, second by Kecskemeti, BE IT RESOLVED, the Beverly Hills Village Council approves the proposal from Hubbell, Roth, & Clark, Inc. for professional engineering services to assist with updating the Water Reliability Study and General Plan for the cost of \$38,800.00. Funds are available in account #592-543-811.00.

Roll Call:
Motion passed (6-0)

APPROVE PROPOSAL ENGINEERING SERVICES FISCAL YEAR 2027 SEWER LINING PROGRAM

Rothe gave an overview of a proposal to approve engineering services for the FY 2027 sewer lining program. Shepler stated that sewer lining was a cost-effective method of rehabilitating aging pipes by installing a liner within existing sewer infrastructure to extend the service life without full replacement. Council and Shepler discussed project selection criteria and coordination with Oakland County. Shepler explained that specific project locations have not yet been finalized.

Motion by Hrydziuszko, second by Kecskemeti, BE IT RESOLVED, the Beverly Hills Village Council approves the proposal from Hubbell, Roth, & Clark, Inc. for Professional Engineering Services for the FY27 Sewer Lining Program with a cost not-to-exceed \$75,000.00. Funds are available in account #592-536-934.23.

Roll Call:
Motion passed (6-0)

PUBLIC COMMENTS

Dale Young, Riverside, inquired about the Village's plans for deer management and asked whether funding has been allocated in the budget for implementation, or if action will be delayed.

MANAGER'S REPORT

Rothe went over the Manager's report as provided in the regular Village Council meeting packet.

COUNCIL COMMENTS

Kecskemeti noted that the following day is Earth Day and encouraged everyone to do something good.

Hrydziuszko thanked residents for their engagement, noted potential future discussion on e-bikes and golf carts, referenced a possible parking petition related to Little League, and shared positive feedback on recent sidewalk construction and contractor performance.

Abboud stated that he will be attending next month’s Cable Board meeting and will discuss the microphone and audio system issues. Abboud gave updates on a transportation meeting highlighting emerging autonomous drone and aircraft technology, and regional planning efforts. Abboud also noted initiatives through the Michigan Municipal League related to housing, infrastructure funding, and community programs, as well as updates from the Senior Advisory Council.

George noted ongoing issues with microphones cutting in and out and suggested troubleshooting is needed. George proposed using the Public Safety drone to capture footage of the sidewalk construction project to better communicate progress to residents and commented on how quickly drone delivery technology is advancing.

CLOSED SESSION

Motion by Mercer, second by Drummond, that the Village of Beverly Hills Village Council go into closed session to consider an item pursuant to MCL 15.268(1)(h) to consider an attorney/client privileged communication, which is exempt by law from disclosure.

Roll Call:

Abboud	yes
Drummond	yes
George	yes
Hrydziusko	no
Kecskemeti	yes
Mercer	yes

Motion passes (5-1)

Council recessed at 8:44 p.m. and began closed session at 8:51 p.m.

Council returned to the regular Village Council meeting at 9:58 p.m.

ADJOURNMENT

Motion by Hrydziusko, second by Kecskemeti, to adjourn the meeting at 9:59 p.m.

Motion passed.

Andrew Drummond
President Pro Tem

Carissa Brown
Village Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank COM COMERICA					
05/04/2026	COM	91889	60217	AMAZON CAPITAL SERVICES	573.39 V
05/04/2026	COM	91890	53284	APPLIED INNOVATION	3,266.04 V
05/04/2026	COM	91891	60617	APRIL BARRETT	400.00 V
05/04/2026	COM	91892	61156	BEST RENTS, LLC	5,655.00 V
05/04/2026	COM	91893	51409	BEVERLY HILLS ACE	453.34 V
05/04/2026	COM	91894	60239	BILLINGS LAWN EQUIPMENT	114.96 V
05/04/2026	COM	91895	52071	BLUE CROSS BLUE SHIELD	40,192.62 V
05/04/2026	COM	91896	50822	BS&A SOFTWARE	3,699.00 V
05/04/2026	COM	91897	49980	C&G PUBLISHING	259.60 V
05/04/2026	COM	91898	61374	C&S SOLUTIONS INC.	9,513.99 V
05/04/2026	COM	91899	60629	CAROUSEL ACRES, INC.	765.00 V
05/04/2026	COM	91900	59347	CINTAS CORPORATION #31	1,115.77 V
05/04/2026	COM	91901	50392	CITY OF BIRMINGHAM	102,389.62 V
05/04/2026	COM	91902	61141	COMCAST	76.95 V
05/04/2026	COM	91903	61357	DEAN SELLERS FORD	93.03 V
05/04/2026	COM	91904	MISC	DEREK RUSSAW	125.00 V
05/04/2026	COM	91905	60053	DINGES FIRE COMPANY	4,660.00 V
05/04/2026	COM	91906	60372	EAGLE LANDSCAPING & SUPPLY	1,178.00 V
05/04/2026	COM	91907	31830	ENTERPRISE COMPUTER	18,594.00 V
05/04/2026	COM	91908	61366	FIRST ADVANTAGE OCCUP HEALTH SVC CO	235.75 V
05/04/2026	COM	91909	61369	GRAPHICWEAR BRANDING LLC	683.92 V
05/04/2026	COM	91910	53489	GREAT AMERICA FINANCIAL SVCS.	600.00 V
05/04/2026	COM	91911	60206	GREAT LAKES WATER AUTHORITY	1,093.36 V
05/04/2026	COM	91912	53583	GUARDIAN	10,490.43 V
05/04/2026	COM	91913	08500	HUBBELL ROTH & CLARK INC	76,282.71 V
05/04/2026	COM	91914	08500	HUBBELL ROTH & CLARK INC	17,969.70 V
05/04/2026	COM	91915	60902	HUTCH PAVING	15,000.00 V
05/04/2026	COM	91916	09300	KELLER THOMA	2,537.50 V
05/04/2026	COM	91917	51350	LOU'S TRANSPORT INC.	279.25 V
05/04/2026	COM	91918	61157	MATTHEW J. PRANGE	1,400.00 V
05/04/2026	COM	91919	58953	MICHIGAN ASSOCIATION OF PLANNING	775.00 V
05/04/2026	COM	91920	58738	MICHIGAN STATE FIREMEN'S	247.70 V
05/04/2026	COM	91921	60916	MISS SARAH'S FUN FACES AND BALLOONS	500.00 V
05/04/2026	COM	91922	59322	MML WORKERS' COMP FUND	2,255.00 V
05/04/2026	COM	91923	51182	NELSON BROTHERS SEWER &	813.00 V
05/04/2026	COM	91924	51799	NYE UNIFORM EAST	2,452.00 V
05/04/2026	COM	91925	30658	OAKLAND COUNTY CLERKS ASSOC.	35.00 V
05/04/2026	COM	91926	50830	OAKLAND COUNTY TREASURER'S	570.17 V
05/04/2026	COM	91927	16100	ROAD COMMISSION FOR OAKLAND	688.50 V
05/04/2026	COM	91928	59142	ROCK ABBOUD	372.67 V
05/04/2026	COM	91929	61367	ROSS & BARR, INC.	68,000.00 V
05/04/2026	COM	91930	16500	S.O.C.R.R.A	36,411.00 V
05/04/2026	COM	91931	16600	S.O.C.W.A.	18,970.00 V
05/04/2026	COM	91932	61337	SALTY JAKES MAINTENANCE & REPAIR	292.00 V
05/04/2026	COM	91933	60920	SMILE TIME EVENTS	400.00 V
05/04/2026	COM	91934	61372	STATE OF MICHIGAN - MDOT	237,462.14 V
05/04/2026	COM	91935	31043	THOMAS J RYAN PC.	11,805.00 V
05/04/2026	COM	91936	60773	TIPTOP ENTERTAINMENT LLC	495.00 V
05/04/2026	COM	91937	51123	ULINE	2,694.59 V
05/04/2026	COM	91938	61035	UNIVERSAL AMBULANCE SERVICE	312.00 V
05/04/2026	COM	91939	61168	UNMANNED VEHICLE TECHNOLOGIES, LLC	1,149.00 V
05/04/2026	COM	91940	61370	VIRTUAL CREATIONS LLC	674.00 V
05/04/2026	COM	91941	MISC	WATERDOGS	150.00 V
05/04/2026	COM	91942	60217	AMAZON CAPITAL SERVICES	573.39 V
05/04/2026	COM	91943	53284	APPLIED INNOVATION	3,266.04 V
05/04/2026	COM	91944	60617	APRIL BARRETT	400.00 V
05/04/2026	COM	91945	61156	BEST RENTS, LLC	5,655.00 V
05/04/2026	COM	91946	51409	BEVERLY HILLS ACE	453.34 V
05/04/2026	COM	91947	60239	BILLINGS LAWN EQUIPMENT	114.96 V
05/04/2026	COM	91948	52071	BLUE CROSS BLUE SHIELD	40,192.62 V
05/04/2026	COM	91949	50822	BS&A SOFTWARE	3,699.00 V
05/04/2026	COM	91950	49980	C&G PUBLISHING	259.60 V
05/04/2026	COM	91951	61374	C&S SOLUTIONS INC.	9,513.99 V
05/04/2026	COM	91952	60629	CAROUSEL ACRES, INC.	765.00 V
05/04/2026	COM	91953	59347	CINTAS CORPORATION #31	1,115.77 V
05/04/2026	COM	91954	50392	CITY OF BIRMINGHAM	102,389.62 V
05/04/2026	COM	91955	61141	COMCAST	76.95 V
05/04/2026	COM	91956	61357	DEAN SELLERS FORD	93.03 V
05/04/2026	COM	91957	MISC	DEREK RUSSAW	125.00 V
05/04/2026	COM	91958	60053	DINGES FIRE COMPANY	4,660.00 V
05/04/2026	COM	91959	60372	EAGLE LANDSCAPING & SUPPLY	1,178.00 V
05/04/2026	COM	91960	31830	ENTERPRISE COMPUTER	18,594.00 V
05/04/2026	COM	91961	61366	FIRST ADVANTAGE OCCUP HEALTH SVC CO	235.75 V
05/04/2026	COM	91962	61369	GRAPHICWEAR BRANDING LLC	683.92 V
05/04/2026	COM	91963	53489	GREAT AMERICA FINANCIAL SVCS.	600.00 V
05/04/2026	COM	91964	60206	GREAT LAKES WATER AUTHORITY	1,093.36 V
05/04/2026	COM	91965	53583	GUARDIAN	10,490.43 V
05/04/2026	COM	91966	08500	HUBBELL ROTH & CLARK INC	76,282.71 V

Check Date	Bank	Check	Vendor	Vendor Name	Amount
05/04/2026	COM	91967	08500	HUBBELL ROTH & CLARK INC	17,969.70
05/04/2026	COM	91968	60902	HUTCH PAVING	15,000.00
05/04/2026	COM	91969	09300	KELLER THOMA	2,537.50
05/04/2026	COM	91970	51350	LOU'S TRANSPORT INC.	279.25
05/04/2026	COM	91971	61157	MATTHEW J. PRANGE	1,400.00
05/04/2026	COM	91972	58953	MICHIGAN ASSOCIATION OF PLANNING	775.00
05/04/2026	COM	91973	58738	MICHIGAN STATE FIREMEN'S	247.70
05/04/2026	COM	91974	60916	MISS SARAH'S FUN FACES AND BALLOONS	500.00
05/04/2026	COM	91975	59322	MML WORKERS' COMP FUND	2,255.00
05/04/2026	COM	91976	51182	NELSON BROTHERS SEWER &	813.00
05/04/2026	COM	91977	51799	NYE UNIFORM EAST	2,452.00
05/04/2026	COM	91978	30658	OAKLAND COUNTY CLERKS ASSOC.	35.00
05/04/2026	COM	91979	50830	OAKLAND COUNTY TREASURER'S	570.17
05/04/2026	COM	91980	16100	ROAD COMMISSION FOR OAKLAND	688.50
05/04/2026	COM	91981	59142	ROCK ABBOUD	372.67
05/04/2026	COM	91982	61367	ROSS & BARR, INC.	68,000.00

COM TOTALS:

Total of 94 Checks:	1,103,628.67
Less 41 Void Checks:	396,406.97
Total of 53 Disbursements:	<u>707,221.70</u>

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
05/04/2026	CD	S	135030	SUMMARY CD 05/04/2026	
101-000-001.01			COMERICA DEPOSITORY		287,063.89
101-000-202.00			ACCOUNTS PAYABLE	287,063.89	
202-000-001.01			COMERICA DEPOSITORY		13,278.24
202-000-202.00			ACCOUNTS PAYABLE	13,278.24	
203-000-001.01			COMERICA DEPOSITORY		32,959.21
203-000-202.00			ACCOUNTS PAYABLE	32,959.21	
205-000-001.01			COMERICA DEPOSITORY		250,806.32
205-000-202.00			ACCOUNTS PAYABLE	250,806.32	
208-000-001.01			COMERICA DEPOSITORY		213.44
208-000-202.00			ACCOUNTS PAYABLE	213.44	
226-000-001.01			COMERICA DEPOSITORY		36,577.98
226-000-202.00			ACCOUNTS PAYABLE	36,577.98	
401-000-001.01			COMERICA DEPOSITORY		35,944.58
401-000-202.00			ACCOUNTS PAYABLE	35,944.58	
592-000-001.01			COMERICA DEPOSITORY		50,378.04
592-000-202.00			ACCOUNTS PAYABLE	50,378.04	
				<u>707,221.70</u>	<u>707,221.70</u>
				<u><u>707,221.70</u></u>	<u><u>707,221.70</u></u>



Agenda Item Summary

To: Village Council

From: Carissa Brown, Village Clerk

Re: *Consent Agenda - 4. First Announcement of Various Board/Commission Vacancies*

Date: May 5, 2026 - [Click to View Agenda](#)

Summary:

The following is a list of board members whose terms expire on June 30, 2026. All the members listed below have been notified of their term expiration and asked to submit an application if they are interested in reappointment. Council agreed in November 2008 to make these vacancies open to the public as well as the currently seated members. All terms are for three years beginning July 1, 2026 and expiring June 30, 2029. All interested and eligible residents of Beverly Hills are encouraged to apply. Descriptions of each Board/Commission can be found on the Village website by selecting "Boards/Commission" under the "Government" tab. The deadline for applications is Friday, May 29, 2026.

Applications are available on the Village website or in the Village Office. A blank application is also included in this packet.

In addition, a vacancy exists on the Planning Commission due to a resignation on April 6, 2026. This term is scheduled to expire on June 30, 2028.

List of Boards/Commission Members (term expires on June 30, 2026)

Birmingham Area Cable Board

Christopher Dobies (seeking reappointment)

Parks & Recreation Board

Matt Goodrich (not seeking reappointment)

Gregory Ross (seeking reappointment)

Molly Borgon (not seeking reappointment)

Planning Commission

Robin Dillard-Russaw (seeking reappointment)

Charles Copeland (seeking reappointment)
Jeff Campbell

Zoning Board of Appeals

Timothy Makar
Leslie Rott
Scott Beach (not seeking reappointment)
Adam Beslove (Alternate)

List of Boards/Commission Members (partial term expires on June 30, 2028)

Planning Commission

Andrew Ross (resigned)

This constitutes the first announcement of the vacancies with appointments scheduled to take place at the June 16, 2026 regular Village Council meeting.

Recommendation:

Attachments:

1. Application for Boards & Commissions

Application for Boards & Commissions



Applying to a Board or Commission

Individuals interested in serving on a Village board, commission, or committee must complete the "Application for Boards and Commissions," indicating the board or commission for which they are applying. Applications are available at the Village Clerk's Office or online at www.beverlyhillsmi.gov. Applications remain active for one year and will be considered by the Village Council if a vacancy becomes available on the selected board or commission.



Appointment Process

Vacancies on Village boards and committees are publicly announced at two consecutive regular Village Council meetings and at the applicable board or committee meeting. Announcements are also posted on the Village website, Facebook page, the Village newsletter and included in the Around the Village e-news blast.

A three-member selection committee is formed to review applications. If a selection committee meeting is held, it will be an open meeting and will be properly posted in advance. Applicants are encouraged to attend, and meetings are scheduled at a time that allows applicants an opportunity to be heard.

The selection committee reviews all submitted applications and may recommend two or three candidates in order of preference. Prior to making a recommendation to the Village Council, the Council liaison consults with the Chairperson of the applicable board or committee.

Final appointments are made by the Village Council. Following Council action, all applicants receive written notification regarding the outcome of their application. Applications of unsuccessful candidates are retained for future consideration and remain active for one year from the date of submission.



Eligibility Requirements

Individuals appointed by the Village Council to serve on boards and standing committees must meet the following requirements:

- Have resided in the Village for at least one year
- Be a qualified and registered voter of the Village of Beverly Hills
- Be able to maintain a minimum 70% annual attendance record
- Agree to abide by the Ethical Standards of Conduct as outlined in the Village of Beverly Hills Organizational and Council Policies and Procedures Manual

Removal for Cause: Members of any board or standing committee may, after a public hearing, be removed for cause by the Village Council.

Application for Boards & Commissions



Birmingham Area Cable Board

Members: 4

Term Length: 3 years

Meeting Schedule: 3rd Wednesday of each month, 7:45 a.m.

Location: Village Municipal Building

Duties: Advises Village Council on cable television matters, monitors franchisee performance and compliance, acts as liaison between residents and the franchisee and oversees the Cable Administrator and Municipal Access Channel.



Downtown Development Authority

Members: 9

Term Length: 4 years

Meeting Schedule: TBD

Location: Village Municipal Building

Duties: Promotes economic growth, maintains and improves properties in the district, manages funding and contracts, supports marketing and business initiatives, and analyzes economic trends in the Downtown District. **Note: While residents are allowed to serve on the board, the majority of members must be individuals with a stake in the area (e.g., property owners or business owners).**



Parks & Recreation Board

Members: 9

Term Length: 3 years

Meeting Schedule: 3rd Thursday of each month, 7:00 p.m.

Location: Village Municipal Building; Beverly Park Pavilion May-October

Duties: Makes recommendations regarding park maintenance, improvements, and development, evaluates park and recreational facilities and advises on park usage, fees, and regulations (with Council concurrence).



Planning Commission

Members: 9

Term Length: 3 years

Meeting Schedule: 4th Wednesday of each month, 7:00 p.m.

Location: Village Municipal Building

Duties: Advises Council on physical development of the Village, recommends ordinances and ordinance amendments, reviews zoning changes, site plans, and special approval uses.



Village Council

Members: 7

Term Length: 4 years

Meeting Schedule: 1st and 3rd Tuesday of each month, 7:00 p.m.

Location: Village Municipal Building

Duties: Appointment to fill an unexpired term of an elected Council member. Council is the legislative and governing body of the Village.



Zoning Board of Appeals

Members: 9 members and 2 alternates

Term Length: 3 years

Meeting Schedule: 2nd Monday of each month, 7:00 p.m.

Location: Village Municipal Building

Duties: Hears appeals for zoning ordinance interpretations or exceptions, and variance requests.

Application for Boards & Commissions



Kindly provide responses to the following questions. Additional sheet(s) may be attached if necessary.

? Why are you interested in serving on a board/commission?

? Describe any current or previous involvement serving on any boards, committees or volunteer groups?

? Do you have any potential conflicts of interest the Village should be aware of ?

? What do you see as the most important opportunities or challenges facing our community?

? What do you hope to accomplish if appointed?

Education Background

Signature

Date



Agenda Item Summary

To: Village Council
From: Warren Rothe, Village Manager

Re: ***Business Agenda - 1. Award Bid for Installation of Beverly Park Playground Equipment***

Date: May 5, 2026 - [Click to View Agenda](#)

Summary:

Bids for the Beverly Park Playground installation were opened on April 8, 2026. A total of three bids were received, with the lowest bid being \$658,513.61 submitted by JSS - Macomb, LLC (JSS). Upon review, JSS was found to meet all qualification requirements. In accordance with the Village's grant agreement with the Michigan Department of Natural Resources (DNR), the bids were submitted to the Grants Office, which reviewed and approved proceeding with awarding the contract to JSS, the lowest qualified bidder.

The Beverly Park Playground project has been in development since late 2022. Following a single bid submission in July 2025, the DNR required a minimum of three bids, leading to modifications in the project's scope. The revised plan involved the complete removal of all wood-chipped areas, which were replaced with synthetic turf surfacing. This change aimed to reduce long-term maintenance costs and operations, while maximizing available grant funding. The turf area increased by 149%, an additional 9,340 square feet. For reference, \$181,623 of the original project costs of \$686,252.11 was allocated for the initial 6,270 square feet of turf.

A timeline of the project, including a financial history, is included for reference purposes. OHM Advisors, the hired Prime Professional (required by the DNR grant) will be onsite to answer questions about the specifications and bid process. Their memo documenting the scope changes is also included for your review.

Financial Impact:

This project is primarily funded through a \$500,000 grant from the DNR, and a \$100,000 grant from Oakland County. The net cost to the Village for the installation is \$58,513.61. Budget amendments have been prepared by Finance Director Kutey and are included in the proposed resolution.

Recommendation:

BE IT RESOLVED, the Beverly Hills Village Council hereby awards the bid for installation of the Beverly Park Playground to JSS - Macomb, LLC in the amount of \$658,513.61. Funds are available in account #208-900-970.01

BE IT FURTHER RESOLVED, the Beverly Hills Village Council authorizes the Finance Director to amend the Fiscal Year 2026 Budget as proposed.

Attachments:

1. 2026_0421 Bid Tab - Beverly Park Playscape
2. JSS Bid
3. OHM Memo Re Scope Changes
4. Spark Timeline for Packet
5. Beverly Park Financial History
6. Q4 Budget Amendments for 5.5.26 Council Meeting

Village of Beverly Hills

4/21/2026

Bid Tabulation - Beverly Park Playscape Improvements

		BIDDERS		
SCOPE	Unit	JSS Macomb, LLC	Michigan Recreation Construction, Inc.	Penchura LLC
The scope of this project is the demolition and removal of existing play structure, safety surfacing, and heaved concrete walk; installation of Village owned play equipment, synthetic safety surfacing, concrete sidewalk, and associated site amenities and features	Lump Sum	\$658,513.61	\$870,650.00	\$886,330.00
UNIT PRICING				
Removal of unsatisfactory soil and replacement with satisfactory soil material.	CYD	\$45.50	\$125.00	\$162.00
Provide additional synthetic grass safety surfacing material	SQFT	\$22.00	\$39.00	\$34.00
Provide Concrete Header, 6 inch wide	LFT	\$39.25	\$81.00	\$106.00
Lawn Restoration, incl. grade, top dress, and seed	SYD	\$10.50	\$8.00	\$10.00
Provide Concrete Pad with Aggregate Subbase, 4 ft by 8 ft, 4 inches	EA	\$560.00	\$500.00	\$687.00
Provide Concrete Walk, 4 inches, with Aggregate Subbase, 4 inches	SQFT	\$12.00	\$16.00	\$21.00
Metal Bench 6 inches, Backrest	EA	\$3,300.00	\$3,150.00	\$2,415.00
Metal Bench 6 inches, Backless	EA	\$2,840.00	\$2,700.00	\$2,055.00
Attended Optional Pre-Bid meeting		NO	YES	NO

Based on the submitted bids and project references, OHM Advisors recommends award to JSS Macomb, LLC for the amount of \$658,513.61.



SECTION 3: BID PROPOSAL

PROPOSALS: The undersigned as bidder declares that he/she having examined the plans and specifications with the related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including availability of materials and labor, hereby proposes to complete the Project which consists of playscape improvements at Beverly Park within the Village of Beverly Hills.

The Work of the Project is defined by the Contracts Documents and consists of the following;

The scope of this project is the demolition and removal of existing play structure, safety surfacing, and heaved concrete walk; installation of Village owned play equipment, synthetic safety surfacing, concrete sidewalk, and associated site amenities and features.

THE BIDDER'S ATTENDANCE AT THE SCHEDULED PRE-BID MEETING AND SITE VISIT IS ENCOURAGED, BUT NOT REQUIRED.

BID PROPOSAL: A single prime contract based on a Stipulated Price as specified to furnish all labor, equipment materials, and supplies, to complete the program in accordance with the bid specifications, within the time set forth therein, and at the price stated below. The price shall cover all expenses incurred in performing the work required under the contract documents, of which this Proposal is part, and include the following:

- Develop, coordinate and maintain project schedule.
- Obtain all permits and coordinate inspections.
- Review submittals for conformance with the design drawings and specifications.
- Set up and maintain temporary utilities, site security, dumpsters, sanitary facilities, etc. to support construction.
- Provide full time job site supervision.
- Provide a safety representative and be responsible for safety precautions and programs.
- Routine job clean up, debris removal, and dust control.
- Monitor compliance with permit conditions.
- Coordinate with design professional and issue field memos and clarifications as required.
- Review and provide monthly pay application for payment.
- Coordinate biweekly progress meetings.
- Maintain daily inspection records by varying site conditions.
- Coordinate inspections, materials testing, and special testing with design profession and Village as required.
- Attend all contractor walk-throughs, final inspections and demonstrations.
- Organize and deliver as-built drawing mark ups, project records, manuals, warranties, product literature, etc.
- Final job site cleanup.

NOTE: State or federal funds are being used to assist in construction and all relevant State or federal requirements will apply.

1. *Contractor must comply with all requirements of 1976 PA 453 (Elliott-Larsen Civil Rights Act) and 1976 PA 220 (Persons with Disabilities Civil Rights Act), as amended. Therefore, the contractor and any subcontractors not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position.*

COMPANY NAME: JSS - Macomb, LLC

Having examined all matters referred to in the Instructions to Bidders and the Bid Documents for the above mentioned project, we the undersigned, hereby offer to enter into a Contract to perform the Work for the sum of:

Six Hundred Thousand, Five Hundred Thirteen Thousand and 61/100
\$ _____ dollars (\$ 658,513.61).

UNIT PRICES:

The amounts below will be added to the Contract Sum on performance and measurement of the individual items of Work for quantities above those identified on the drawings which are included in the base bid price.

Unit Price No. 01: Removal of unsatisfactory soil and replacement with satisfactory soil material.

1. Forty Five and 50/100 Dollars (\$ 45.50) per cyd

Unit Price No. 02: Provide additional synthetic grass safety surfacing material.

1. Twenty Two and 00/100 Dollars (\$ 22.00) per sqft

Unit Price No. 03: Provide Concrete Header, 6 inch wide.

1. Thirty Nine and 25/100 Dollars (\$ 39.25) per lft

Unit Price No. 04: Lawn Restoration, incl. grade, top dress, and seed

1. Ten and 50/100 Dollars (\$ 10.50) per syd

Unit Price No. 05: Provide Concrete Pad with Aggregate Subbase, 4 ft by 8 ft, 4 inches

1. Five Hundred Sixty and 00/100 Dollars (\$ 560.00) per each

Unit Price No. 06: Provide Concrete Walk, 4 inches, with Aggregate Subbase, 4 inches

1. Twelve and 00/100 Dollars (\$ 12.00) per sqft

Unit Price No. 07: Metal Bench 6 inches, Backrest

1. Three Thousand Three Hundred and 00/100 Dollars (\$ 3,300.00) per each

Unit Price No. 08: Metal Bench 6 inches, Backless

1. Two Thousand Eight Hundred and 00/100 Dollars (\$ 2,840.00) per each

UNIT PRICES:

Unit prices will be utilized when unforeseen conditions arise and work is required to be performed. Quantities will be verified and coordinated by the Village's representative. Unit prices will not be utilized for base bid work of project identified in the Contract Documents. The Village of Beverly Hills Purchasing Department will correct all mathematical errors.

**BID PROPOSAL
SIGNATURE PAGE**

PRICES:

Prices shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder(s) whose prices shall remain firm through project completion and final acceptance in accordance with the bid specifications.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Patrick Jones

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

TAX ID: 47-2609944

COMPANY: JSS - Macomb, LLC

ADDRESS: 50916 Justin Drive VILLAGE: Macomb STATE: MI ZIP: 48044

PHONE: () 586-709-6305 FAX NUMBER: () _____

REPRESENTATIVE NAME: Patrick Jones - President

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Patrick Jones

PAYMENT TERMS: Net 30 WARRANTY: One Year

CHECK INCLUDED: _____ COMPLETION: 30 Days

EMAIL: patrick@jss-macomb.com

EXCEPTIONS:

Any exceptions, substitutions, deviations, etc. from the Village of Beverly Hills specifications and this bid proposal must be stated below. The reason for the exception(s), deviation(s), substitution(s), are an integral part of this bid offer.

ACKNOWLEDGEMENT:

I, Patrick Jones, certify that I have read the Instructions to Bidders and that the bid proposal documents contained herein were obtained directly from the Village's Purchasing Department or the MITN website, www.bidnetdirect.com and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Patrick Jones

IMPORTANT: All Village of Beverly Hills purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law. Please include a copy of any relevant MSDS at the time of bid submission.

NOTE: The Village of Beverly Hills, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

US FUNDS: All prices are to be quoted in U. S. Currency.



SECTION 3: CRITERIA FOR SELECTION

The Village of Beverly Hills reserves the right to award this proposal to the firm considered the most qualified based upon a combination of factors including but not limited to the following:

- A. Compliance with qualifications criteria
- B. Completeness of the proposal
- C. Financial strength and capacity of the firm
- D. Correlation of the proposals submitted to the needs of the Village of Beverly Hills
- E. Any other factors which may be deemed to be in the Village's best interest
- F. Evaluation Process as outlined below:

Phase 1: Minimum Qualifications Evaluation (Pass/Fail)

Organizations will be required to meet minimum established criteria to be considered for the second phase of the process. Minimum qualifications include:

- Prior experience with installation of play structures
- Prior experience in installation of synthetic turf safety surfacing

Phase 2: Fee Proposal (ranking)

Per MiGrants, the lowest qualified bidder is to be awarded the project.

Note:

The Village of Beverly Hills reserves the right to change the order or eliminate an evaluation phase if deemed in the Village's best interest to do so.



PUBLIC ACT 57
STATE OF MICHIGAN
89th LEGISLATURE
REGULAR SESSION OF 1998

Introduced by Resp. Middaugh, Alley, Brackenridge, Olshove, Dobronski, Griffin, Gernaat, Walberg, Rhead, Richner, Kukuk, Callahan, Murphy, Thomas, Leland, Profit, Palamara, Wetters, McNutt, Varga, Gagliardi, Gustafson, Kilpatrick, Sikkema, Schermesser, Birkholz, Bodern, Dobb, Raczkowski and Perricone.

ENROLLED HOUSE BILL NO. 5607

AN ACT to require contractors to provide certain notices to governmental entities concerning improvements on real property; to allow for the modifications of contracts for improvement to real property; to provide for remedies; and to repeal acts and parts of acts.

The People of the State of Michigan enact:

Sec. 1 As used in this act:

- (a) "Contractor" means a person who contracts with a governmental entity to improve real property or perform or manage construction services. Contractor does not include a person licensed under Article 20 of the Occupational Code, 1980 PA 299, MCL 339.2001 to 339.2014.
- (b) "Governmental Entity" means the state, a county, city, township, village, public educational institution, or any political subdivision thereof.
- (c) "Improve" means to build, alter, repair, or demolish an improvement upon, connected with, or beneath the surface of any real property, to excavate, clear, grade, fill, or landscape any real property, to construct driveways and roadways, or to perform labor upon improvements.
- (d) "Improvement" includes, but is not limited to, all or any part of any building, structure, erection, alteration, demolition, excavation, clearing, grading, filling, landscaping, trees, shrubbery, driveways, and roadways on real property.
- (e) "Person" means an individual, corporations, partnership, association, governmental entity, or any other legal entity.
- (f) "Real Property" means the real estate that is improved, including, but not limited to, lands, leaseholds, tenements, hereditaments, and improvements placed on the real property.

Sec. 2 A. contract between a contractor and a governmental entity for an improvement that exceeds \$75,000.00 shall contain all the following provisions:

- (a) That if a contractor discovers 1 or both of the following physical conditions of the surface or subsurface at the improvement site, before disturbing the physical condition, the contractor shall promptly notify the governmental entity of the physical condition in writing.
 - (i) A subsurface or latent physical condition at the site is differing materially from those indicated in the improvement contract.
 - (ii) An unknown physical condition at the site is of an unusual nature differing materially from those ordinarily encountered and generally recognized as inhering in work of the character provided for in the improvement contract.
- (b) That if the governmental entity receives a notice under subdivision (a), the governmental entity shall promptly investigate the physical condition.
- (c) That if the governmental entity determines that the physical conditions do materially differ and will cause an increase or decrease in costs or additional time needed to perform the contract, the governmental entity's determination shall be made in writing and an equitable adjustment shall be made and the contract modified in writing accordingly.
- (d) That the contractor cannot make a claim for additional costs or time because of a physical condition unless the contractor has complied with the notice requirements of subdivision (a). The governmental entity may extend the time required for notice under subdivision (a).
- (e) That the contractor cannot make a claim for an adjustment under the contract after the contractor has received the final payment under the contract.

Sec. 3 (1) If the contractor does not agree with the governmental entity's determination, with the governmental entity's consent the contractor may complete performance on the contract.

(2) At the option of the governmental entity, the contractor and the governmental entity shall arbitrate the contractor's entitlement to recover the actual increase in contract time and costs incurred because of the physical condition of the improvement site. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association and judgment rendered may be entered in any court having jurisdiction.

Sec. 4 If an improvement contract does not contain the provisions required under Section 2, the provisions shall be incorporated into and considered part of the improvement contract.

Sec. 5 This Act does not limit the rights or remedies otherwise available to a contractor or the governmental entity under any other law or statute.

Sec. 6 This Act is repealed effective December 31, 2001.

Enacting Section 1 This Act takes effect 180 days after the date this Act is enacted.

This Act is ordered to take immediate effect.

(Signed by John Engler, Governor of Michigan, at 3:00 p.m. on April 8, 1998)



SECTION 4: TERMS AND CONDITIONS

SIGNATURE:

Each authorized representative of the organization must sign the BID with their usual signature and shall give their full business address. BID documents submitted by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. BID documents by corporations shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind it in the matter. BID documents from governmental agencies must be signed by the principal authorized to bind it in the matter.

PURCHASE ORDER:

After the Village Council has approved the award, the Village of Beverly Hills Purchasing Department will send an award letter to the Contractor. Once notified, the Contractor will be required to submit the specified bonds. A purchase order will be issued in approximately one-week and released, once acceptable bonds and insurance are received. A purchase order issued in conjunction with the Contract Form (provided in the Forms Section) from the Village of Beverly Hills will create a bilateral contract between the parties, and the successful bidder(s) shall commit to perform the contract in accordance with the proposal.

CONTRACT TERMINATION:

The Village of Beverly Hills shall reserve the right to terminate the contract upon written notice due to poor performance. The Village of Beverly Hills designated representative will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the Village of Beverly Hills's best interest and will be final.

TERMINATION FOR CONVENIENCE:

The Village may cancel the contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the Village chooses to cancel this contract in part, the charges payable under this contract shall be equitably adjusted to reflect those services that are cancelled.

PERMITS:

All work performed must meet Village and State Code. The Contractor shall obtain all applicable and required permits and arrange for inspections. All fees for said Village permits will be waived. State permits to be part of Contractors fee if applicable to project.

MICHIGAN CONSTRUCTION LIEN ACT:

The Contractor agrees that he/she will abide by all requirements of the Michigan Construction Lien Act (P.A. 1980, No. 497) as amended and effective March 1, 1982, and to provide full and complete Sworn Statements on Owner-approved forms.

PUBLIC ACT 57:

Public Act 57 requires contractors to provide certain notices to governmental entities concerning improvements on real property; to allow for modifications of contracts for improvement of real property; to provide for remedies; and to repeal acts and parts of acts. This contract shall comply with all applicable provisions of Public Act 57.

BOND SUBMITTAL:

Subsequently, upon notice of award to the successful bidder, the Contractor shall qualify for, sign, and deliver to the Village of Beverly Hills an executed Performance Bond, an executed Labor and Materials Payment Bond, and an executed one-year Maintenance Bond secured by a surety company, acceptable to the Village of Beverly Hills by being licensed to do business in Michigan, and be included on the U. S. Treasury Department Surety List and/or have a rating of A (-) or better by A. M. Best, and/or Standard and Poor, on standard AIA forms, each in the amount of one hundred percent (100%) of the contract sum. Attorneys-in-fact who sign such bonds must attach a certified copy of their Power of Attorney when the bonds are submitted.

The Contractor shall abide by the provisions set forth therein. Any item of work performed by other than the Contractor or approved Subcontractors will be considered as unauthorized and shall not be paid for under the provision of the Contract.

IMPORTANT INFORMATION:

The Village shall have the right to require by written order, changes in, additions to, or deductions from the work required by the proposal provided that if changes, additions, or deductions are made, the general character of the work as a whole is not changed thereby. Adjustments in the proposal price, if any, because of any change, addition, or deduction in the work, shall be determined as hereinafter provided, and any claim for extension of time for completion shall be adjusted at the time of ordering the change, addition, or deduction. No claim for change, addition, or deduction, or adjusting of price, or extension of time for completion thereof, shall be made or allowed unless done in pursuance of written order from the Village specifically authorizing such change, addition, or deduction. Drawings without a written order shall not be considered such authority. Written notice of such claims shall be made to the designated Village representative before the commencement of the work. Where the written order diminishes the quality of work to be done, this shall not constitute a basis for a claim for damages or anticipated profits on the work that may be dispensed with.

DOCUMENTS AND SUBMITTALS AT THE SITE

The Contractor shall maintain at the site for the Owner one copy of the Documents and a current set of the Construction Documents, in good order and marked currently to indicate field changes and selections made during construction, and one copy of approved Submittals. The Contractor shall deliver these items to the Owner in as a record of the Work as constructed.

USE OF SITE

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Documents, and shall not unreasonably encumber the site with materials or equipment.

WORKING HOURS

The Contractor should be aware of the Village of Beverly Hills Ordinance, Chapter 42.20 [c] 8, Offenses Against Public Peace, Safety and Morals, that limit working hours to be between 7:00 am and 7:00 pm, Monday through Saturday. Applying for a variance to this ordinance will be the responsibility of the Contractor if longer working hours are required. Permission must be obtained from the Village to work on Sundays and holidays.

UTILITY USE

Contractor to anticipate providing all own utilities unless coordinated with the Village during Construction. The intent is if electrical is available, no metering is required. Water where/when available can be provided, will need to be metered if provided off meter or Construction meter at cost to contractor.

OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces; and to award separate contracts in connection with other portions of the Project, or other construction or operations on the site, under terms and conditions identical or substantially similar to this Contract, including those terms and conditions related to insurance and waiver of subrogation. The Owner shall notify the

Contractor promptly after execution of any separate contract. If the Contractor claims that delay or additional cost is involved because of such action by the Owner, the Contractor shall make a Claim.

When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Documents in each case shall mean the individual or entity that executes each separate agreement with the Owner.

The Owner shall provide for coordination of the activities of the Owner's own forces, and of each separate contractor, with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with other separate contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to the construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, separate contractors and the Owner until subsequently revised.

Unless otherwise provided in the Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or separate contractors, the Owner shall be deemed to be subject to the same obligations, and to have the same rights, that apply to the Contractor under the Contract.

MUTUAL RESPONSIBILITY

The Contractor shall afford the Owner and separate contractors' reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Documents.

If part of the Contractor's Work depends upon construction or operations by the Owner or a separate contractor, the Contractor shall, prior to proceeding with that portion of the Work, prepare a written report to the Owner, identifying apparent discrepancies or defects in the construction or operations by the Owner or separate contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to report shall constitute an acknowledgment that the Owner's or separate contractors completed or partially completed construction is fit and proper to receive the Contractor's Work, except as to defects not then reasonably discoverable.

The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a separate contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a separate contractor's delays, improperly timed activities, damage to the Work or defective construction.

The Contractor shall promptly remedy damage the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or separate contractors.

The Owner and each separate contractor shall have the same responsibilities for cutting and patching the Work as the Contractor has with respect to the construction of the Owner or separate contractors.

CLEANING UP

The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, secure the Contractor's tools, construction equipment, machinery and surplus materials from and about the Project.

OWNER'S RIGHT TO CLEAN UP

If a dispute arises among the Contractor, separate contractors and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and will allocate the cost among those responsible.

PAYMENT APPLICATIONS AND PROJECT COMPLETION

Contract Sum: The Contract Sum is stated in this agreement.

PROGRESS PAYMENTS:

The Village of Beverly Hills will consider a progress payment schedule for work as completed in accordance with the proposal. The Owner or Village Representative will have final approval of the schedule as presented. No payments for work will be made until the designated Village representative approves the work as complete in accordance with the proposal. Prior to release of the final payment, consent of surety document (A1A Document G707) will be required and signed by the surety Company. The Village of Beverly Hills reserves the right to reject the payment schedule if deemed necessary and determine the final schedule.

PROPOSED PAYMENT SCHEDULE: Monthly

SCHEDULE OF VALUES

Where the Contract Sum is based on a stipulated sum or Guaranteed Maximum Price, the Contractor, prior to the first Application for Payment after execution of the Purchase Order shall submit to the Owner a schedule of values allocating the entire Contract Sum to the various portions of the Work and prepared in such form and supported by such data to substantiate its accuracy as the Owner may require. This schedule, unless objected to by the Owner, shall be used as a basis for reviewing the Contractor's Applications for Payment.

Unless otherwise provided in the Documents, payments shall be made for services provided as well as materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage and transportation to the site for such materials and equipment stored off the site.

The Contractor warrants that title to all Work, other than Instruments of Service, covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that, upon submittal of an Application for Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests or encumbrances in favor of the Contractor, Architect, Consultants, Contractors, material suppliers, or other persons or entities entitled to make a claim by reason of having provided labor, materials and equipment relating to the Work.

A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Documents.

RETAINAGE:

A 10% retainage will be withheld from each payment of invoice for the first fifty (50) percent of the contractor's earned fee to a maximum retained amount equal to five (5) percent of the total amount of the contract value.

CHANGE OF CONTRACT PRICE

Contractor's fee:

When applicable, the Contractor's fee for overhead and profit will be determined as follows:

1. A mutually acceptable fixed fee; or
2. If a fixed fee is not agreed upon, then the fixed fee will be based on the following percentages of the various portions of the Cost of Work:
 - a. Payroll costs of employee and all materials and equipment costs furnished and incorporated in the work, the Contractor fee will be 10 percent.
 - b. Payments made by Contractor to Subcontractors for Work performed by Subcontractors, the Contractor's fee will be 5 percent.

DELIVERY:

All materials are to be F.O.B. delivered, freight paid, to the various work sites within the Village of Beverly Hills. Contractor to coordinate the delivery of the Village owned play equipment from Howell, Michigan to the project site.

PROTECTION OF PERSONS AND PROPERTY

Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.

SAFETY OF PERSONS AND PROPERTY

The Contractor shall be responsible for precautions for the safety of, and reasonable protection to prevent damage, injury or loss to

1. employees on the Work and other persons who may be affected thereby;
2. the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Architect, Consultants, or Contractors, or other person or entity providing services or work for the Contractor; and
3. other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, or structures and utilities not designated for removal, relocation or replacement in the course of construction.

The Contractor shall comply with, and give notices required by, applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property, or their protection from damage, injury or loss.

The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations, and notify owners and users of adjacent sites and utilities of the safeguards and protections.

INSPECTION OF WORK;

All materials and each part or detail of the work shall be subjected at all times to inspection by the Designated Village Representative, Inspector, or Agents of the Designated Village Representative. The Contractor will be held strictly to the true intent of the Specifications in regard to quality of materials. Any materials supplied under these specifications is subject to the described inspection. The Designated Village Representative shall be allowed access to all parts of the work and shall be furnished with such information and assistance by the Contractor as is necessary to make a complete and detailed inspection.

CORRECTION OF WORK

Before or After Substantial Completion. The Contractor shall promptly correct Work rejected by the Owner or failing to conform to the requirements of the Documents, whether discovered before or after Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for any design consultant employed by the Owner whose expenses and compensation were made necessary thereby, shall be at the Contractor's expense.

SUBCONTRACTORS:

The Contractor shall abide by the provisions set forth therein. Any item of work performed by other than the Contractor or approved Subcontractors will be considered as unauthorized and shall not be paid for under the provision of the Contract.

COMPLETION SCHEDULE AND LIQUIDATED DAMAGES:

The work shall commence upon Village Council Approval. A final construction schedule shall be developed by the Contractor and shall be closely coordinated with the Village of Beverly Hills. The designated Village representative shall approve the work schedule prior to the start of the project. His/her decision as to acceptability shall be deemed in the Village of Beverly Hills's best interest. The Village of Beverly Hills is the only party to this contract that may authorize amendment of this schedule. **Final Completion Date: August 1, 2026, approximately 115 days from submitted bid**

Failure of the bidder to complete the project as specified shall result in the following penalties:

Five hundred dollars (\$500) per day every calendar day after final completion date that the project is not complete unless mutually agreed upon with the Village representative and/or due to uncontrollable circumstances also recognized by the Village representative.

MATERIAL SAFETY DATA SHEET:

All Village of Beverly Hills purchases require a Material Safety Data Sheet, where applicable, in compliance with the MIOSHA "Right to Know" Law. Please provide copies of any relevant SDS at the time of award.



SECTION 5: INSURANCE AND INDEMNIFICATION REQUIREMENTS

Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE and ENDORSEMENT**. The required Insurance Certificate and Endorsement must be submitted to the Village within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate and Endorsement may be emailed in PDF form to the Village Clerk, Carissa Brown, at cbrown@villagebeverlyhills.com.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to business in the State of Michigan and acceptable to the Village of Beverly Hills. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR's) are the responsibility of the Contractor.

We can meet the specified insurance requirements.

We cannot meet the specified insurance requirements.

We do not carry the specified limits but can obtain the additional insurance coverage of \$ _____, at the cost of \$ _____.

NOTE: Please note the amendments on a sample insurance certificate and attach it to your SOQ.

Our proposal is reduced by \$ _____ if we lower the requirement to \$ _____.

NOTE: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

IMPORTANT: A Certificate of Insurance on an ACORD Form showing present coverage as well as the required endorsements SHALL be attached to the ITB document at the time of submission of the ITB to the Office of the Village Clerk.

NOTE: Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets Village of Beverly Hills specifications may result in this proposal being completed incorrectly.

OTHER: Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan in accordance with all applicable statutes of the State of Michigan and acceptable to the Village of Beverly Hills.

INSURANCE VERIFICATION:

A bidder shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

WORKERS' COMPENSATION INSURANCE, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

COMPANY NAME: JSS - Macomb, LLC

COMMERCIAL GENERAL LIABILITY INSURANCE on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

AUTOMOBILE LIABILITY, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

ADDITIONAL INSURED:

Commercial General Liability and Automobile Liability, as described in the attached SAMPLE shall include an Additional Insured Endorsement stating the following shall be ***Additional Insureds***: The Village of Beverly Hills including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and council members, including employees and volunteers thereof. It is understood and agreed by naming the Village of Beverly Hills as additional insured, coverage afforded is considered to be primary and any other insurance the Village of Beverly Hills may have in effect shall be considered secondary and/or excess.

CANCELLATION NOTICE:

All policies, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be mailed to:

Village of Beverly Hills
Warren Rothe, Village Manager
18500 W. 13 Mile Road
Beverly Hills, MI 48025

PROOF OF INSURANCE COVERAGE:

The Contractor shall provide the Village of Beverly Hills, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above all shall be furnished, if so requested.

If any of the applicable coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the Village of Beverly Hills at least ten (10) days prior to the expiration date.

LETTER VERIFICATION:

The recommended bidder will be notified to submit a letter from the *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the recommended bidder may submit the certificate of insurance meeting specifications at this time at his/her option.

The Village must receive this letter or certificate within 5 business days after verbal / electronic notification has been delivered to the recommended bidder or the bidder will be considered non-responsive and the bid un-awardable.

This process will occur before presentation of the award recommendation to the Troy Village Council.

FINAL INSURANCE CERTIFICATE SUBMISSION:

After approval by Beverly Hills Village Council, the Village Clerk will review the insurance certificates and endorsements to ensure all acceptable documents have been received and allow (5) additional business days after verbal / electronic notification to submit final insurance certificate(s) in accordance with specifications. The Village of Beverly Hills reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be barred from doing business with the Village of Beverly Hills for a minimum of three (3) years for failing to meet insurance requirements.

COMPANY NAME: JSS - Macomb, LLC



Beverly Park Playscape Improvements
Section 6: Attachments
Page 1 of 1

SECTION 6: ATTACHMENTS

CONTRACT FORMS:

Bidders should complete and sign the following forms and return with your Bid Proposal.

Forms for Bid Proposal

- Legal Status Of Bidder
- Non-Collusion Affidavit
- Certification Regarding Debarment, Suspension, And Other Responsibility Matters
- "Iran Linked Business"
- Proposer's Sworn And Notarized Familial Disclosure
- Questionnaire and References

The following forms are provided for execution during project:

Forms for Contract Execution

- Village of Beverly Hills Contract Form
- Performance Bond
- Labor and Materials Bond
- Maintenance and Guarantee Bond

Forms for Payment and Closeout

- Contractor's Affidavit
- Contractor's Declaration
- Final Waiver of Lien
- Consent of Surety to Final Payment



Legal Status of Bidder

The Bidder shall fill out the appropriate form and strike out the other two

A **corporation** duly organized and doing business under the laws of the State of Michigan for whom Patrick Jones, bearing the office title of President, whose signature is affixed to this proposal, is duly authorized to execute contracts.

A **partnership**, all members of which, with addresses, is:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

_____	_____
-------	-------



VILLAGE OF BEVERLY HILLS
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

Patrick Jones, being duly sworn deposed, says that he/she
(Print Full Name)

is President of JSS - Macomb, LLC. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the Village of Beverly Hills or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

Patrick Jones

SIGNATURE OF PERSON SUBMITTING BID

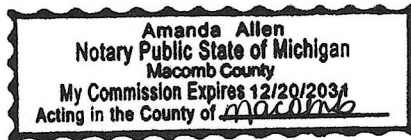
Amanda Allen

NOTARY'S SIGNATURE

Subscribed and sworn to before me this 7th day of April, 2026 in and for
Macomb County.

My commission expires:

12 | 20 | 2031





**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three-year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the Village's Charter, Chapter 12, Section 12.2- Contracts.

I am able to certify to the above statements.

JSS - Macomb, LLC

Name of Agency/Company/Firm (Please Print)

Patrick Jones - President

Name and title of authorized representative (Please Print)

Patrick Jones

Signature of authorized representative

Date

I am unable to certify to the above statements. Attached is my explanation.

**VILLAGE OF BEVERLY HILLS
INDEMNIFICATION (Hold Harmless) CLAUSE**

To the fullest extent permitted by law,

JSS - Macomb, LLC agrees to defend, pay on
(Name of Contractor / Organization)

behalf of, indemnify, and hold harmless the Village of Beverly Hills, its elected and appointed officials, employees and volunteers and others working on behalf of the Village of Beverly Hills against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Village of Beverly Hills, its elected and appointed officials, employees, volunteers or others working on behalf of the Village of Beverly Hills, by reason of personal injury, including bodily injury, or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract/agreement.

Contract / Agreement

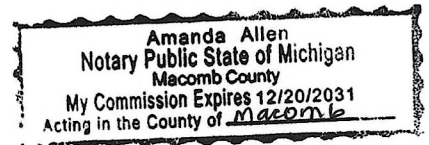
Patrick Jones

Contractor/Organization representative signature/date

Amanda Allen

Witness

Amanda Allen



Village of Beverly Hills representative signature/date

Witness



VENDOR CERTIFICATION THAT IT IS NOT AN "IRAN LINKED BUSINESS"

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Table with 2 columns: Vendor information fields (Legal Name, Street Address, City, State, Zip, Corporate I.D. Number/State, Taxpayer I.D. #) and their corresponding values (JSS - Macomb, LLC, 50916 Justin Drive, Macomb, Michigan, 47-2609944, 47-2609944).

The undersigned, with: 1.)full knowledge of all of Vendors business activities, 2.)full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the Village of Beverly Hills.

Signature of Vendor's Authorized Agent: Patrick Jones

Printed Name of Vendor's Authorized Agent: Patrick Jones - President

Witness Signature: Amanda Allen

Printed Name of Witness: Amanda Allen





Proposer's Sworn and Notarized Familial Disclosure
(to be provided by the Proposer)

The undersigned, the owner or authorized officer of JSS - Macomb, LLC (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of JSS - Macomb, LLC and any member of the Village of Beverly Hills Village Council or Village of Beverly Hills management.

List any Familial Relationships:

Type text here

BIDDER:

JSS - Macomb, LLC

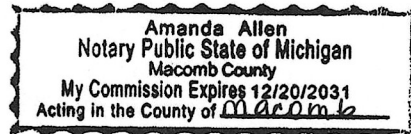
By: Patrick Jones

Its: Patrick Jones - President

STATE OF MICHIGAN)

)ss.

COUNTY OF Macomb)



This instrument was acknowledged before me on the 7th day of April, 2026, by

Amanda Allen

Amanda Allen



BIDDER QUESTIONNAIRE

Please give the following information regarding your Proposal for this bid:

1. Number of years of experience in this work:

Fifteen

2. List the number and types of equipment to be used if awarded this bid:

10 Pieces

3. List the municipalities you have contracted with during the past five years for this type of work:

City of Rochester, Warren Consolidated Schools, Romeo School District,

City of Royal Oak, Armada School District

4. Name of your bank and other financial reference:

Fifth Third Bank and First State Bank

5. Name of your insurance carrier:

6. PL/PD/BI Insurance carrier: EMC Insurance

McNish Agency

Workman's Compensation: EMC Insurance

Amount of Insurance Coverage: \$5 Million

6. Comments:

7. List of proposed sub-contractors and associated work:

Turff Subcontractor TBD based on availability

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative:

Patrick Jones

Title:

Patrick Jones - President

Company Name & Address

JSS - Macomb, LLC

50916 Justin Drive

Macomb, Michigan 48044

Phone Number:

586-709-6305

patrick@jss-macomb.com



REFERENCES

The Village of Beverly Hills requires that your company list at least three (3) clients who have recently had similar work performed by your company during the past three years.

CLIENT: Please see attached projects list. _____

ADDRESS: _____

PHONE: _____ CONTACT: _____

EMAIL: _____

CLIENT: _____

ADDRESS: _____

PHONE: _____ CONTACT: _____

EMAIL: _____

CLIENT: _____

ADDRESS: _____

PHONE: _____ CONTACT: _____

EMAIL: _____

JSS - Macomb 2026 Equipment List

Year	Model	Make
2024	Cat 265 - Skid Steer	Caterpillar
2024	Cat D2 - Dozer	Caterpillar
2024	John Deere 85P Excavator	John Deere
2024	Wacker Neuson Mini Skid Steer	Wacker Neuson
2022	John Deere 26G Excavator	John Deere
2016	Freightliner Tri-Axle Dump Truck	Freightliner
2021	John Deere 75 Excavator	John Deere
2017	Wacker Mini Dumper	Wacker Neuson
2016	4310 Grading Tractor	Kubota
2015	Concrete Walk Behind Saw	Target
2021	John Deere 310 Backhoe	John Deere
2020	800 LF of 4" Concrete Forms	Ellis Manufacturing
2020	350 Lf of 6" Concrete Forms	Ellis Manufacturing
2020	Harley Rake	Land Pride
2020	72" Grass Seeder	Land Pride
2015	Hydro Seeder	Finn
2017	Dump Trailer	Load King
2017	25 Ton Tri Axle Trailer	Interstate
2017	20 Ton Tandem Axle Trailer	Talbert
2017	Dump Trailer	Interstate
2002	Tandem Axle Dump Trailer	International
2020	F-350 Super Crew	Ford
2013	International Tandem Tractor	International
2013	International Single Axle Dump	International
2005	Sterling Flat Bed Truck	Sterling
2020	Arrow Board	
2020	Portable Changeable Message Board	
2020	Radar Detector Speed Zone Sign Board	
2019	Trimble GPS Base & Rover	Trimble
2019	Trimble Robotic Total Station	Trimble
2019	Mavic Pro-2 Drone	Mavic

JSS - Macomb List of Projects

Year	Project Name	Owner	Work Description	Amount of Contract
2025	2025 Macomb Township Gap Program	Macomb Township	Earthwork, Utilities and Concrete Pathways	\$ 616,513.61
2025	Washington Elementary School Playscape	Romeo Schools	Earthwork, Playscape and Concrete Sidewalks	490,720.00
2025	Royal Oak Clawson Park	City of Royal Oak	Earthwork, Playscape and Concrete Sidewalks	699,465.00
2025	Leonard Fire Station	City of Addison	Concrete Sidewalks and Building Slab	49,759.00
2025	River Bends Kayak Park	Shelby Township	Earthwork, Utilities and Concrete Pathways	200,000.00
2024	Dentrye Drain Project	Macomb Township	Installation of a walkway over a county drain	214,000.00
2024	Warren Playscapes	Warren Consolidated Schools	Installation of 12 new playscapes	474,513.00
2024	Croswell Early Child Care	Romeo Schools	Earthwork, Utilities and Concrete Pathways	537,777.00
2024	Rochester All Abilities Park	City of Rochester	Earthwork, Utilities and Concrete for New Playscape	289,336.00
2024	River Bends Kayak Launch	Shelby Township	Earthwork, Utilities and Concrete for Kayak Launch	147,423.00
2024	2024 Macomb Twp Gap Project	Macomb Township	Earthwork, Utilities and Concrete Pathways	511,540.80
2023	Champine Seawall Repair	St Clair Shores	Concrete Seawall Repair	199,604.00
2023	Macomb Township Rec Center and Townhall Concrete	Macomb Township	Replace Conc. Slabs and New Entrance for Townhall	160,000.00
2023	Millenium Cricket Pitc	Northville Township	New concrete slab and astro turf for Cricket Pitch	34,000.00
2023	City Dog Park and Ford Field Concrete	City Of Northville	New Concrete Entrance	3,664.00
2023	Northville Township Community Park Concrete	Northville Township	Replace Concrete Slab at Community Park	2,408.00
2023	Camel Drive Storm Sewer	City of Sterling Heights	Rear Yard Storm System	102,723.86
2023	Hamer Finch Wilkins Park Improvements	City of Royal Oak	New Park - Concrete Work	118,132.16
2023	Brandenburg Park Boat Launch	Chesterfield Charter Township	New Concrete Boat Launch	640,846.58
2023	Meeks Park Pedestrian Bridge	Village of Lake Orion	New Concrete Abutments and Concrete Slabs	105,265.11
2023	Macomb Twp 2023 Gap Project	Macomb Township	New Concrete Pathway	411,837.00
2022	Community Park Interior Pathway Ext.	Charter Township of Northville	Construct 4,133 LF of 10' Wide Walking Trail	162,914.62
2022	2022 Infrastructure Improvements at Pioneer Park	City of Royal Oak	Bioswale, Pond Excavation, Plantings, Wood Fence	193,735.05
2022	Restrooms at Bear Creek and Marsh View Parks	Oakland Charter Township	Installation of new outdoor restroom facilites	81,633.91
2022	Rock Church Soccer Field	Rock Church	Installation of New Soccer Field	66,030.00
2022	Kiwanis Park ADA Pathway	City of Berkley	New ADA Concrete Pathway Project	37,638.26
2022	Beverly Park Pathway Improvements	Village of Beverly Hills	New Pathway and Storm Improvements	41,762.85
2022	St Clair Metro Park Accessible Launch	Huron Clinton Metro Parks	New Kayak Park	547,634.79
2022	FY2021 CDBG Sidewalk Ramp Improvements	Macomb Township	Repacement ADA Sidewalk Ramps	199,513.61
2022	Macomb 2022 Pathway Gap Closure Program	Macomb Township	New Pathway and Storm Improvements	34,159.00
2021	MCRC Compensating Cut	Macomb County Dept of Roads	Excavate and haul 4500 truck yards of dirt	87,436.00
2021	Shady Side Park	City of Mt Clemens	Place new infield at Baseball Diamond	10,513.00
2021	Macomb Twp. 2021 Gap Program	Macomb Township	Construct 1/2 mile of 8' wide concrete Sidewalk	323,000.00

JSS - Macomb List of Projects

Year	Project Name	Owner	Work Description	Amount of Contract
2021	Rochester Schools Summer Program	Rochester Community Schools	Excavation and grading for three new playscapes	112,008.00
2021	Indian Hills Sidewalks	Romeo Community Schools	Construct 1000' of 8' wide sidewalk and new concrete basketball court	153,315.00
2021	LTU Pathway Project	City of Southfield	Construct two sets of Concrete Triptychs	125,000.00
2020	Macomb Twp. 2020 Gap Program	Macomb Township	Two miles of 8' wide concrete pathway	474,000.00
2020	Webber Kayak Park	Chesterfield Charter Township	New Kayak Park and Launch	330,000.00
2019	Stoney Creek Bridges	Shelby Charter Township	Replace Three Bridges with asphalt pathway	490,000.00
2019	Black River Fishing Pier	Huron Clinton Metro Parks	Construct ADA Compliant Fishing Pier	125,000.00
2018	Armada Tree Clearing	Armada Area Schools	6.2 Acres of clearing	74,000.00
2018	Macomb Rec. Center Concrete	Macomb Charter Township	Concrete curbs, walks, stairs	105,000.00
2018	Kyte Monroe Skate Park	City of St. Clair Shores	8,852 sf of Concrete slab	142,803.00
2018	Armada Athletic Complex	Armada Area Schools	8 New tennis courts and baseball field	1,268,964.15
2018	South Lake Middle Schools	South Lake Area Schools	Parking lot construction	109,000.00
2017	Heritage Park ADA Path	Canton Charter Township	New ADA Path at Heritage Park	40,000.00
2017	Bicentennial Dog Park	City of Livonia	Clearing, grading, underdrain, concrete	90,473.00
2017	Athletic Field Improvements	Utica Community Schools	Grading, underground, seeding, irrigation	413,106.00
2016	Rochester Right Turn Lanes	City of Rochester Hills	Grading, concrete, paving, underground	304,432.49
2016	MDOT 1603 046 - Bike Paths Oakland County	MDOT	Grading, curb & sidewalk demo, new concrete	305,813.48
2015	MDOT 1505 072 - Adair Rest Area	MDOT	Grading, underground, seeding, irrigation	336,337.76
2015	Luchtman Road Reconstruction	Macomb County Dept of Roads	Grading, concrete, paving, underground	1,293,890.79
			Total Contracts Built	\$ 12,032,185.27

memorandum

Date: April 16, 2026

To: Warren Rothe, Manager, Village of Beverly Hills
cc: Neil Johnson, DPW Director
From: Stacey Tobar, Principal

Re: Beverly Park Cost Evaluation

The original updates to Beverly Park include site preparation, removal of old play equipment and engineered wood fiber safety surfacing, the installation of new play equipment, and a combination of synthetic lawn and engineered wood fiber safety surfacing, and one bench. The intent was to reuse the plastic play area perimeter section, maintain existing walk and benches.

With the Village pre-purchasing the play equipment, design changes were discussed to simplify the safety surfacing to be entirely synthetic lawn safety surfacing to reduce annual maintenance costs and yearly wood fiber upkeep, replace heaved concrete walk surrounding shade trees to remain for ADA accessibility in the park. This also includes the replacement of three benches that were embedded in the old concrete walk. Perimeter concrete header replaces the plastic edging to secure the synthetic turf and provide a mow edge for easier lawn care.

These changes have the following value based on the current lowest bid received:

Description	Quantity	Units	Material and Labor per Unit Price	Total Item Price	Remarks
SITE WORK					
Demolition and Site Prep	1	LS	\$15,000	\$15,000	
Synthetic Lawn Turf Added Sqft	9,340	SF	\$22	\$205,480	
Metal Bench, Backrest	3	EA	\$3,300	\$9,900	
Metal Bench, Backless	1	EA	\$2,840	\$2,840	
Concrete Walk, 4 inches	628	SF	\$12	\$7,536	4" agg base, incl.
Concrete Header	400	LF	\$40	\$16,000	6 inch wide
Project Design Changes TOTAL				\$256,756	

OHM provided a budget estimate for the project totaling \$802,868

Current Lowest Bid received total **\$658,513.61**

Timeline of Beverly Park Playground Project

This timeline is adapted from a document prepared by Interim Village Manager Trice and additional correspondence from Janice Hausman, which originally ended in fall of 2024.

Spring 2022	Parks & Rec Board Playground Subcommittee conducts research on Beverly Park playground renovation
June/June 2022	Residents provide feedback via Playground Survey
November 17, 2022	Parks & Recreation Board recommends Village Council authorize Spark Grant Application and blanket application for other playground related grants
December 6, 2022	Village Council passes resolutions supporting Spark Grant Application and Playground Grant Applications
December 19, 2022	Administration submits application for Michigan DNR Spark Grant
January 19, 2023	Joint Parks & Rec/Village Council meeting - Lance Shipman from Penchura presents playground concept
February 9, 2023	Village notified by DNR that it was not awarded the Spark Grant
March 21, 2023	Village Council authorizes the purchase of playground equipment, playground surfacing, and installation services from Penchura/Landscape Structures through a Sourcewell cooperative purchasing contract in an amount not to exceed \$687,000 to be installed at Beverly Park.
April 10, 2023	Village pays \$90,811.50 deposit to Penchura, equal to 50% of the turf cost
June 26, 2023	Administration submits second Spark Grant Application
September 6, 2023	Village pays Landscape Structures Inc \$322,304.11 for the playground equipment
September 27, 2023	DNR issues statement that is received 450 applications and anticipates announcing awards the first week of October
October 9, 2023	Village notified that it was awarded the Spark Grant in the amount of \$500,000
November 2, 2023	Administration meets with members of the DNR grant team
November 7, 2023	Village Council authorizes Grant Agreement with Oakland County Parks & Recreation
January 17, 2024	Administration meets with members of the DNR grant team
March 5, 2024	Village Council authorizes Grant Agreement with DNR for the Spark Grant, this was previously tabled at the February 20 Council meeting
August 1, 2024	Administration posts RFP on MITN/BidNet for a Prime Professional, per Spark guidelines
August 22, 2024	RFPs for Prime Professional opened.
September 3, 2024	Village Council awards Prime Professional bid to OHM Advisors in a not to exceed amount of \$25,000

June 13, 2025	DNR gives approval on OHM's prepared specifications and authorizes the Village to proceed with seeking bids
June 20, 2025	Bid invitation posted
July 14, 2025	Bid invitation closes, one bid is received
July 24, 2025	DNR informs Village three bids are required to proceed
August 18, 2025	Village submits appeal request to DNR to proceed with awarding the bid to Penchura/Michigan Recreation as allowed under the Spark grant guidelines
September 8, 2025	DNR informs Village that its appeal request has been denied and that the project must obtain three bids before it can proceed.
October-November 2025	Village engages with Senator Moss's office about the DNR's position and seeks assistance in establishing a dialogue with the DNR.
December 10, 2025	President George, Member Kecskemeti, Manager Rothe, and Sarah Schillio (Senator Moss's Office) meet with DNR representatives to discuss history, funding, and future of the project. The DNR's denial of the Village's appeal request is reviewed at length. The DNR says it will discuss internally and get back to the Village with options to proceed.
December 23, 2025	DNR provides following options for the Village: <ol style="list-style-type: none"> 1. Retain previously purchased equipment and bid out only the installation of the equipment. Village is available to revise its plans to include additional eligible scope items. 2. Rebid the project in its entirety but must accept playground equipment from other manufacturers. 3. Decline the grant assistance.
January 15, 2026	The Council and Parks Board discuss the status of the project at their annual join meeting . It is determined that the installation work shall be rebid, the original purchase of the playground equipment absorbed, and scope modifications (such as increasing the size of the turfed area) be considered in an effort to utilize all grant dollars.
February 3, 2026	OHM scope amendment in the amount not to exceed \$4,200 is approved by Village Manager to proceed with the revised scope and required plans for bidding
March 13, 2026	DNR approves of revised scope, the Village is authorized to commence with bidding.
March 18, 2026	Village posts revised bid package on MITN
April 8, 2026	Bidding period concludes, three bids are received. JSS – Macomb is the low bidder
April 17, 2026	The received bids are uploaded to the DNR portal. They were originally sent earlier, and our DNR grant contact was out of the office for about a week.
April 22, 2026	DNR approves the selection of JSS and authorizes the Village to award the bid to JSS.

Overview of Beverly Park Playground Budget, Scope, and Costs to Date									
3/21/2023 Council Approved Quotes			July 2025 Bid: Penchura			April 2026 Bids		Bid Rank	
Playground Equipment	\$ 322,304.11		Playground Equipment	\$ 322,304.11		Penchura	\$ 886,300.00	3	
Turf & Installation	\$ 363,948.00		Turf & Installation	\$ 490,601.00		Michigan	\$ 870,650.00	2	
Original Cost	\$ 686,252.11			\$ 812,905.11		JSS - Macomb	\$ 658,513.61	1	
			<i>Only bid received, unable to proceed</i>			<i>Approved to select JSS as low bidder by DNR</i>			
Turf Square Footage:	6,270		Turf Square Footage:	6,270		Turf Square Footage:	15,610		
Turf Cost - included in \$363,948 above	\$ 181,623.00								
Village Cash Expenditures			Village Cash Expenditures			Village Cash Expenditures			
Playground Equipment	\$ 322,304.11		OHM Prime Professional Costs	\$ 25,000.00		OHM Prime Professional Costs	\$ 4,200.00		
Turf & Installation Deposit	\$ 90,811.50	50% of turf							
	\$ 413,115.61								
Village Costs - After Refund of Deposit									
Playground Equipment	\$ 322,304.11	A							
OHM: July 25 and April 26 Bids	\$ 29,200.00	B							
JSS - Macomb Bid	\$ 658,513.61								
Less Spark Grant - \$500k	\$ 158,513.61								
Less Oakland County Grant - \$100k	\$ 58,513.61	C							
Total Estimated Village Cost	\$ 410,017.72	A+B+C							
Original Cost from 3/21/2023	\$ 686,252.11								
<i>Savings from Original Cost</i>	\$ 276,234.39								
<i>includes 149% more turf</i>									

FY26 Proposed Budget Amendments
May 5, 2026 Council Meeting

GL Account	Account Description	Fund	Original Budget	Budget Amendments	Amended Budget	Notes/Comments
	Park Improvement Fund Revenue Amendments					
208-900-974.01	Land Impr Beverly Park	Parks	95,000	(95,000)	-	Move and increase budget to new cap outlay account
208-900-974.02	Land Impr Beverly Green	Parks	200,000	(200,000)	-	Cancel and defer budget to FY27 due to grant from Tlaib
208-900-974.03	Land Impr Douglas Evans	Parks	100,000	(100,000)	-	Cancel budget
208-900-974.10	Land Impr Riverside Park	Parks	150,000	(150,000)	-	Move and reduce budget to new cap outlay account
208-900-975.01	Bldg Impr Beverly Park	Parks	10,000	(10,000)	-	Move and reduce budget to new cap outlay account
208-900-985.91	Equipment Beverly Park	Parks	10,000	(10,000)	-	Move and reduce budget to new cap outlay account
208-900-986.01	Capital Park Site Improvement	Parks	15,000	(15,000)	-	Move budget to new cap outlay account
208-900-970.01	Capital Outlay	Parks	-	660,000	660,000	Beverly Park Playground equipment
208-900-970.01	Capital Outlay	Parks	-	80,000	80,000	Beverly Park ADA parking spots
208-900-970.01	Capital Outlay	Parks	-	134,000	134,000	Riverside Park improvements
208-900-970.01	Capital Outlay	Parks	-	5,000	5,000	Beverly Park Bldg Improvements
208-900-970.01	Capital Outlay	Parks	-	5,000	5,000	Beverly Park Disc Golf Equipment
208-900-970.01	Capital Outlay	Parks	-	15,000	15,000	Capital Park landscaping
208-906-995.01	Interfund Transfers to General Fund	Parks	200,000	(200,000)	-	cancel budget; not needed
	Net Revenue Amendment Increase (Decrease)		780,000	119,000	899,000	
	Park Improvement Fund Expenditure Amendments					
	Net Expenditure Amendment Increase (Decrease)					
	Park Improvement Fund Changes, Net of Revenues & Expenditures			119,000		



Agenda Item Summary

To: Village Council
From: Susie Stec, Planning & Economic Development Director

Re: ***Business Agenda - 2. Award Proposal for Village Master Plan Update and Zoning Ordinance Rewrite***

Date: May 5, 2026 - [Click to View Agenda](#)

Summary:

As has been discussed and anticipated, the Village will be undertaking a Master Plan and a Zoning Ordinance Rewrite over the next two (2) years. The first component, Master Plan, will fully articulate the community's vision and respond to changing demographic, housing, economic, environmental, and transportation conditions, and will reflect evolving development and redevelopment trends within a built-out community and establish a clear, community-supported vision for the Village's long-term future through a 2050 planning horizon. The second component, the Zoning Ordinance Rewrite, will result in a modern, user-friendly, and legally defensible regulatory document that implements the adopted Master Plan, incorporates best practices from the Michigan Economic Development Corporation's Redevelopment Ready Communities (RRC) program, and improves clarity, administration, and predictability for residents, applicants, and decision-makers.

The Village released an RFP in February seeking qualified planning consultants to work on this combined project; staff estimated a combined budget of \$150,000. Seven (7) responses from reputable planning firms were received and encompassed a wide range of bid contract amounts (see attached bid sheet). The following paragraph provides highlights of the proposals submitted. The two (2) highest bidders (6 - Orion Planning + Design and 7 - Houseal Lavigne) submitted quality proposals; however, they are both based out-of-state and exceeded the anticipated budget amount. The two low bidders (1 — Spalding DeDecker and 2 — Beckett & Raeder) focused their proposals more on the master plan component and the corresponding public engagement. Spalding DeDecker, in particular, proposed a mix of analog and digital engagement methods which were very appealing. There was a level of concurrency in the development of the master plan and zoning ordinance rewrite to each proposal; however, it was not as robust as other submitted proposals. The third-lowest bidder (3 - OHM) proposed to partner with another out-of-state consultant on the development of the zoning ordinance; however, there was not a lot of information provided on their partner. Comparatively, the OHM

proposal did not have the same level of public engagement as other respondents. Additionally, they proposed a DDA concept which was outside the specified scope of the project. The two remaining respondents were 5 — Giffels Webster and 6 — McKenna, both of which proposed the highest level of concurrent development in the master plan and zoning ordinance, and had the most experience in this regard. McKenna's proposal had a shorter, 19-month timeframe, robust community engagement including a project website, community meetings and workshops, a steering committee, surveys & mapping. Similarly, Giffels Webster proposes a high level of varied of public engagement and communication. A comprehensive audit of both the master plan and zoning ordinance will be conducted at the outset of the project to inform the direction for both.

After careful review and consideration, staff recommends awarding the Master Plan & Zoning Ordinance Rewrite contract to **Giffels Webster with a bid amount of \$151,673**. While this is not the lowest bid received, their robust and varied community engagement methodology aligns with the high-level of engagement and communication the residents of Beverly Hills desire. The process for updating the master plan and zoning ordinance is fully integrated into a concurrent process, often mixing surveys, focus groups and workshops to obtain critical data and information while mitigating the potential for "survey fatigue." The zoning ordinances written by Giffels Webster are graphic-heavy and easy to understand. Furthermore, unlike other respondents, Giffels Webster is very familiar with the community and the immediate surrounding area. They are based in Birmingham, with their former office located in Lathrup Village, and they serve as the planning & engineering firm of record for Lathrup Village. They have also conducted training for the Beverly Hills Zoning Board of Appeals.

Attached for your review is Giffels Webster's proposal response. Several pages from the provided sample ordinance have been included in the packet, but the full ordinance was not included as it was well over 200 pages. The full sample ordinance can be found [here](#).

Financial Impact:

This project is expected to take no more than 24 months to complete and will cross 2–3 fiscal years. The Village has received notification that the Michigan Economic Development Corporation (MEDC) has selected the Village to move forward with our CBDG-Disaster Recovery Planning Application. We have received a provisional award of up to \$200,000 to cover the expenses related to the Master Plan Update & Zoning Ordinance Overhaul. This means the entire cost of the proposal will be covered by the grant, and there is no local match requirement. Once a timeline is identified, budget amendments will be prepared to amend the FY 2027 budget as necessary.

Recommendation:

BE IT RESOLVED, the Bevelry Hills Village Council awards a proposal to Giffels Webster for Master Plan and Zoning Ordinance Rewrite Services, pending final approval from the MEDC on the CDBG Grant.

Attachments:

1. Bid Tab_2026 MP-ZO
2. Giffels Webster Proposal for Council Packet
3. Sample Pages from Saginaw Zoning Ordinance

2026 Master Plan & Zoning Ordinance Rewrite

Bid Opening: March 11, 2026 at 1:15pm

Name	Bid Amount
Beckett & Raeder	\$92,587
Giffels Webster	\$151,673
Houseal Lavigne	\$272,619
Mckenna	\$158,000
OHM	\$124,521
Orion Planning+Design	\$199,070
Spalding DeDecker	\$82,000

Proposal to The Village of Beverly Hills for Master Plan Update and Zoning Ordinance Rewrite



March 11, 2026

Susie Stec, Director of Planning & Economic Development
 Village of Beverly Hills
 18500 W. 13 Mile Road
 Beverly Hills, MI 48025
 sstec@beverlyhillsmi.gov

RE: Proposal to The Village of Beverly Hills for Master Plan Update and Zoning Ordinance Rewrite

Dear Ms. Stec

We are pleased to submit our firm’s proposal to assist the Village of Beverly Hills with a Master Plan and Zoning Ordinance rewrite. While the Village is largely built out, we recognize the importance of long-range planning and ordinances that strengthen residential neighborhoods, provide for carefully considered commercial reinvestment, and encourage sustainability measures that improve quality of life for residents—today and in the future. This effort provides an opportunity to explore issues such as maintaining neighborhood character, improving transportation safety and connectivity, understanding the fiscal impacts of redevelopment, and ensuring that zoning decisions are clear, predictable, and legally defensible, all within a planning process that is transparent and encourages meaningful community participation.

Our planning and zoning work is centered on the same themes identified in the Village’s RFP: maintaining neighborhood character; addressing housing needs such as aging in place, attainable housing, and type diversity; integrating stormwater management, environmental sustainability, and climate resilience; improving transportation safety, connectivity, and multimodal options; and aligning land use with local economic development goals. We understand that the updated Master Plan must serve as the policy foundation for the zoning rewrite, and that both documents must work together to reduce reliance on ad hoc variances by providing clear standards and predictable, legally defensible decisions.

Our team has years of experience supporting communities of many types and sizes as they plan for the future and implement their vision through zoning standards. Community master plans and zoning rewrites and transformations represent our core services. Recently completed master plans and zoning ordinance work include:

- Master Plan for Farmington Hills (2024), which established strategies and guidance for the redevelopment and infill of aging commercial corridors, including the introduction of mixed-use zoning to a community that historically had none.
- Master Plan for the City of Sterling Heights (2025), which includes an extensive look at tools for adding a variety of housing throughout the city, as well as economic development strategies for neighborhood and district nodes intended to reimagine tired shopping centers; we recently kicked off a zoning overhaul that will provide the clear, enforceable language needed to realize the city’s planning and redevelopment goals.
- Master Plan for the Village of Milford (2025), which emphasizes sustainability, housing, and a focus on walkability
- Master Plan for the City of Rochester Hills (2018 and 2025), which focuses on natural resources, environmental stewardship, and sustainability. In the intervening years, we have assisted the city with zoning amendments to create two zoning districts (Brooklands and Residential 5) targeted at implementing long-range planning.

- Zoning Ordinance Rewrite for the City of Saginaw (2025), which included a complete rewrite and restructuring of the Zoning Ordinance, including updating and expanding the City’s Form-Based Code. The final ordinance was adopted in the Clearzoning ® format.
- Zoning Ordinance Rewrite for East Bay Township (2024), which involved a comprehensive rewrite and Clearzoning Conversion of the Township’s Ordinance to implement the goals and objectives in the Master Plan, including a strong emphasis on environmental stewardship and sustainability.

In addition, we have done considerable work in the area around the Village of Beverly Hills and have a strong understanding of the Village’s context. For over 15 years, we have worked with the Village of Bingham Farms and the City of Lathrup Village on master plans, zoning ordinance amendments and Clearzoning transformations, as well as development review. Our planning team works out of our Birmingham office nearby. This regional experience gives us insight into the market, transportation, and neighborhood dynamics that influence Beverly Hills.

To address the Village’s focus on incorporating a new housing assessment element and complete streets plan, along with the best practices of the Redevelopment Ready Communities program, we have assembled a team with a range of expertise. In addition to our team of Partner Jill Bahm, AICP; Principal Planner Joe Tangari, AICP; Senior Planner Julia Upfal, AICP; Senior Planner Andy Aamodt; Associate Planner Hannah Prins; and GIS Manager Ariana Toth, we are pleased to include The Chesapeake Group. The Chesapeake Group is nationally known for its economic development consulting services, including economic and community development strategies; housing demand and gap analyses; “Main Street” and mixed-use development plans; and transit-oriented development. They will support our team with market analysis and economic development strategies, providing data-driven guidance on where and how reinvestment is most appropriate. We have worked with them previously and find their research, analysis, and recommendations to be thorough, practical, and highly relevant for implementation.

Additionally, we have extensive experience supporting communities in the implementation of their master plans with zoning amendments as well as assistance with grant applications to obtain funding for projects directly related to plan goals. Our team will help the Village identify potential development or reuse opportunities for public and underutilized properties in ways that respect neighborhood character while broadening the tax base. We have supported communities in achieving Redevelopment Ready Communities certification and have provided technical assistance using funding from the Michigan Economic Development Corporation to support zoning initiatives that bring master plan goals into reality.

We look forward to the opportunity to help the Village of Beverly Hills with a community-driven master plan and zoning rewrite through a strategic and proactive approach to housing, redevelopment, and corridor planning that aligns with its Redevelopment Ready Communities certification. Our proposal includes options to allow us to work with you on a scope that meets the Village’s needs within available resources, and to provide clear, user-friendly tools for the Planning Commission, Zoning Board of Appeals, Village Council, and staff to administer on a day-to-day basis.

Sincerely



Jill Bahm, AICP
Partner
248.852.3100
jbahm@giffelswebster.com

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Firm Overview



Firm Name

Giffels-Webster Engineers, Inc. dba Giffels Webster

Managing Office

Oakland County
1025 E. Maple Road, Suite 100
Birmingham, MI 48009

Contact Information

t. 248.852.3100
f. 313.962.5068
www.giffelswebster.com

Other Offices

Macomb County
6303 26 Mile Road, Suite 100
Washington Twp., MI 48094

Detroit Headquarters
28 W. Adams, Suite 1200
Detroit, MI 48226

Tax ID

38-1621448

Authorized Negotiators

Jill Bahm, AICP, Partner

Primary Contact

Joe Tangari, AICP - Principal Planner
e. jtangari@giffelswebster.com
m. 248.598.5154



QUICK FACTS

Founded

1952
Incorporated 1960

Markets

- Public Works
- Transportation
- Urban Redevelopment
- Parks/Trails
- ADA Compliance
- Federal
- Planning
- Healthcare
- Education
- Retail
- Office/Industrial
- Facilities Management

***Professional Staff**

- Administrative - 20
- Civil Engineers - 44
- Construction Inspectors - 8
- GIS Specialists - 2
- Land Surveyors - 17
- Landscape Architects - 5
- Partners - 13
- Planners - 10
- Senior Project Managers - 1
- Traffic Engineers - 1

TOTAL 107 EMPLOYEES

*Giffels Webster has 13 Partners included in the employee counts above.

Giffels Webster is a multi-disciplinary consulting firm specializing in planning, civil engineering, traffic engineering, land surveying, GIS, and landscape architecture. For over 70 years, we have been fortunate to provide professional support to local communities in Southeast Michigan.

Our community planning services include master plans, park and recreation plans, national and state park general management plans, downtown development plans, corridor studies, and tax increment financing plans. Our municipal code portfolio includes zoning and form-based codes, sign ordinances, wireless facilities regulations, and code formatting. We also offer assistance with development reviews, including site plans, special land uses, variances, and rezonings. Working with planning commissions and other public bodies, our aim is to facilitate productive discussions that result in broad consensus.

To supplement these community planning services, Giffels Webster employs two proprietary products: Clearzoning® and NextSteps for Downtown® to achieve results.

Clearzoning is an industry-leading tool for developing clear and user friendly zoning ordinances, while NextSteps for Downtown is an interactive toolkit for assessing and invigorating downtown vitality. In addition, our team customizes interactive and engaging online tools that enable residents, businesses and other interested stakeholders to provide meaningful input into the planning process.

Together, these services and tools reflect Giffels Webster’s long-standing commitment to helping communities plan with clarity and collaboration. By combining technical expertise, innovative proprietary products, and inclusive public engagement strategies, we support communities in making informed decisions that align with their unique goals and values.

Scope of Work

Scope of Work

Introduction

Our proposed scope includes the following five tasks culminating in the adoption of the updated Master Plan and Zoning Ordinance. For each phase in the process, we have outlined the planning and zoning tasks with a description of the anticipated meetings and deliverables to be completed. This structure ensures regular communication between the Village, public bodies, and our team, ensuring transparency, accountability, and a clear understanding of how the Master Plan and Zoning Ordinance will advance in tandem throughout the project.

Phase 1: Project Initiation and Integrated Assessment

Phase 2: Integrated Community Engagement and Visioning

Phase 3: Policy Framework and Regulatory Concepts

Phase 4: Draft Documents and Public Review

Phase 5: Refinement, Adoption, and Implementation Support

We are pleased to see the Village of Beverly Hills highlighting the Redevelopment Ready Communities® Best Practices in the RFP. Our team has worked with the MEDC on the RRC program and as technical service providers since 2013. We strongly believe in the value of the six program areas, starting with a solid Master Plan and a strong legal framework for implementation.

We have designed our work program to result in a holistic master plan and complementary zoning ordinance that will achieve the objectives outlined by the Village in its Request for Proposals. We recommend a regular cadence of study sessions with the Planning Commission to discuss the Master Plan throughout the course of the project. In addition, we propose creating a steering committee to work on the draft zoning ordinance (Zoning Ordinance Steering Committee or ZOSC) and provide recommendations to the Planning Commission. Throughout the course of the project, we expect to maintain regular communication with Village Staff to prepare for meetings, share drafts, and coordinate activities.

For this project, we have structured our staffing to include a primary project manager who will serve as the Village's main point of contact and provide consistent oversight throughout the duration of the project. Each major deliverable will be supported by a dedicated project team, with designated team leaders for the Master Plan and the Zoning Ordinance to ensure focused expertise and a well-coordinated planning process.

Optional: Clearzoning® Conversion. The Village may choose to have the final Zoning Ordinance reformatted into Giffels Webster's proprietary Clearzoning structure. Clearzoning streamlines and reorganizes regulations using a proven, user-friendly format designed to improve clarity and navigation. The final product will be delivered as an interactive PDF compatible with the free Adobe Acrobat Reader program, featuring hyperlinks, intuitive graphics, and easy-to-read charts consistent with other Clearzoning ordinances. If selected, the Clearzoning conversion process would occur as part of Phase 4 of this project, described in greater detail below. Additional costs for the Clearzoning format are outlined in the cost proposal.

Phase 1: Project Initiation and Integrated Assessment

Phase 1 Overview

Timeline: 1-2 months

Monthly staff meetings: Monthly Planning Commission and ZOSC workshop

Phase 1A Deliverables: Project management plan, meeting calendar, legal notices, project website

Phase 1B Deliverables: Master Plan Audit and Zoning Ordinance Audit in PDF Format (shared on the project website), Overview of Existing Conditions, base maps

Phase 1A. Project Initiation

To kick off this project, our team will meet with Village staff to review the following items, fundamental to the planning and zoning processes:

- a. **Project Management Plan.** The project management plan will outline all tasks, deliverables, and the schedule for completion over the course of the project for the Master Plan and Zoning Ordinance. In addition, we will create a contact list including our staff members and Village staff and officials involved in the planning and zoning efforts.
- b. **Meetings.** Each team lead will be responsible for scheduling all meetings, sending invitations, and recording minutes.
 - **Project Management Calls.** We will discuss dates and times for monthly check-in calls with Village staff throughout the project timeline. Additional meetings may be added as determined necessary throughout the course of the project.
- c. **Steering Committee.** We will discuss participants in the zoning ordinance steering committee. We recommend including administrative staff with regular experience using the zoning ordinance, as well as representatives from Planning Commission and/or Village Council. The steering committee will guide development of the draft ordinance, with periodic review by the full Planning Commission.
- d. **Plan Preparation Notices.** Our team will coordinate with Village staff to prepare and distribute public notices of the Village's intent to update the Master Plan as required by State law.
- e. **Leadership Advance.** Our team will conduct a kickoff session during a joint meeting of the Village Council, Planning Commission, ZOSC, and other relevant commissions/boards as determined by the Village. This will serve as an excellent opportunity for key officials to share ideas and observations with our team to provide a foundational understanding of development priorities and establish guiding principles for the planning process. During this session, we will also present a brief overview of the master plan and zoning rewrite process and statutory requirements.

- **Guiding Principles.** During the leadership advance, we will establish a set of guiding principles to provide a clear and consistent direction for decision-making. The guiding principles will serve as guardrails to ensure the planning process is aligned with the Village's core values.
- f. **Website.** A project website will be established to provide an overview of the project, with information on the planning process, key dates and project milestones, and access to engagement opportunities. The project website will also include educational resources, with a clear explanation of the purpose of the Master Plan and Zoning Ordinance to ensure that residents understand that there is a clear distinction between the two concurrent efforts and feel welcomed to participate in both.

Phase 1B. Integrated Assessment

The integrated assessment will provide foundational information to guide the Master Plan and Zoning Ordinance updates. Our team will collect and analyze data on existing conditions and development trends within the Village to identify community strengths, understand existing challenges, and inform final recommendations. Concurrently, we will conduct a comprehensive review of the existing Master Plan and Zoning Ordinance to ensure that both documents align with RRC Best Practices and needed policy is included in the master plan.

- **Existing Conditions and Development Trends.** Our team will compile and analyze relevant background data to establish a clear understanding of the Village's current conditions and future opportunities. This will include an evaluation of demographic and housing trends to assess population changes, household characteristics, and housing needs; a review of existing land use and zoning patterns to identify development trends and regulatory constraints; and an assessment of transportation and complete streets, including connectivity, accessibility, and infrastructure capacity. We will also take a look at the Village's natural resources, stormwater management practices, and sustainability efforts to ensure that long-term resiliency is integrated into long-term planning efforts and development decisions. Finally, we will analyze the Village's economic development context, including conditions within the DDA district, to understand market dynamics and opportunities for investment and redevelopment.
- **Create Base Maps.** Our team will assemble and prepare maps of existing conditions including land use, natural features, and parks. Our staff will coordinate with the Village for mapping, utilizing resources from Oakland County, SEMCOGs and the State of Michigan.
- **Master Plan Audit.** Our team will conduct a review of the existing Master Plan in conjunction with RRC Best Practices, to identify gaps, opportunities for improvement, and areas for additional discussion, taking a close look at the plan's goals, future land use map, zoning plan, and implementation strategies. In addition to considering alignment with current trends, we will research the Village's progress towards implementation and identify areas of success and obstacles that were encountered along the way. The audit will highlight policy considerations, helping to inform public engagement activities and discussions with the planning commission throughout the planning process.

- **Zoning Ordinance Audit.** Concurrent with the Master Plan Audit, we will begin a detailed review of the Village's existing zoning ordinance. This report will identify changes needed to modernize the ordinance and ensure its alignment with current law and best practices. The zoning audit will include reviews of:
 - Recent amendments made to the Zoning Ordinance and Map.
 - Recent variance requests within the last five years made to the Zoning Board of Appeals to identify any which may indicate a need for the reconsideration of existing text.
 - Alignment between existing zoning language and state and federal law (we note that we are not attorneys, and this is not a legal review, however).
 - Current organization, format, and definitions.
 - Zoning language for clarity and consistent interpretation.
 - Zoning districts and permitted uses.
 - Existing site standards such as landscaping, parking, signs, etc.
 - Procedural and administrative requirements for opportunities to improve clarity, provide additional flexibility, and establish criteria for discretionary approvals.
 - Ordinance in relation to recognized best practices and emerging trends in planning and zoning, especially those intended to promote infill and redevelopment projects.
 - A comparison between the Zoning Map and 2016 Future Land Use Plan categories.

The final audit will culminate in a checklist of zoning ordinance amendments; the checklist will be used to ensure needed policy directives are included in master plan discussions to guide changes.

At the end of Phase 1, our team will present a summary of key findings to the Planning Commission and Steering Committee at the subsequent work session.

Phase 2: Integrated Community Engagement and Visioning

Phase 2 Overview

Timeline: Ongoing through Master Plan and Zoning Ordinance adoption

Monthly staff meetings; Monthly Planning Commission and Zoning Ordinance Steering Committee workshops

Phase 2A Deliverables: Flyers, graphics, social media content, optional language translation

Phase 2B Deliverables: Results and key themes from surveys, meeting toolkits, focus groups, topic-based workshops, open houses, and virtual open houses

It has been a number of years since the Village has undertaken a Master Plan process. We will work with the Village to encourage community participation, facilitate dialog, and share feedback. The community engagement strategy outlined below was thoughtfully crafted to collect input that will help inform both the Master Plan and Zoning Ordinance. In addition to seeking the community’s broad vision and goals for development, our engagement process will collect specific feedback on zoning and development review processes to help inform both documents.

We understand that the Village is currently preparing a new TIF plan for the Downtown Development Authority District and, if timelines align, our team welcomes the opportunity to coordinate or combine engagement efforts to maximize participation and establish a common understanding of community perspectives. We also think that a combined engagement process will help to reduce the risk of “survey fatigue” and avoid any duplicative outreach efforts.

At the beginning of this Phase, our team will meet with Village Staff to discuss what was successful during previous engagement processes and identify opportunities for improvement to ensure the virtual and in-person strategies selected for the project garner a broad range of perspectives within the Village. We will finalize the schedule for all community engagement activities and identify key stakeholders for targeted efforts.

This outreach strategy consists of two main components, the communications plan and the engagement plan. Public participation will take place throughout the duration of this project with a combination of in-person and virtual opportunities to participate.

In all instances of community engagement, we will support the planning and logistics for all events. We will work with Village Staff to review and seek feedback on agendas and strategies prior to facilitation. After each of the engagements, our team will create a summary of results from the event or survey, with key information about participation and format, as well as a summary of findings.

Phase 2A. Communications Plan

The Communications Plan ensures that information about the integrated planning process and engagement opportunities are promoted broadly throughout the Village. All communications and graphics will be submitted to the

Village prior to distribution to the public.

- a. **Flyers and graphics.** Our team will create flyers, postcards, and yard signs (for printing by the Village) promoting the integrated planning process and opportunities to participate with a QR code directing to the website.
- b. **Social Media.** Our team will provide graphics and communications to share on the Village website and social media pages to highlight the planning effort and direct viewers to the project website.
- c. **Participation Incentives (Optional).** As a part of this effort, we recommend considering strategies to incentivize participation. Our team will work with the Village and local businesses to create a list of small rewards, such as gift certificates or coupons to local businesses, free registrations for recreation programming, or special treatment at community events. We will work with staff to coordinate the appropriate distribution of prizes, such as a random prize drawing to encourage survey participation.

Phase 2B. Engagement Plan

The engagement plan outlines our innovative approach to collecting feedback, with a combination of in-person and remote activities to ensure broad participation. By employing a variety of different opportunities for input, we hope to capture the experiences, concerns, and suggestions of residents and stakeholders at their convenience, to achieve a nuanced understanding of community needs and priorities.

Our team will lead facilitation for all public events with guidance and support from Village staff. Staff will be provided the opportunity to review all activities, communications, and graphics in advance of each event.

- a. Surveys. For this project, we recommend a combination of two different surveys to garner input.
 - **Master Plan Survey.** The master plan survey will be circulated to a wide audience and designed to collect information about community priorities within each focus area of the plan. The survey will also collect market information to help inform the housing forecasts (see Phase 4). In addition to the traditional survey format, we will incorporate interactive elements to allow respondents to answer questions with the use of maps and engaging visuals. The survey will run for at least one month and will be available and easily accessible on the project website. Responses will be summarized with key themes identified and discussed with the Planning Commission.
 - **Zoning Ordinance Survey.** In order to collect specific feedback on regulatory changes, we will also distribute a brief technical online zoning ordinance survey that is targeted at development and design professionals in Beverly Hills, such as developers, architects, civil engineers, and real estate attorneys, as well as recent applicants. This survey would ask technical questions about potential zoning changes and be disseminated via email.

- b. **Meeting Toolkits.** Our team will assemble meeting materials and directions into a “meeting toolkit,” equipping community leaders with everything necessary to facilitate their own small group sessions. This will allow the Village to engage with participants where they are, presenting an opportunity to gather input from those who may otherwise be unable or unlikely to participate. Meeting toolkits can be utilized to gather broad feedback or designed to address a specific topic, and our team will work with Village Staff and the Planning Commission to ensure they are tailored to the Village’s goals and garner meaningful input. Ten toolkits are included and additional toolkits are available as needed.
- c. **Focus Group Meetings.** Our team will schedule up to five strategically planned focus group discussions to gather feedback from crucial stakeholder groups. By discussing the unique priorities of each group, we will better understand their individual perspectives and concerns, ensuring that the plan and ordinance are reflective of the Village’s diverse needs and community interests. Additional meetings may be arranged as outlined in the fee proposal.

The Village may wish to consider including the following groups for participation in these focused discussions:

- **Village Staff** - Understand community priorities, key concerns, and potential challenges and opportunities from the unique firsthand professional perspective of Village staff
 - **Business Owners** - Discuss economic trends, barriers to growth, parking and access considerations, redevelopment opportunities, and ways the Master Plan and Zoning Ordinance can support and strengthen a business-friendly environment.
 - **Homeowners Associations** - Gather input from residents, HOAs and other neighborhood groups on neighborhood character, housing trends, infrastructure concerns, and compatibility between existing neighborhoods and future development.
 - **Youth** - Provide a platform for younger residents to share their vision for the Village’s future, including ideas related to recreation, transportation, housing options, and places to socialize.
 - **Development and Real Estate Professionals** - Review and discuss redevelopment opportunities and zoning ordinance priorities to gain insight into the barriers and opportunities within the local real estate market.
- d. **Topic-Based Workshops.** To supplement the findings collected as a part of the survey, meeting toolkits and focus group meetings, our team will work with the Village Staff to develop two topic-based workshops focused on key areas of interest selected by the Village. This format will be utilized for focused conversations and hands-on activities, such as mapping exercises, walking tours, or scenario planning. Workshops will culminate in a large group discussion highlighting challenges and identifying areas of community consensus. Topic-based workshops can target community feedback for master plan or zoning priorities, and additional workshops may be arranged as outlined in the fee proposal.

- e. **Open Houses.** Our team will convene two community open houses towards the end of the project, one to share and gather feedback on the draft Master Plan and another to present the draft Zoning Ordinance. The open houses will provide an opportunity to collect final input on each draft through a variety of interactive and engaging activities. We recommend finding locations outside of Village Hall where members of the community feel relaxed and welcome.
- f. **Virtual Open Houses.** Following each open house, we will offer virtual opportunities to engage remotely in the same or similar activities offered at the in-person event for a two-week period. This will provide community members unable to attend the open house in person an opportunity to participate and share their feedback.

Following each engagement activity, our team will present a summary of key findings to the Planning Commission at the subsequent work session. We will include illustrative tables and charts, providing visual representations of the information gathered in a clear and digestible format. Additionally, we will provide a thoughtful analysis, highlighting emergent themes and trends to facilitate informed discussions and align decision-making with local priorities.

Community input is central to creating policies that reflect local values and priorities.

Phase 3: Policy Framework and Regulatory Concepts

Phase 3 Overview

Timeline: 13-15 months for the Master Plan and Zoning Ordinance

Monthly staff meetings; Monthly Planning Commission and Zoning Ordinance Steering Committee workshops

Phase 3A Deliverables: Draft Master Plan

Phase 3B Deliverables: Draft Zoning Ordinance and Map

During this phase of the Task, we will work closely with Village Staff and the Planning Commission to refine each focus area of the Master Plan. At the same time, we will meet with the ZOSC to draft zoning regulations that are consistent with the Master Plan goals and objectives and proposed future land uses.

To ensure the planning policy framework directly informs the draft zoning ordinance, we have structured the process to allow for ongoing refinement of zoning language following master plan discussions. This phase will begin with a vision-setting discussion with the Planning Commission to establish clear goals and objectives for each focus area, creating a foundation for subsequent work.

With this framework in place, the ZOSC can begin its review and drafting efforts. As the Planning Commission examines each focus area in greater detail and advances specific policy recommendations, the ZOSC will prepare corresponding updates to zoning standards and procedures as needed.

These discussions will ultimately culminate in the development of an updated Future Land Use Map, which will guide final revisions to zoning districts and their associated standards, ensuring alignment between the Master Plan and Zoning Ordinance.

Phase 3A. Master Plan

During this phase of the project, each Planning Commission work session will align with a specific section of the plan. The draft Master Plan will include the following sections (subject to further refinement).

1. **Vision and Goals.** Based on the community background and public input received through the planning process, our team will work with the Planning Commission to review and consider goals and objectives that correspond with each focus area of the plan. The refined goals will define the Village's broad vision, and corresponding objectives will serve as clear targets for outcomes, defining exactly what needs to be accomplished to achieve community goals. More detailed policy recommendations and action strategies will be included in the implementation section of the plan.
2. **Focus Areas.** For this plan, we propose using the following focus areas, each addressing a different facet of development within the Village. Each focus area will examine strategies to achieve the Village's future vision, exploring the relevant challenges and opportunities. Each focus area discussion will include a summary of public input, best practices, and key findings from community background research, setting the tone for policy recommendations.
 - **Housing.** Consistent with the Michigan Planning Enabling Act's requirements to include a housing plan, this focus area of the plan will consider the range of housing types, costs, affordability, attainability, ages, and other characteristics appropriate for the Village. This section will consider where new housing will be located, with strategies for redevelopment, infill, and the preservation of existing neighborhoods. The market research firm, The Chesapeake Group, will work with our team to conduct a housing assessment that will help us understand existing and anticipated housing demand.
 - **Stormwater and Sustainability.** Recognizing the impact of land use and development on the natural environment, this section of the plan will include strategies for protecting the Village's natural resources and assets for the enjoyment of current and future generations. This section will include a special emphasis on stormwater management and flood mitigation, including strategies to reduce impervious surfaces, encourage green infrastructure and low-impact development techniques, preserve natural drainage patterns, and strengthen the Village's overall resiliency in future flood events.
 - **Transportation and Mobility.** This section of the plan will take a comprehensive look at opportunities throughout the Village and County to improve transportation networks and accommodate a greater variety of road users, emphasizing safety, accessibility, connectivity, and multimodal options. In addition, this section of the plan will examine any planned or potential changes to the road network or public transit

systems, with consideration of future impacts on planning and land use. We recommend engaging with the Road Commission for Oakland County to discuss how planned improvements to Southfield Road and other roads will impact land use in the village.

- **Economic Development.** This focus area of the project will include an overview of the local business environment and labor market, examining industry and employment trends and projections and identifying the Village’s largest employers. We will review and discuss findings relevant to the Village’s current economic conditions and consider available tools and resources to strengthen and support business retention and attraction, redevelopment and community investment, and economic mobility within the Village. Recommendations in this section will be drafted in alignment with the Downtown Development Authority plan.
- **Community Facilities and Services.** The community facilities and services section of the Master Plan will assess the condition and capacity of the Village’s capital assets and essential services. This section of the plan will identify opportunities to improve capital investments, enhance long-term maintenance strategies, and ensure that facilities and services continue to support the community’s needs.

3. **Future Land Use.** This portion of the planning process will include a review and reconsideration of the future land use recommendations in the 2016 Master Plan, considering changes in the future land use categories and map designations needed to bring in into alignment with the Village’s current vision and long-term goals. As a part of this process, we will examine existing transition zones between residential and non-residential areas to determine the appropriate zoning treatment and whether a new district is needed.

This portion of the plan will be informed by a combination of feedback from the public participation process and findings from the Planning Commission’s review of existing conditions, ensuring that future land use categories align with future growth and development trends.

- **Future Land Use Categories.** Our team will work with the Planning Commission to review and update future land use categories, with language clarifying the purpose and intent of each proposed district, describing the types of uses to be permitted therein. Each narrative will reflect the applicable zoning district to guide zoning ordinance changes.
- **Future Land Use Map.** The future land use map will serve as a blueprint to guide future zoning decisions. We will help the Planning Commission review the 2016 future land use map and identify necessary changes in districts and specific parcel designations. In addition to the map, this section of the plan will include a zoning plan, matching current zoning designations with future land use categories.

4. **Implementation.** Implementation is the most important section of the plan. The implementation section will provide a step-by-step framework for achieving the goals and objectives identified in the plan. Action items will

be categorized by activity (zoning items, capital improvement items, advocacy items, etc.), aligned with timelines, funding sources, and lead bodies to see each action through to completion, ensuring accountability and effective utilization of resources. This section will also include a list of potential “tools,” with resources, technical assistance, and incentives offered by the State of Michigan and other public agencies to support local implementation efforts.

At the conclusion of this phase, Village staff and the Planning Commission will be provided copies of the draft master plan for review and discussion.

Phase 3B. Zoning Ordinance

Zoning ordinance discussions will take place with the Zoning Ordinance Steering Committee concurrent with the Master Plan efforts described above. Each meeting with the Steering Committee will alternate between policy discussion and draft text.

Zoning discussions will be grouped as follows:

1. **Purpose and Intent.** These are the regulations that establishes the purpose of the regulations, provides a legal foundation for the regulations, and offers guidance on the general interpretation of the ordinance. This section is the least policy-driven and usually requires minimal discussion.
2. **Development Procedures.** The development procedures discussion will include procedures for site plans, special land uses, site condominiums, and any other established development processes in the ordinance. We will use findings from the zoning audit and feedback from the zoning survey to help guide the drafting of this section.
3. **Administration and Enforcement.** The administration and enforcement regulations of the ordinance outline the roles and responsibilities of staff and public bodies, and include the procedures for permits and certificates of occupancy, rezonings, and nonconforming structures and uses. These regulations also define mechanisms for ensuring compliance with the regulations, including performance guarantees, enforcement actions, and remedies for violations.
4. **Use Standards.** The use standards are the standards that apply to specific uses to ensure they are compatible with surrounding development and mitigate potential off-site impacts.
5. **Site Standards.** The site standards are the standards regulating the physical development of property, including elements such as off-street parking, landscaping, signs and lighting, among others. As a part of this review, we will provide a special emphasis on areas that address key concerns raised in the Master Plan.
6. **Zoning Districts:** The zoning district regulations establish the districts used on the map and described throughout the text, and also includes the dimensional and district-specific requirements which apply. The district regulations will be the final set of regulations addressed by the steering committee, ensuring alignment with the Future Land

Use Map and changes to the districts, including any changes to the transition zones between residential and non-residential districts.

- 7. **Definitions:** Relevant terminology will be reviewed and defined when identified as part of the draft changes. Ultimately, this will culminate in a complete section of definitions, with clear and consistent language that supports consistent interpretation of the ordinance.

If desired, drafts can be shared on the project website as they are presented to the committee.

Interactive Zoning Map. Once the text is completed, the Zoning Ordinance Steering Committee will provide comments on the draft zoning map. The zoning map is a critical counterpart to the text, translating the regulations into the geographic boundaries of each district. Using GIS tools, our team will work with staff and the Steering Committee to gather feedback and refine any changes to the map, using Future Land Use recommendations as a guide.

Upon completion, our GIS team will place the approved draft zoning map into the interactive format for final adoption. This will allow users to get basic property and zoning information in one place. A static version of the map with a link to the interactive map will be included in the zoning ordinance.

At the conclusion of Phase 3, Village staff and the Planning Commission will be provided copies of the draft zoning ordinance in Word Format.

Phase 4: Draft Documents and Public Review

Phase 4 Overview

Timeline: 3-4 months

Phase 4A Deliverables: Draft Master Plan, Draft Notices of Plan Distribution

Phase 4B Deliverables: Draft Zoning Ordinance and Map, Clearzoning Formatting (optional)

This phase will include review and refinement of the draft documents. Please see our detailed timeline for the relative position of the two joint meetings in the overall project.

Phase 4A. Master Plan

This phase will align with the Master Plan Open House described in Phase 2 of this scope. The draft Master Plan will be circulated on the project website and an open house will provide residents and stakeholders an opportunity to review the draft Master Plan, ask questions, and offer final feedback prior to adoption. Following the open house, our team will compile and summarize public input, review key themes and recommendations with the Planning Commission, and discuss any necessary revisions to ensure the final Master Plan reflects community priorities and the desires of the Planning Commission.

We will then present the draft plan to a joint meeting of the Planning Commission and Village Council to review the draft plan and feedback. We will also prepare an executive summary to help residents, business owners, and other stakeholders understand the plan. Working with City Staff and the Planning Commission, our team will help coordinate responses to final feedback received and make final revisions to the plan as needed.

Once refined, the Planning Commission will provide a recommendation to the Village Council on distribution of the Plan. Following a presentation on the Plan, Village Council will be asked to provide their concurrence and the plan will be distributed to adjacent communities and utility partners for a period of 63 days as required by the Michigan Planning Enabling Act. Our team will help with plan distribution and provide copies of the plan in an electronic and/or printed format to all required agencies.

- **Executive summary.** Our team will create an interactive, web-based ArcGIS Story Map about the Master Plan that includes the future land use map, goals, and implementation items. This format will provide the Village with an excellent low-cost method of sharing a concise summary of the Master Plan document with the public.

Phase 4B. Zoning Ordinance

As part of this phase, the draft Zoning Ordinance will be shared on the project website and presented to the public at the zoning ordinance open house described in Phase 2. This event will serve as the community's opportunity to review the proposed regulations in full and provide input in advance of the formal public hearing process. During the open house, we will provide a clear overview of the relationship between the draft master plan and zoning ordinance changes. Our team will also prepare materials for distribution summarizing key changes to help residents, business owners, and other stakeholders understand the new regulations.

Following the open house, we will summarize public input and convene a joint meeting with the Planning Commission and Village Council to review the draft ordinance and final input. Our team will make revisions to the draft ordinance as directed by the Planning Commission and Village Council. During this meeting, we will also clearly demonstrate how the Master Plan's recommendations are implemented in the proposed Zoning Ordinance. Final edits will be completed after the Master Plan has entered the 63-day distribution period to ensure the Ordinance fully implements the Plan and reflects the shared direction of the Planning Commission and Village Council.

Optional: Clearzoning® Conversion.

If the Village decides to select the Clearzoning formatting as part of the zoning ordinance update, the conversion will take place following final revisions to the ordinance. The conversion process will include the reorganization of the draft ordinance into the seven subsections described above (Purpose and Intent, Definitions, Zoning Districts, Use Standards, Site Standards, Development Procedures, and Administration and Enforcement). The final product will be an interactive pdf file that can be used with Adobe Acrobat Reader, a free program; the ordinance will be hyperlinked, with easy-to-use graphics and charts.

Once the ordinance has completed the adoption process, the Village will host the file on its website. Giffels Webster does not charge any annual fees once the ordinance is converted. The PDF format offers an extensive array of accessibility features, which will be fully utilized in the final document.

Future Amendments (beyond those included in the current proposal). When the Village makes future amendments to the ordinance, the information will be sent to Giffels Webster and a new, updated file will be provided to the Village, with a separate electronic file that documents the pages that were changed. This work will be done based on the current “per page amended” fee, which for 2026 is \$25.00 per page amended and \$1 per page with modified hyperlinks only. This is similar to the way other code companies charge for updated codes.

Phase 4 Overview

Timeline: 3-4 months

Phase 4A Deliverables: Draft Master Plan, Draft Notices of Plan Distribution

Phase 4B Deliverables: Draft Zoning Ordinance and Map, Clearzoning Formatting (optional)

Master plan and zoning updates are most effective when they combine careful technical review with broad community input.

Phase 5: Refinement, Adoption, and Implementation Support

Phase 5 Overview

Timeline: 3-4 months

Phase 5A Deliverables: Notice of public hearing and resolution of adoption

Phase 5B Deliverables: Notice of public hearing and notice of adoption

Our team will assist the Village to ensure that required action steps in the adoption process for both documents meet all requirements as established by the Michigan Planning Enabling Act and Michigan Zoning Enabling Act. Final documents will be provided in print and digital formats compatible with Village software and GIS systems.

Phase 5A. Master Plan

Following completion of the 63-day review period, our team will support the Village through the final public hearing and adoption of the Plan. This will include preparing public notices for the hearing in accordance with the Michigan Planning Enabling Act; presenting the draft Plan to the Planning Commission and providing support during the public hearing; preparing the necessary Resolutions of Adoption; and assisting both the Planning Commission and Village Council with

final adoption procedures.

Phase 5B. Zoning Ordinance

Adoption of the Zoning Ordinance will occur after the Master Plan has been formally adopted to ensure full consistency between the two documents. Our team will assist the Planning Commission throughout the final adoption phase by preparing public hearing notices in accordance with the Michigan Zoning Enabling Act; presenting the draft Zoning Ordinance and providing support during the public hearing; and guiding the Planning Commission and Village Council through the required adoption procedures. Following the public hearing and formal approval, Giffels Webster will finalize the document and activate the interactive zoning map.

Once the draft is ready to be reviewed in a public hearing, we will help facilitate the discussion and provide any assistance needed drafting notices of public hearing and adoption, and resolutions of adoption. After the public hearing and formal adoption, Giffels Webster will finalize the document and activate the interactive zoning map.

Final Deliverables (all tasks)

- Completed update of the Beverly Hills Master Plan including six (6) bound hard copies and a PDF digital file compatible with the Village’s software.
- Completed update of the Beverly Hills Zoning Ordinance including six (6) bound, color hard copies a reproducible PDF digital file.
- One (1) digital source file of the final Zoning Ordinance. NOTE: If the Village opts to do the Clearzoning format, the digital source file will be managed and maintained by Giffels Webster as described in Phase 4 of this Scope of Work.
- Completed update of the Beverly Hills Zoning Map in digital and hard-copy format. One (1) reproducible high resolution PDF digital file and six (6) 24 in. x 36 in. hard color copies of the completed Zoning Map; All GIS shapefiles or other mapping files related to the Zoning Map; and
- One (1) digital source file of the final Zoning Map.
- Hand-outs used in public forums and result summaries of such public forums in both hard copy and electronic format.
- Illustrative images for definitions, zoning regulations, and dimensional standards, where needed. Additional illustrations may be added as described in the cost proposal.
- Periodic progress reports and research information relative to the project, including the Zoning Ordinance Audit and Master Plan Audit.

Project Timeline

		Months																							
Phase 1	Project Initiation and Integrated Assessment	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1A	Project initiation	JM																							
1B	Existing Conditions and Development Trends																								
	Base Maps																								
	Master Plan Audit																								
	Zoning Ordinance Audit																								
Phase 2	Integrated Community Engagement and Visioning																								
2A	Communications Plan																								
2B	Surveys																								
	Meeting Toolkits																								
	Focus Group Meetings																								
	Topic-Based Workshops									WS		WS													
	In-Person and Virtual Open Houses													OH							OH				
Phase 3	Policy Framework and Regulatory Concepts																								
3A Master Plan	Vision and Goals																								
	Focus Areas																								
	Future Land Use																								
	Implementation																								
3B Zoning	Purpose and Intent																								

Planning Commission Work Sessions and Zoning Ordinance Steering Committee Work Sessions will take place monthly through the course of the project.

• Public Hearing= PH, Village Council= VC, Joint Meeting= JM, Workshop=WS, Open House=OH

		Months																								
Phase	Task	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Phase 3	Policy Framework and Regulatory Concepts																									
	Development Procedures																									
	Administration and Enforcement																									
	Use Standards																									
	Site Standards																									
	Zoning Districts																									
	Definitions																									
Phase 4	Draft Documents and Public Review																									
4A	Master Plan																									
4B	Zoning Ordinance																									
Optional	Clearzoning Conversion																									
Phase 5	Refinement, Adoption, and Implementation																									
5A	Master Plan																									
5B	Zoning Ordinance																									

Experience, Qualifications and References

Experience, Qualifications and References

The following pages include selected project profiles and service sheets that demonstrate our team’s experience, capabilities, and qualifications relevant to this project. **See references for projects on the project experience sheets included.** Our team has extensive experience assisting communities of varying sizes, development patterns, and socioeconomic contexts with the preparation and adoption of master plans, zoning ordinances, and related regulatory updates. These examples illustrate both the range of planning services we provide and our ability to deliver high quality, implementable planning solutions.

Through this work, we help local governments translate community vision into clear policy direction and practical regulatory tools. Our projects have supported housing diversity, economic development, natural resource protection, complete streets, and other long term community priorities. We work collaboratively with municipal staff, elected officials, and community stakeholders to ensure that plans and ordinances are future oriented, feasible, and clearly written.

Our experience spans the full planning and regulatory process, from existing conditions analysis and community engagement to drafting regulatory language, facilitating review and adoption, and supporting implementation.

The following materials highlight representative projects and services that reflect our team’s ability to guide the Village of Beverly Hills through a successful master plan update and zoning ordinance rewrite.





Master Plans for Communities

Service Overview

A master plan, or comprehensive land use plan, is a blueprint for the future, intended to guide development and investment decisions over the next ten to twenty years. Giffels Webster brings extensive experience in comprehensive planning and public engagement to ensure the Master Plan is both visionary and implementable. The plan establishes public policies related to growth and development, providing a framework to guide local decision-making on land use, infrastructure, and public facilities.

Master plans should be reviewed and updated as needed to reflect changes, considering the following:

- Evaluation of the Goals, Objectives and Policies: What has been achieved? Have recent changes impacted these goals, objectives, or policies?
- Data: Is the base data current? How have economic conditions or development impacted the data?
- Public Opinion / Political Current: In what ways have public opinion or community philosophy changed since the previous plan?
- Rezoning and Capital Improvements: Are the zoning districts generally consistent with the future land use plan, and the timing of capital improvements discussed in the plan?
- Local and Regional Changes: Have there been any developments of concern in the community, or in nearby communities, that affect underlying principles, policies or land uses in particular areas?
- Area Plans: Certain areas within a community require focused attention to address redevelopment opportunities, blighted conditions, or specific local needs. Area plans provide targeted guidance within the broader Master Plan framework, offering a clearer vision for how these areas should evolve over time. They can also serve as a foundation for economic development strategies by illustrating how the community intends to guide change and implement the Master Plan's vision.



Engaging Community Partners

Service Overview

Giffels Webster has years of experience facilitating public participation techniques that will engage the public, stimulate their involvement, build consensus, then mobilize the partners with a shared vision for the future of the community. We can also assist communities with the development of a public input plan that maps out strategies and benchmarks for public input across a wide spectrum of community goals and objectives.

Any successful plan must be solidly based upon a community's vision for the future. Such plans must also engage community partners, then mobilize them into action.

Participant Process:

- Planning Fairs
- Focus Groups
- Websites
- Internet Surveys
- Open Houses
- Visioning Sessions
- Charrettes
- Consensus Workshops
- Issues & Solutions Workshops
- Picture This! Photo Exhibits
- Social Networking Sites

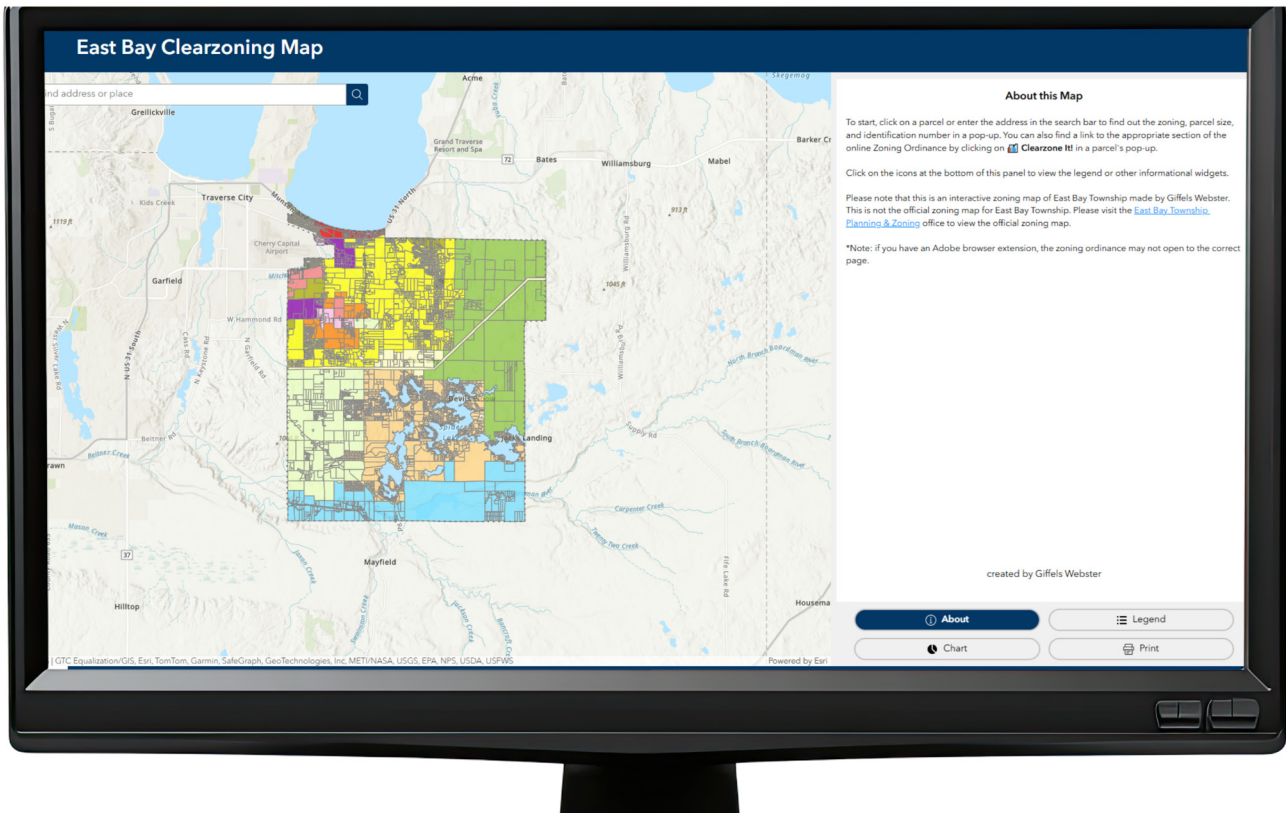


Clearzoning®: It's Your Code, Only Better™

Service Overview

Giffels Webster Clearzoning® transforms zoning ordinances into user-friendly, online codes. It makes it easier for readers to quickly access and understand zoning regulations. Benefits of this transformation include a clear organizational structure that makes sense, more colorful illustrations, and searchable words and terms.

A key feature of Clearzoning is the zoning district two-page spread. This overview answers the most frequently asked questions: What uses are allowed and what are the height and setback regulations? Presenting these key zoning regulations in a clear, easy-to-read manner allows users to quickly find basic information and enables them to dig deeper. The Clearzoning process provides a “health checkup” for your code. Our team of experts conduct a zoning audit of each code as part of the transformation process. Then, our team identifies and fixes incorrect cross-references, duplicative language and inconsistent text. Through the audit, inconsistencies between the zoning code and master plan policies, changes in regulations and zoning practice trends are addressed.



Interactive Zoning Map

Service Overview

Giffels Webster makes zoning codes easier to find and understand by linking relevant sections of code directly to parcels on an interactive map, using our Geographic Information Systems (GIS) technology. This easy-to-use system allows residents to select a property and be immediately directed to zoning regulations that apply to that parcel without having to search an entire code book. Other valuable information such as parcel size and ID number appear in each parcel's popup. In addition to individual parcel information, users can learn more about the particular city or township via widgets.



Client

Sterling Heights

Services

Planning
GIS

Cost

\$131,000

Completion Date

2025

Contact Information

Jake Parcell
City Planner/City
Development Manager
4055 Utica Road
Sterling Heights, MI 48313
586.446.2352

Sterling Heights Master Plan

Sterling Heights, Michigan

Overview

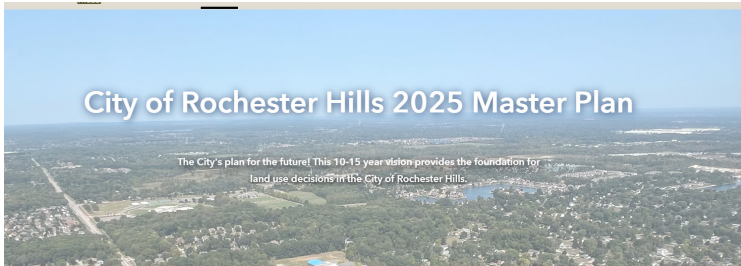
The Sterling Heights Master Plan was developed through an active public participation process and cohesive work by the City Planning Commission and staff. As the City is largely built out, the plan focuses on redevelopment of underutilized and recently vacated sites. The future land use plan outlines a clear vision to address this challenge. Building on the 2017 Master Plan, it refines goals and strategies for housing, transportation, the local economy, environmental stewardship, placemaking and community building, informed by both in person and online engagement with residents and stakeholders involved.

Problem

The City’s existing Master Plan did not fully address the challenges of a built-out community, including how to guide redevelopment of underutilized and recently vacated sites. Without updated direction, opportunities for reinvestment risked being inconsistent with community goals and long-term planning priorities.

Solution

Our team guided a collaborative planning process that translated public input into a refined future land use vision. The updated Master Plan provided clear guidance for redevelopment and identified opportunities for incremental public and private investment in key areas, better positioning Sterling Heights to manage change and reinvestment over time.



Client

Rochester Hills

Services

Planning
Geographic Information System

Cost

\$150,000

Completion Date

2025

Contact Information

Sara Roediger
Planning and Economic
Development Director
1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4660
roedigers@rochesterhills.org

Rochester Hills Master Plan

Rochester Hills, Michigan

Overview

The Rochester Hills Master Plan was completed through a dynamic community engagement process that informed the work of the Planning Commission and city staff. The plan provides a broad view of citywide planning issues while focusing on the unique character of the city's five planning neighborhoods. It outlines strategies for housing transportation and mobility preservation and sustainability community amenities and economic development. The plan also includes a clear roadmap for implementation to ensure future growth aligns with the city's long term vision and guide capital improvements zoning changes and policy decisions.

Problem

City leaders needed a single plan, available in an easy-to-understand format, that addressed citywide issues while recognizing neighborhood differences and providing clear direction for housing, transportation, sustainability, amenities, and economic development decisions to guide future growth and long term vision.

Solution

The plan was delivered as a fully interactive web-based Master Plan using an ArcGIS Hubsite platform offering accessible navigation, interactive mapping tools, engaging pop-up information, and neighborhood-focused exploration for a customizable user experience.



Client

Village of Milford

Services

Planning

Contact Information

Christian Wuerth
Village Manager
1100 Atlantic Street
Milford, MI 48381
248.684.1515

Village of Milford Clearzoning Ordinance

Village of Milford, MI

Overview

The Village of Milford, Michigan undertook an initiative to modernize and improve the usability of its zoning ordinance. Over time, the ordinance had become difficult for residents, business owners, developers, and staff to interpret due to complex language and an outdated organizational structure. To address this, the Village implemented the Clearzoning format, a modern approach designed to present zoning regulations in a clear, organized, and user-friendly way. This update enhanced how zoning information was communicated and accessed, supporting more efficient planning and development processes.

Problem

The Village’s existing zoning ordinance had gradually become challenging to navigate and understand. The document contained complex regulatory language, inconsistent formatting, and an organizational structure that made it difficult for users to locate relevant information. As a result, residents, business owners, developers, and staff often faced confusion when interpreting standards, definitions, and procedures. This lack of clarity could slow development review processes and create uncertainty regarding how regulations should be applied.

Solution

To resolve these issues, the Village’s zoning ordinance was reformatted using the Clearzoning system. This approach reorganized and simplified regulations through improved structure, plain language, and visual tools such as tables, hyperlinks, and graphics that made information easier to find and understand. Definitions, standards, and procedures were also streamlined to ensure consistency and alignment with the Village’s master plan.



Client

City of Rochester Hills

Services

Planning

Completion Date

November 2019

Contact Information

Sara Roediger
 Planning and Economic
 Development Director
 1000 Rochester Hills Dr.
 Rochester Hills, MI 48309
 248.656.4660
 roedigers@rochesterhills.org

City of Rochester Hills Brooklands District

Rochester Hills, Michigan

Overview

In 2017, the City of Rochester Hills developed a plan to revitalize the Auburn Road Corridor into a walkable mixed-use district. Plans for the reconstruction of Auburn Road incorporated pedestrian amenities and on-street parking to establish the physical framework needed to support a vibrant, pedestrian-oriented corridor.

Problem

Although infrastructure improvements were planned to support walkability, the City’s existing Zoning Ordinance did not allow the type of development envisioned in the corridor plan. When Giffels Webster assisted the City with its 2018 Master Plan update, the need to support housing and commercial activity along the corridor was identified. The plan’s implementation chapter recommended amending the zoning ordinance to create standards for the Brooklands area that aligned with the Auburn Road Corridor Plan.

Solution

Following engagement with stakeholders in the Brooklands neighborhood, Giffels Webster developed a form-based zoning district designed to support the corridor vision. The district allows small-scale commercial development, upper-floor residential dwellings, and updated parking standards that collectively promote walkability. It also includes standards for building elements, materials, and transparency to ensure high-quality design, long-term durability, and an attractive streetscape.



Client

City of Saginaw

Services

Planning

Completion Date

2025

Contact Information

Robert Gollin
Urban Planner
1315 South Washington
Avenue
Saginaw, MI 48601
989.759.1308

Saginaw Zoning Ordinance

Saginaw, MI

Overview

The zoning ordinance rewrite for Saginaw resulted in a modern, easy-to-use regulatory document with innovative zoning tools designed to support the City’s desired development patterns. Building on the City’s recently adopted Master Plan, the rewrite included significant updates to the City’s form-based districts and improvements intended to increase housing accessibility, provide greater flexibility for development, and better align zoning with current market conditions.

Problem

Prior to the update, the City’s zoning ordinance contained antiquated language, inconsistencies, and structural deficiencies that made the ordinance difficult to interpret and administer. Outdated requirements and legal conflicts created barriers to achieving the development vision outlined in the Master Plan and limited the City’s ability to respond to evolving housing and market needs.

Solution

The project began with a comprehensive zoning ordinance audit that identified key opportunities for improvement. During the drafting phase, Giffels Webster worked closely with a City steering committee through regular meetings to review priorities and refine proposed language. These discussions were informed by audit findings, the Master Plan, and targeted community engagement focused on more complex or controversial ordinance topics. The final ordinance was organized in the Clearzoning format, creating a logically structured and easy-to-navigate document that improves usability for staff, decision-makers, and the public.



Charter Township of East Bay
Zoning Ordinance
Effective: December 9, 2024



Amended through November 30, 2025

Client

East Bay Township

East Bay Township Zoning Ordinance

East Bay Township, Michigan

Services

Zoning

Overview

East Bay Township undertook a full rewrite and reformatting of its zoning ordinance to implement the goals of its recently adopted Master Plan, which emphasizes environmental protection and carefully managed growth. The project also aimed to create a clearer, more user-friendly ordinance.

Contact Information

Claire Karner, AICP
Director of Planning &
Zoning East Bay Township
1965 N Three Mile Road
Traverse City, MI 49696
231.947.8681 x2
ckarner@eastbaytwp.org

Problem

The Township’s existing ordinance was difficult to navigate and did not fully align with the Master Plan or current zoning best practices. Updates were needed to improve environmental protections, clarify development procedures, and modernize regulations.

Solution

Through a series of public steering committee meetings, Giffels Webster developed and refined a new ordinance that aligned zoning districts with the future land use plan and strengthened environmental protections. The final ordinance was organized using the Clearzoning format, improving navigation with illustrations, consistent terminology, and internal links, while updating standards to reflect current best practices, market conditions, and legal requirements.

Project Team

Our Team

Jill Bahm, AICP, is a partner at the firm and will provide oversight throughout the duration of the project, ensuring that all contractual requirements are met. Jill has 29 years of experience, bringing her innovative and forward-thinking approach to community planning, as well as extensive expertise in master planning, zoning, and public engagement.



Joe Tangari, AICP, is a Principal Planner with extensive experience in the preparation of Master Plans and Zoning Ordinances. Joe will serve as the project manager and primary point of contact for the Village, providing overall coordination and ensuring consistent communication and progress throughout the duration of the project



Julia Upfal, AICP, is a senior planner on the team and will serve as the team leader for the Master Plan portions of the project. In this role, she will facilitate discussions regarding the plan’s vision, focus areas, future land use, and implementation strategies while coordinating closely with Village staff and the Planning Commission



Andy Aamodt is a senior planner on the team and will serve as the team leader for the Zoning Ordinance portion of the project. In this role, he will lead the preparation of updated zoning standards and ensure that the ordinance is clearly written and aligned with the goals and policies established in the Master Plan.



Rose Kim is an associate planner and will manage the design and structure of the both documents, including the creation of all graphics. Rose’s combined skills in planning and graphic design make her well-positioned to provide a format that is visually engaging and intuitive to navigate.

Hannah Prins is a staff planner and will support Rose with graphics and design.

Ariana Toth, GISP, is the GIS Manager for Giffels Webster. Ariana will be responsible for creating all static and interactive maps to support this effort, including the Future Land Use and Zoning Maps.

Our team delivers thoughtful analysis, collaborative engagement, and clear solutions to help communities implement thier vision through effective master plans and zoning ordinances.



Jill Bahm AICP Partner

Jill Bahm, AICP, has been a partner at Giffels Webster since 2019 and leads the planning, landscape architecture and GIS teams. Jill has worked in both the public and private sector, as a Downtown Development Authority director, and municipal city planner for the City of Birmingham. Jill currently serves on the Michigan Association of Planning's Board of Directors and is the Professional Development Officer. She was one of the co-authors of the American Planning Association's 2014 *Aging in Community Policy Guide*. Jill recently served as an adjunct professor in the graduate urban planning program at Wayne State University and provides local training on planning and zoning issues.

YEARS OF EXPERIENCE
29

EDUCATION

Master of Urban and Regional Planning
University of Michigan

Bachelor of Arts in Communications | English
University of Michigan

Form-based Code Institute
Alumnus

National Charrette Institute
Core Level Certificate

CERTIFICATIONS

American Institute of Certified Planners
American Planning Association

Michigan Association of Planners

SPECIAL EXPERTISE

Zoning
Downtown Development
Land Use/Planning
Review Process
Public Engagement
Design
Placemaking
Training/Education

Land Use Planning

City of Sterling Heights 2025 Master Plan
City of Grosse Pointe Woods 2024 Master Plan
Commerce Township 2023 Master Plan
Village of Suttons Bay 2023 Master Plan
City of Sylvan Lake 2023 Master Plan
City of Lathrup Village 2021 Comprehensive Plan
City of Madison Heights 2020 Master Plan
City of Rochester Hills Master Plan 2019 Update
City of Brighton 2019 Comprehensive Plan (2025 Update is underway)
City of Brighton 2019 Capital Improvement Plan
City of Lathrup Village Capital Improvement Plan (2018 - present)
Grand Blanc Township Tech Village Master Plan / Framework Study (2016)

Recreation Planning

City of Brighton Recreation Plan (2025-2029)
Chesterfield Twp. Recreation Plan (2023-2027)
City of Lathrup Village Recreation Plan (2021-2025)
City of Madison Heights Recreation Plan (2021-2025)
City of White Cloud Recreation Plan (2021-2025)
Genoa Twp. Recreation Plan (2021-2025),
Paint Creek Trailways Commission
Recreation Plan (2020-2024)
Michigan Natural Resources Trust Fund Grant
Application Assistance (2018), **White Lake Twp.** (\$1.4M Awarded), 2021 **Genoa Township** (\$300,000 Awarded)

Economic Development

Michigan Main Street Strategic Planning (2025-)
Village of Sparta Economic Development Strategy (2021)
Clawson DDA Tax Increment Finance Plan (2020)
City of Laingsburg Pre-Development Services (2020)
City of Hillsdale Pre-Development Services (2020)
Meridian Twp. Pre-Development Services (2019)
Grand Blanc Twp. Tech Village Marketing (2017)
City of Wixom Economic Development Strategy (2014)
Ferndale DDA Tax Increment Finance Plan (2012)

Zoning

Whitewater Township Zoning Amendments (underway)
Clinton County Zoning Amendments/Clearzoning (2024)
City of Horace ND Zoning rewrite/Clearzoning (2023)
Village of Milford Clearzoning/Zoning Audit (2021)
City of Rochester Hills Zoning Amendments (2018-2023)
Village of Cass City Clearzoning/Zoning Audit (2020)
City of Clare Zoning Audit, Zoning Amendments, Sign Ordinance (2019-2021)
City of Coldwater Clearzoning/Zoning Audit (2020)
City of Clawson Zoning Amendments (2016), Audit and Clearzoning (2019)
City of Ann Arbor Sign Ordinance (2019)
City of Brighton Clearzoning, Zoning Code Update and Form-based districts (2017-2020)
Grand Blanc Township Tech Village Form-Based Code (2017)
City of Ruston LA Zoning Amendments, Form-Based Code, and Clearzoning (2012-present)
City of Flint Zoning Audit (2015)

Ongoing Planning Services

Chesterfield Township
City of Bloomfield Hills
City of Brighton
City of Clawson
City of Lathrup Village
City of Ruston, Louisiana
City of Sylvan Lake
Village of Milford





Joe Tangari AICP Principal Planner

Joe Tangari is a Principal Planner at Giffels Webster. He received a Master of Urban Planning degree from Wayne State University with a concentration in Managing Metropolitan Growth, and a B.A. in Music Business from Berklee College of Music

YEARS OF EXPERIENCE

13

EDUCATION

Master of Urban Planning
Wayne State University

Bachelor of Arts
Music Business
Berklee College of Music

Joe is dedicated to improving opportunities for public input, achieving clarity in zoning ordinance language and illustrations, pursuing innovative planning concepts, advancing community sustainability and resiliency, and providing informative development reviews to guide planning commission decision-making. He enjoys the day-to-day challenges of community planning and economic development.

At Giffels Webster, Joe has conducted development reviews, drafted form-based zoning districts, created master plan and zoning graphics using SketchUp, developed historic district design standards, participated in master plan and recreation plan updates, helped build municipal websites, worked to improve development processes and forms, and facilitated public input via community meetings and surveys. Communities he has served include small towns, rural townships, inner ring cities, and suburbs. He has also served as an instructor for the Michigan Economic Development Corporation’s workshops on improving review processes and amending zoning ordinances.

Plans and Special Studies

- Downtown Master Plan, Clawson, 2016*
- NextSteps for Downtown Assessment, Mount Clemens, 2016
- Master Plan Update: Implementation Guide, Lexington, 2016-2021 Recreation Plan, Ira Twp., 2016
- Corridor Zoning Study, Ruston, LA, 2016
- Master Plan Update, Novi, 2016
- River Raisin National Battlefield 2017 Cooperative Land Management Plan Comprehensive Plan, Brighton, 2018**
- Master Plan Update, Madison Heights, 2021
- Comprehensive Plan, Adrian, 2022
- Sustainability Framework, Clawson, 2023
- The Next 50: Farmington Hills Master Plan, Farmington Hills, 2025

Ongoing Planning Services

- Bloomfield Hills (2017-present)
- Bruce Twp. (2018-present)
- Clawson (2019-present)
- Farmington Hills (2015-present)
- Ruston, LA (2016-present)

Zoning & Other Ordinance Work

- Technology Village Form-based Zoning Districts: Grand Blanc Twp.
- Sign Ordinances: Farmington Hills, Columbus Twp., Bruce Twp.
- Zoning Ordinance Audits: Manistee, Brighton, Clawson, East Bay Twp.
- Clearzoning Ordinances & Zoning Ordinance Audits: Ira Twp. and Columbus Twp.
- Clearzoning Codebooks: Columbus Twp. and Bruce Twp.
- Zoning Ordinance: New Format & Amendments, Steamboat Springs, CO
- Zoning Audit, Clearzoning, and Comprehensive Amendments: Springfield, MI
- Zoning Audit, Comprehensive Zoning Amendments, Clearzoning: Horace, ND, 2024
- Comprehensive Zoning Rewrite, Clearzoning: East Bay Twp., 2025
- Sign Ordinance Best Practices Guidebook: Wisconsin Economic Development Corporation, 2025

Other Planning Work

- Instructor, MEDC Best Practices 2 & 3
- Historic District Design Guidelines, Fairmont, WV

* Winner, Vernon Deines Honor Award, Outstanding Small Town Special Project Plan (APA STAR Division)

** Winner, Vernon Deines Merit Award, Outstanding Small Town Comprehensive Plan (APA STAR Division)

*Winner, John Kellar Award for Planning Initiative (APA STaR Division).





Julia Upfal AICP Senior Planner

Julia Upfal, AICP, is a senior planner at Giffels Webster with over a decade of community development experience. Julia earned a BA in Urban Studies from Wayne State University in 2012 and a Master of Urban Planning degree from the University of Michigan in 2015.

YEARS OF EXPERIENCE
10

EDUCATION
Master of Urban Planning
The University of Michigan

Bachelor of Art
Urban Studies
Economics Minor
Wayne State University

LICENSES | REGISTRATION
American Institute of
Certified Planners
American Planning Association
Michigan Association
of Planning
APA Economic Development
Division
APA Women in Planning Division

SPECIAL EXPERTISE
Ordinance Review
Land Use Planning
Master Plans
Economic Development
Community Engagement
Site Plan Review
Parks and Recreation
TIF Plans
Housing Strategies
Downtown Development
Consensus Building
Grant Writing
Education and Training

Julia has worked in both the public and private sector, positioning her to navigate the complexities of urban development with a comprehensive understanding of local government and market dynamics. Julia’s experience includes master planning, zoning, economic development, community engagement and grant writing; since 2015, Julia has helped secure over \$1,000,000 in public sector grant funding for local communities.

Julia’s technical expertise in planning coupled with her passion for public engagement enables her to provide prescriptive guidance that strategically aligns development with established community goals.

Julia’s experience reflected below was gained while working at other organizations and with Giffels Webster.

Long Term Planning and Special Studies

- 2016 Legends District Master Plan, City of Green Bay
- 2017 Benchmarking Study, Livingston County
- 2022 Master Plan Audit, Village of Milford
- 2023 Master Plan, Springfield Twp.*
- 2023 Master Plan, Commerce Twp.
- 2023 Master Plan Audit, City of Brighton
- 2025 Master Plan, Village of Milford

Ordinance Review

- 2021 Zoning Ordinance Rewrite, City of Chelsea
- 2023 Zoning Ordinance Amendments, City of Ypsilanti
- 2022-2025 Zoning Ordinance Amendments, Village of Milford
- 2022-2025 Zoning Ordinance Amendments, Springfield Township
- 2025 Zoning Ordinance Amendments, Farmington Hills
- 2025 Zoning Ordinance Audit, Village of Blissfield
- 2025 Zoning Ordinance Audit, Springfield Township
- 2025 Zoning Ordinance Rewrite, City of Saginaw

Economic Development

- 2017 WEDC Idle Sites Grant, \$425,000, City of Green Bay
- 2019 Site Readiness Grant, \$75,000, Handy Twp.
- 2019 Marketing Strategy, City of Chelsea
- 2020 Commercial Rehabilitation District Review Guidelines, City of Chelsea
- 2021 EGLE Brownfield Grant, \$475,000, City of Chelsea
- 2022 Southside Redevelopment Study, Port Huron

Ongoing Professional Services

- Springfield Twp. Planning Services (2022- Present)
- Village of Milford Planning Services (2022- Present)
- Farmington Hills Planning Services (2023- Present)
- Ypsilanti Planning Services (2023- 2024)
- Lincoln Park Planning Services (2023- 2024)

*Recipient of Vernon Deines Merit Award for Comprehensive Plan or Special Project Plan from the American Planning Association Small Town and Rural Planning Division





Andy Aamodt

Senior Planner

Andy Aamodt is a Senior Planner at Giffels Webster with over six years of experience specializing in community planning, where he worked as a planner and zoning coordinator for multiple communities in Southeast Michigan. In those roles, he organized master plan and zoning ordinance updates. He also managed several site development reviews, including planned unit developments, special land uses, and rezonings.

YEARS OF EXPERIENCE

6

EDUCATION

Master of Urban & Regional Planning
University of Michigan

Bachelor of Arts
Geography
Calvin College

SPECIAL EXPERTISE

Zoning
Land Use/Planning
Development Review
ArcGIS
Adobe Illustrator
Google SketchUp

Andy enjoys analyzing how our built and natural environment is shaped by laws and policies. He embraces the fact that many planning and zoning cases are unique and sometimes challenging. He strives to help improve communities by making development processes and ordinances more readable and efficient.

Andy's experience listed below reflects his background with other organizations and Giffels Webster.

Planning Projects

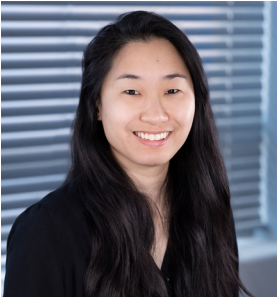
Master Plan Update (2021), City of Ypsilanti
Non-Motorized Transportation Plan Update (2021), City of Ypsilanti

Zoning Projects

Zoning Ordinance Updates (2019-2022), City of Ypsilanti
Draft Zoning Ordinance Workshops and Presentations (2019), City of Flint

Ongoing Planning Services

City of Sterling Heights (2022-2023)
City of Clawson (2023-present)
Grand Blanc Twp. (2023-present)
City of Ypsilanti (2023-present)
City of Lincoln Park (2024-present)



Rose Kim

Associate Planner

Rose is a graduate from Wayne State University's Master of Urban Planning program with experience in planning research. She earned her undergraduate degree from NYU's Leonard N. Stern School of Business in Information Systems and Marketing. Rose is passionate about community and economic development and helping to achieve greater equity in planning.

YEARS OF EXPERIENCE

5

EDUCATION

Master of Urban Planning
Wayne State University

Bachelor of Science
Information Systems and
Marketing
New York University

Rose's experience reflected below was gained while working at other firms and with Giffels Webster.

Plans

- 2023 Master Plan Update, Genoa Twp.
- 2023 Master Plan Update, Village of Suttons Bay
- 2023 Comprehensive Plan Land Use Study, Clinton County
- 2023 Master Plan Review and Update, Commerce Twp.
- 2024 Master Plan Update, Watertown Twp.

Clearzoning® Ordinance Conversion

Zoning Ordinances:

- Clawson
- Clinton County
- Grosse Pointe Woods
- Horace, ND

Other Ordinances:

- Soil Erosion and Sediment Control (SESC) Ordinance - Clinton County

Additional Experience

- Collaborator, East Warren Community Development Corporation COVID-19 and Business Development Plan
- Research Assistant, Wayne State University
- Co-writer, "Are We Planning for Equity?" (Journal of the American Planning Association)
- Co-writer, "Planners as Researchers: Can a Community Science Approach Benefit Planning Research and Practice?" (Journal of Planning Education and Research)
- Co-writer, "Placemaking in Practice: Municipal Arts and Cultural Plans' Approaches to Placemaking and Creative Placemaking" (Journal of Planning Education and Research)
- Co-writer, "Identifying Plan Perceptions: Higher Education Institutions as Arts and Cultural Anchors" (Urban Affairs Review)



Hannah Prins

Associate Planner

Hannah Prins is an Associate Planner at Giffels Webster. She received a Master of Urban and Regional Planning and a Bachelor of Landscape Architecture from Michigan State University giving her a background that bridges technical design and planning policy.

Her experience includes facilitating public engagement and supporting long-range planning efforts with the City of East Lansing and contributing to climate resilience research funded by the U.S. Department of Housing and Urban Development at Michigan State University. Additionally, as a landscape designer she has experience with site plan design and review, streetscape and green infrastructure design standards, and community placemaking. Hannah is passionate about finding innovative ways to connect with the public and utilizing graphics and illustrations, and data to make planning processes clearer, more accessible, and engaging to a wider audience.

YEARS OF EXPERIENCE

2

EDUCATION

Bachelor of Landscape
Architecture
Michigan State University

Master of Urban and Regional
Planning
Michigan State University

SPECIAL EXPERTISE

Public Engagement
Placemaking
Design
Climate Resilience & Adaptation
Site Plan Review
Data-Driven Cities

Planning Services

East Lansing Comprehensive Plan Update, East Lansing, 2024
Climate Vulnerability & Resiliency Planning Index, Michigan State
University



Ariana Toth GISP

GIS Manager

Ariana Toth is the GIS Manager at Giffels Webster and is responsible for the overall development and maintenance of the company's geospatial solutions and services. She has taken on the duties of Database Administrator in conjunction with her normal responsibilities and has experience installing and configuring ArcGIS Enterprise software as well as maintaining a Server environment. Ariana routinely integrates multiple environments across several divisions of the company into GIS both internally and for clients. She is also responsible for communicating with clients, project managers, and partners to determine the specific needs of a project and for providing end-user support to clients.

YEARS OF EXPERIENCE

16

EDUCATION

Master of Arts
Geography
Western Michigan University

Bachelor of Arts
Political Science
Oakland University

SPECIAL EXPERTISE

ArcGIS Enterprise
ArcGIS Field Maps
ArcGIS Online
Geodatabase
Management/Creation

CERTIFICATIONS

GISP
Esri Desktop Professional

As web-based GIS and mobile applications have come to the forefront of cutting-edge GIS technologies, Ariana has eagerly pursued advancing the direction of GIS at Giffels Webster through the use of ArcGIS Online data management and app creation, including using Story Maps and Experience Builder to enhance communication and public engagement. She has also taken a lead in implementing ArcGIS Field Maps and Survey123 for mobile devices and creating dynamic inspection forms.

Ariana is the President of CMPASS (Community of Michigan Professionals Advancing Spatial Sciences, formerly IMAGIN) and has served on the Board of Directors for seven years. She was part of a team of IMAGIN instructors who provided paid training to GIS staff across the country on transitioning to Esri's new ArcGIS Pro software for two consecutive years.

GIS Online Application Development

Capital Improvement Plans
Construction Schedules
Hydrant Flushing Dashboards
Manhole Inspection Dashboards
Water Service Excavation Dashboards
Hub Sites
Storymaps
Experience Builder Applications

Map, Data, & Database Creation

Bruce Twp.
City of Clawson
Clay Twp.
Clinton Twp.
Commerce Twp.
The District, Detroit
City of Ferndale
City of Inkster
Howell Twp.
Lyon Twp.
MHOG
Macomb County
Shelby Twp.
Washington Twp.
Wayne County
City of Ypsilanti
Henry Ford Health System

Asset & Document Management

Commerce Twp.
Howell Twp.
City of Lathrup Village
Macomb County
MHOG
Washington Twp.

SAW Grants

Commerce Twp.
City of Inkster
Lyon Twp.
Livingston County
Macomb County
Washington Twp.

Cemeteries

Mt. Vernon, Washington Twp.

Public Outreach

City of Rochester Hills Master Plan
SW Detroit Truck Routing Study
City of Lathrup Village Bond Issue
Picture This! App for multiple communities

Spatial Analysis

Detroit High Crash Corridor Analysis
Cannabis Ordinance Studies

Assessing Land Value Maps

Clinton Twp.

Field App Creation

Asset Inspections
Asset Inventories
Hydrant Flushing
Lead & Copper Service Line
Inspections & Excavations
Trail Inventories

ArcGIS Online Site Creation | Development

Howell Twp.
Washington Twp.
City of Inkster
City of Sylvan Lake

ArcGIS Enterprise

Confidential Client
MHOG
Internal

GIS Training

City of Inkster
Howell Twp.
Washington Twp.
MHOG
IMAGIN Pro for Pros webinar series

Precinct Maps

Chesterfield Twp.
Commerce Twp.
Washington Twp.
Milford Twp.
Springfield Twp.

Fire Department Run Books

Commerce Twp.
Washington Twp.

Water | Wastewater GIS

Howell Twp.
City of Inkster
City of Lapeer
City of Lathrup Village
Livingston County Drain
Commission
MHOG
Washington Twp.

Interactive Zoning Maps

Bruce Twp.
Chesterfield Twp.
City of Clawson
Grosse Pointe Woods
Lathrup Village
Milford Village
City of Springfield
Washington Twp.
Saginaw
East Bay Twp.

Road & Sidewalk Special Assessments

City of Ferndale
City of Lathrup Village
Commerce Township

High Accuracy Data Collection

City of Inkster
DWSD



Cost Proposal

Cost Proposal

PHASE	COST
Phase 1: Project Initiation and Integrated Assessment	\$22,275
Phase 2: Integrated Community Engagement and Visioning	\$18,225
Phase 3: Policy Framework and Regulatory Concepts	\$87,750
Phase 4: Draft Documents and Public Review	\$8,100
Phase 5: Refinement, Adoption, and Implementation Support	\$8,100
Subtotal	\$144,450
Contingency	\$7,223
Total	\$151,673
<i>Note: The cost of the six final bound copies of each document is included in our total fee proposal</i>	
Optional Costs	
Clearzoning Conversion	\$25,000
Additional Illustrations (Beyond first 35)	\$250/Illustration
Additional Focus Group Meeting	\$500/Meeting
Additional Topic-Based Workshop	\$1,350/Meeting

Proposal Submission Form

Exhibit B - Proposal Submission Form

EXHIBIT B – Proposal Submission

The undersigned having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services specified herein, for the unit prices as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal, which will become a binding contract if accepted by the Village of Beverly Hills. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the Village of Beverly Hills that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

DATE: March 10, 2026

FIRM NAME: (if any) Giffels Webster

ADDRESS: 1025 East Maple, Suite 100, Birmingham, MI 48009

(Street Address) (Village) (State) (Zip)

PHONE NO. (248) 852-3100 FAX NO.: (313) 962-5068

EMAIL: jbahm@giffelswebster.com

SIGNATURE *Jill Bahm*
PRINTED NAME: Jill Bahm
TITLE: Partner



City of Saginaw
Chapter 153
Zoning Ordinance
Effective: July 27, 2025



How to Use This Ordinance

1. Content Organization and Page Layout

The Ordinance is organized into seven Articles, which are further divided using standard outline hierarchy. The content and page layout are designed to promote a clear understanding of requirements, as well as quick retrieval of relevant standards, procedures and other information. The following key assists with navigating through this document.

Article Tabs link to the first page of each Article. **Green** tab indicates the Article in which the current page is located

User Notes provide helpful information for digital and hard copy formats. User Notes are always highlighted in gray

Sections and subsections contain the ordinance regulations in a hierarchal manner

Blue bold font links to standards in other sections of the Ordinance

Graphics, figures, and tables illustrate concepts or clarify regulations

The screenshots show the following content:

- Left Screenshot (Purpose):**
 - Section: 153-3.1.A R-1 Low-Density Residential
 - Section 1. Purpose: The R-1 Low-Density Residential district is established as a district in which the principal use of land is for single-family dwellings.
 - Section 2. Principal Permitted Uses:
 - a. Adult foster care family home § 153-4.2
 - b. Child care home, family
 - c. Community gardens (principal use)
 - d. Dwelling accessory § 153-4.6
 - e. Dwelling single-family detached § 153-4.8
 - f. Home occupations § 153-4.11
 - g. Parks, public § 153-4.25
 - h. Places of worship § 153-4.23
 - i. Schools, public
 - Section 3. Special Land Uses:
 - a. Adult day care home
 - b. Cemeteries § 153-4.3
 - c. Golf courses § 153-4.22
 - d. Hospitals § 153-4.13
 - e. Laundry, coin-operated § 153-4.15
 - f. Libraries
 - g. Parking lot, principal use § 153-4.21
 - h. Parks, private § 153-4.22
 - i. Schools, private
 - j. Utility, public § 153-4.26
- Right Screenshot (Development Standards):**
 - Section 4. Development Standards:
 - Lot Size: Minimum lot area: 6,000 sq. ft.; Minimum lot width: 60 ft.
 - Lot Coverage: Maximum lot coverage: 40%
 - Minimum Setbacks Required: Front yard setback: 20 ft.; Side yard setback (one/total of two): 5 ft./14 ft.; Rear yard setback: 25 ft.
 - Building Height: Maximum building height: 35 ft.
 - Liveable Area: Minimum floor area per dwelling: 600 sq. ft.; Minimum building front and depth: 20 ft.
 - Permitted Encroachments: See § 153-3.7.
 - Section 5. Additional Requirements: These are links to additional, but not comprehensive, requirements for the district.
 - Article 3: § 153-3.6 Lots, Yards, and Open Spaces; § 153-3.16 Floodplain Overlay District
 - Article 5: § 153-5.1 Accessory Buildings; § 153-5.2 Off-Street Parking; § 153-5.4 Signs; § 153-5.5 Landscaping and Screening; § 153-5.6 Fences; § 153-5.9 Traffic Visibility; § 153-5.12 Lighting
 - Article 6: § 153-6.1 Site Plan Review; § 153-6.3 Special Land Uses

Pages are numbered sequentially within each article

Notes provide relevant district information recommended for review


Additional Requirements list other sections or Ordinances that may pertain to a development in the district

Link to Table of Contents
Link to How to Use This Ordinance

Link to Zoning Map
Link to Use Matrix



Use Matrix

 **User Note:** Click on a district heading for the corresponding district regulations page.

Below is a reference table that summarizes the uses listed in the Ordinance. Uses below are generalized. Consult [Section 153-3.1](#) as certain conditions and standards may apply. If there are any conflicts between this table and the uses listed in [Section 153-3.1](#), the latter will control.

P = Principal permitted use

S = Special land use

* = Refer to the district

USE	R-1	R-2	R-3	B-1	B-2	MU-1	MU-2	MU-3	MU-4	I-1	I-2	OS
Adult business ^{§153-4.1}					S							
Adult day care home ^{§153-4.1}	S	S	S	P	P	P	P	P	P			
Adult foster care family home ^{§153-4.2}	P	P	P			P	P	P	P			
Adult foster care large group home ^{§153-4.2}			P			S	P	S	S			
Adult foster care small group home ^{§153-4.2}		S	P			S	P	S	P			
Amusement arcade ^{§153-4.2}				P	P			P*	S			
Bed and breakfast ^{§153-4.2}			P			P	P	P	P			
Boarding houses ^{§153-4.2}		S	P			P						
Business office ^{§153-4.2}				P	P		P	P	P			
Business service ^{§153-4.2}					P	S*		P*	P	P	P	
Cemeteries ^{§153-4.3}	S	S	P	P	P	S	P	P	P			
Child care home, family ^{§153-4.3}	P	P	P	P	P	P	P	P	P			
Child care home, group		S	P	P	P	P	P	P	P			
Clubs, private ^{§153-4.3}			S	P	P		P	P*	P			
Community gardens ^{§153-4.3}			P			S*	S*		S*			
Community gardens ^{§153-4.3} (principal use)	P	P										

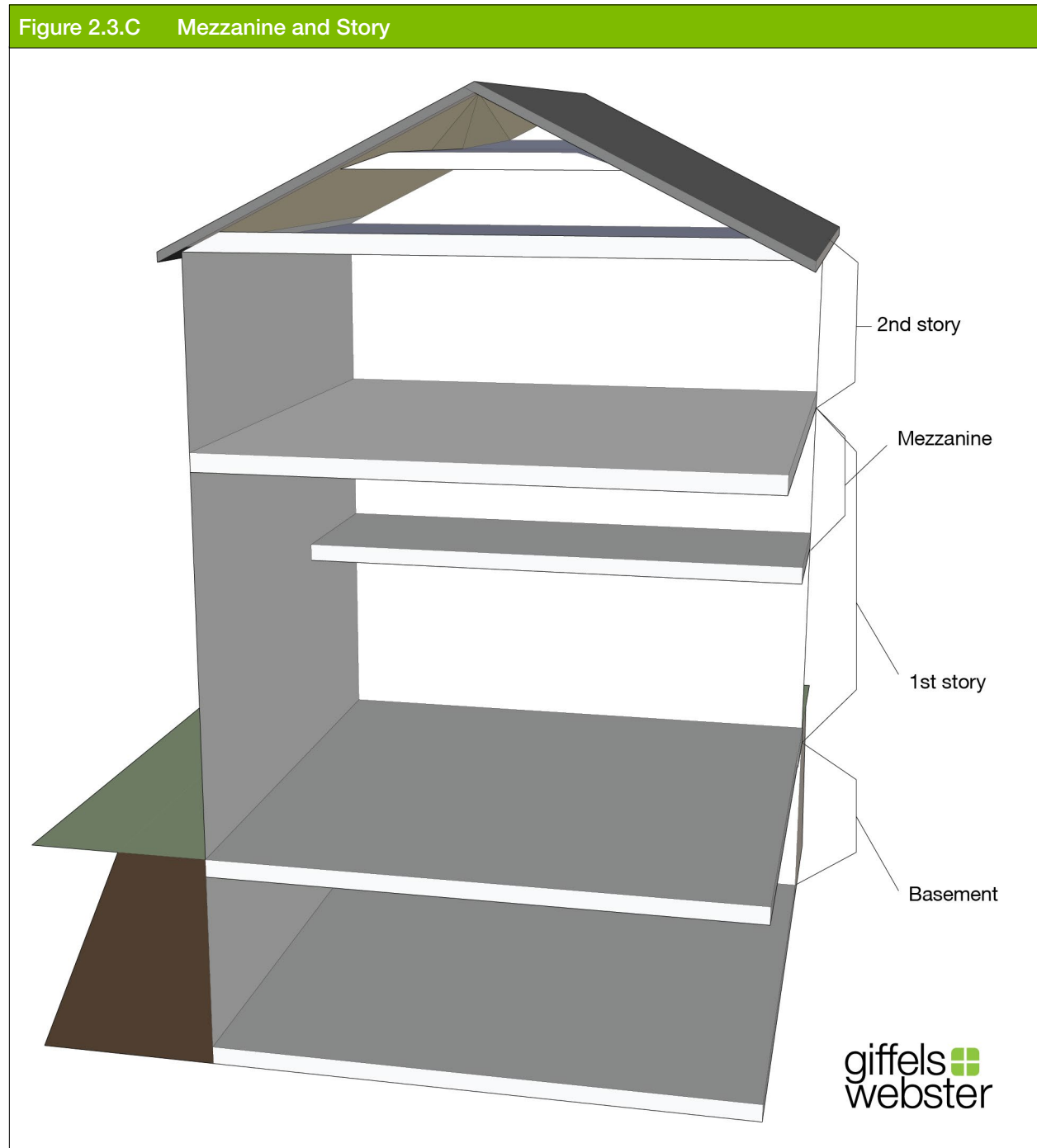
(Continued on the next page)

Mezzanine

An intermediate floor in any story occupying no greater than one-third (1/3) of the floor area of such story.

Story

The portion of a building, other than a mezzanine, included between the surface of a floor and the upper surface of the floor next above, or if there be no floor above, then the space between the floor and the top of the ceiling joists, or, where there is not a ceiling, to the top of the roof rafters.



1. Purpose & Intent

2. Definitions

3. Zoning Districts

4. Use Standards

5. Site Standards

6. Development Procedures

7. Administration & Enforcement

153-3.1.A R-1 Low-Density Residential

1. Purpose

The R-1 Low-Density Residential district is established as a district in which the principal use of land is for single-family dwellings. Accessory dwelling units may be permitted in this district. Additional uses permitted include public and institutional uses that are complementary to the residential character of the district. The specific intent of this district is:

- a. To encourage the construction of and continued use of the land for single-family dwellings.
- b. To prohibit business, commercial, or industrial use of land, and to prohibit any other use which would substantially interfere with development or continuation of single-family dwellings in the district.
- c. To encourage the discontinuance of existing uses that would not be permitted as new uses under the provisions of this section.
- d. To discourage any land use which would generate traffic on minor or local streets other than normal traffic generated by the residents on those streets.

i User Note: Click on [Blue](#) for use-specific standards or refer to [Article 153-4 Use Standards](#).

2. Principal Permitted Uses

- a. [Adult foster care family home](#) ^{§153-4.2}
- b. Child care home, family ^{§153-4.2}
- c. Community gardens ^{§153-4.2} (principal use)
- d. [Dwelling, accessory](#) ^{§153-4.6}
- e. [Dwelling, single-family detached](#) ^{§153-4.8}
- f. [Home occupations](#) ^{§153-4.11}
- g. [Parks, public](#) ^{§153-4.25}
- h. [Places of worship](#) ^{§153-4.23}
- i. Schools, ^{§153-4.23} public

3. Special Land Uses

- a. Adult day care home ^{§153-4.2}
- b. [Cemeteries](#) ^{§153-4.3}
- c. [Golf courses](#) ^{§153-4.22}
- d. [Hospitals](#) ^{§153-4.13}
- e. [Laundry, coin-operated](#) ^{§153-4.15}
- f. Libraries ^{§153-4.15}
- g. [Parking lot, principal use](#) ^{§153-4.21}
- h. [Parks, private](#) ^{§153-4.22}
- i. Schools, ^{§153-4.22} private
- j. [Utility, public](#) ^{§153-4.26}



153-3.1.A R-1 Low-Density Residential

i  User Note: Refer to [§ 153-2.3 Measurements](#) for definitions and rules for measurements.

4. Development Standards

Lot Size:

Minimum lot area: 6,000 sq. ft.

Minimum lot width: 60 ft.

Lot Coverage:

Maximum lot coverage: 40%

Minimum Setbacks Required:

Front yard setback: 20 ft.

Side yard setback (one/total of two): 5 ft./14 ft.

Rear yard setback: 25 ft.

Building Height:

Maximum building height: 35 ft.

See [§ 153-3.18](#) for exceptions from maximum building height.

Livable Area:

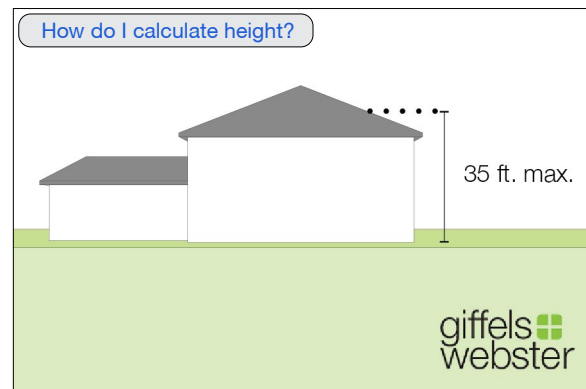
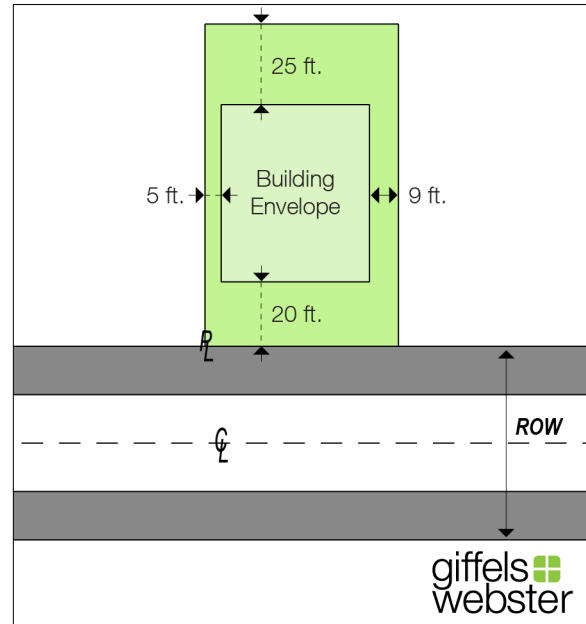
Minimum floor area per dwelling: 600 sq. ft.

Minimum building front and depth: 20 ft.

Permitted Encroachments:

See [§ 153-3.7](#).

For additions to the above requirements, refer to [§ 153-3.8](#) (footnotes 1, 2, 4, 5, 6, and 11) and [§ 153-3.9](#).



i  User Note: Click on [Blue](#) for use-specific standards.

5. Additional Requirements

These are links to additional, but not comprehensive, requirements for the district.

Article 3

- [§ 153-3.6 Lots, Yards, and Open Spaces](#)
- [§ 153-3.16 Floodplain Overlay District](#)

Article 6

- [§ 153-6.1 Site Plan Review](#)
- [§ 153-6.3 Special Land Uses](#)

Article 5

- [§ 153-5.1 Accessory Buildings](#)
- [§ 153-5.2 Off-Street Parking](#)
- [§ 153-5.4 Signs](#)
- [§ 153-5.5 Landscaping and Screening](#)
- [§ 153-5.6 Fences](#)
- [§ 153-5.9 Traffic Visibility](#)
- [§ 153-5.12 Lighting](#)

1. Purpose & Intent

2. Definitions

3. Zoning Districts

4. Use Standards

5. Site Standards

6. Development Procedures

7. Administration & Enforcement

153-3.1.B R-2 Medium Density Residential

1. Purpose

The R-2 Medium Density Residential district is established as a district in which the principal use of land is for single-family dwellings and multiple-family buildings with up to four dwelling units. Accessory dwelling units may be permitted in this district. Additional uses permitted include public and institutional uses that are complementary to the residential character of the district. The specific intent of this district is:

- a. To encourage the construction of and continued use of the land for residential uses.
- b. To prohibit uses that are not consistent with the residential uses due to noise, glare, traffic, or other externalities.
- c. To encourage the discontinuance of existing uses that would not be permitted as new uses under the provisions of this section.

i User Note: Click on [Blue](#) for use-specific standards or refer to [Article 153-4 Use Standards](#).

2. Principal Permitted Uses

- a. [Adult foster care family home](#) ^{§153-4.2}
- b. Child care home, family ^{§153-4.2}
- c. Community gardens ^{§153-4.2} (principal use)
- d. [Dwelling, accessory](#) ^{§153-4.6}
- e. [Dwelling, two-family](#) ^{§153-4.8}
- f. [Dwelling, single-family detached](#) ^{§153-4.8}
- g. [Home occupations](#) ^{§153-4.11}
- h. [Parks, public](#) ^{§153-4.25}
- i. [Places of worship](#) ^{§153-4.23}
- j. Schools, ^{§153-4.23} public

3. Special Land Uses

- a. Adult day care home ^{§153-4.2}
- b. [Adult foster care small group home](#) ^{§153-4.2}
- c. Boarding houses ^{§153-4.2}
- d. [Cemeteries](#) ^{§153-4.3}
- e. Child care home, group
- f. [Dwelling, multiple-unit](#) ^{(containing up to four units) §153-4.8}
- g. [Dwelling, single-family attached](#) ^{§153-4.8}
- h. [Golf courses](#) ^{§153-4.22}
- i. [Hospitals](#) ^{§153-4.13}
- j. [Laundry, coin-operated](#) ^{§153-4.15}
- k. Libraries ^{§153-4.15}
- l. [Parking lot, principal use](#) ^{§153-4.21}
- m. [Parks, private](#) ^{§153-4.22}
- n. Recreation, outdoor commercial ^{§153-4.21}
- o. Schools, ^{§153-4.23} private
- p. [Utility, public](#) ^{§153-4.26} (without outdoor storage ^{§153-4.26})



Section 153-5.5

1. Purpose & Intent

2. Definitions

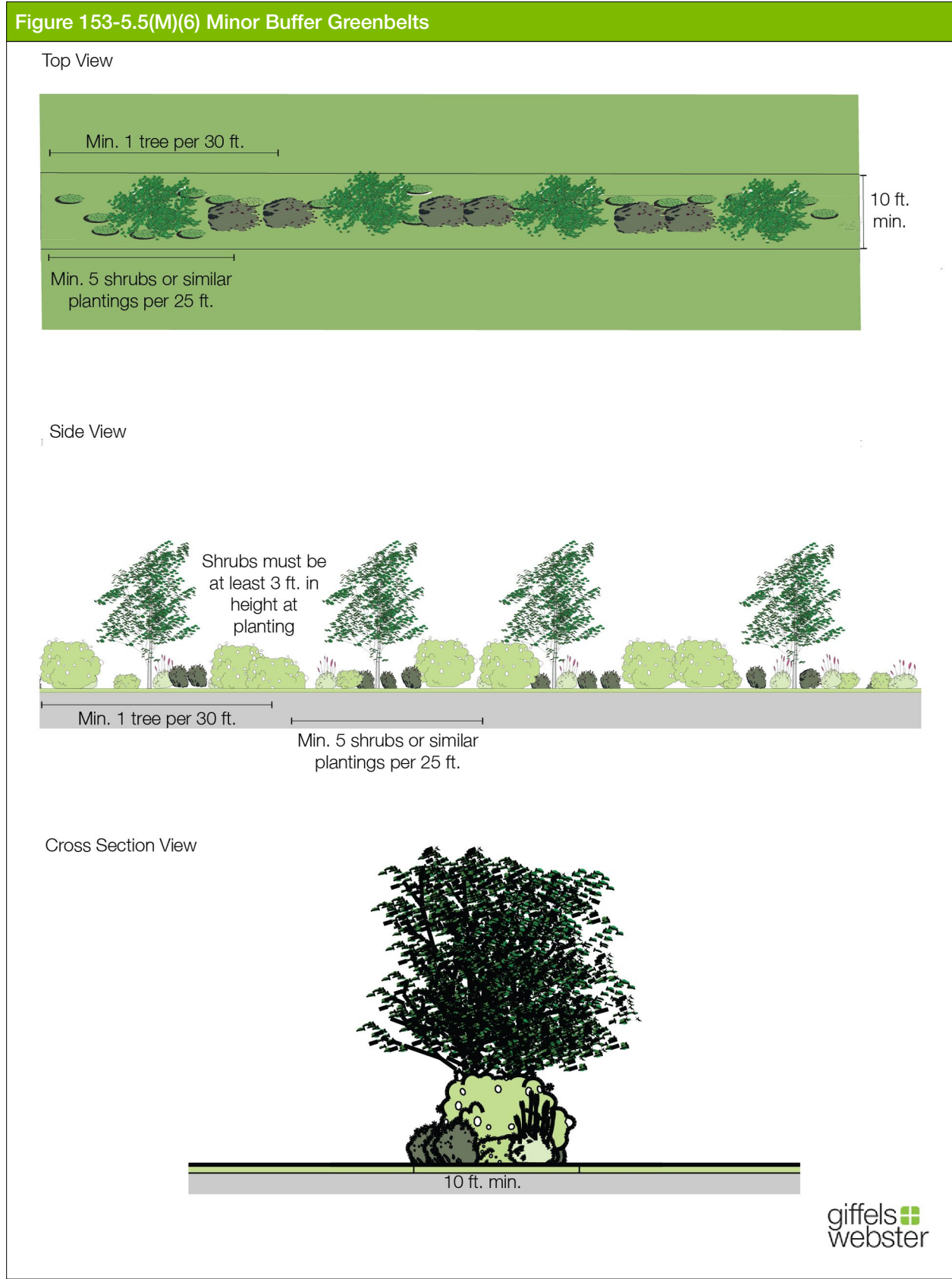
3. Zoning Districts

4. Use Standards

5. Site Standards

6. Development Procedures

7. Administration & Enforcement





Agenda Item Summary

To: Village Council

From: Warren Rothe, Village Manager

Re: ***Business Agenda - 3. Public Hearing on Special Assessments to be added to the Tax Roll***

Date: May 5, 2026 - [Click to View Agenda](#)

Summary:

Each year a public hearing is held to review and confirm the unpaid special assessments and billings that are to be added to the tax roll. Accompanying this staff report is a memo from Treasurer Linkswiler, detailing the charges and assessments to be billed.

Recommendation:

Conduct the required public hearing and consider adopting the proposed resolution prepared by Treasurer Linkswiler.

Attachments:

None



MEMO

To: Village Manager Warren Rothe, Honorable President George and Village Council Members

From: Peggy Linkswiler, Treasurer

Date: May 5, 2026

Subject: Special Assessments to be added to the 2026 Tax Roll

Each year a public hearing is held to review and confirm the unpaid assessments and billings that are to be added to the tax roll. The categories of subject charges and amounts follow:

<u>Description</u>	<u>No. of Properties</u>	<u>Amount</u>
A. Delinquent Water	119	\$ 184,756.31
B. Dust Control*	62	1,500.00
C. Southfield Rd. Maintenance**	4	2,154.09
D. Sidewalk Replacement	10	2,564.54
Total	195	190,974.94

*Dust Control is a single lot assessment, based on front footage, for residents living on gravel roads.

**Maintaining Right of Way, landscaping, water and electricity for Southfield Rd. frontage.

Suggested Resolution:

Be it resolved, the Beverly Hills Village Council approves the unpaid assessments and billings to be added to the tax roll as outlined above.



Agenda Item Summary

To: Village Council
From: Elizabeth Kutey, Finance Director

Re: ***Business Agenda - 5. Public Hearing on Proposed Fiscal Year 2027 Budget***
Date: May 5, 2026 - [Click to View Agenda](#)

Summary:

Annually, before the Village Council may adopt the budget for the upcoming Fiscal Year, it is required to hold a public hearing. The notice of Public Hearing was published in *The Eagle* on April, 15, 2026. Upon receipt of public comment, the Village President will close the Public Hearing and the Council will then consider adoption of the budget. A copy of the published notice is included below.

**VILLAGE OF BEVERLY HILLS
NOTICE OF PUBLIC HEARING
ON PROPOSED 2026/2027 BUDGET**

NOTICE IS HEREBY GIVEN that the Beverly Hills Village Council will hold a public hearing at its regular meeting on Tuesday, May 5, 2026, at 7:00 P.M. to review and to receive comments on the proposed 2026/2027 budget. The budget proposes a property tax levy of 1.7509 mills for General Fund operating purposes, 9.2210 mills for Public Safety, 0.7620 mills for Library, 1.4000 mills for Rubbish, 0.2978 for Park Improvement for a total of 13.4317 mills. A copy of the budget is available at the Village Office for public inspection. **THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.**

Copies of the proposed 2026/2027 Budget are available in the Village office for public inspection during regular business hours or by request via email. Residents are encouraged to attend the public hearing to present comments on these items. Written comments may also be submitted prior to the hearing to the attention of the Village Clerk, 18500 W. Thirteen Mile Road, Beverly Hills, MI 48025 or via email: cbrown@beverlyhillsmi.gov.

Carissa Brown
Village Clerk

Published: Birmingham-Bloomfield Eagle 04/15/2026 0087-2616

Recommendation:

Conduct the required Public Hearing.

Attachments:

None



Agenda Item Summary

To: Village Council
From: Warren Rothe, Village Manager
Elizabeth Kutey, Finance Director

Re: ***Business Agenda - 6. Resolution Adopting Fiscal Year 2027 Budget***

Date: May 5, 2026 - [Click to View Agenda](#)

Summary:

The Village Manager's proposed FY 2027 budget was presented to the Village Council on [April 14, 2026](#). The budget provides for a tax levy and utility fees, which comprise the majority of the Village's revenue used to support the expenditures. The Village Council will consider the millage rates and the utility rate schedule in separate resolutions. The annual budget provides the authority to appropriate funds for the operations of the Village from July 1, 2026, through June 30, 2027.

Financial Impact:

Total revenues for all funds equal \$27,272,730. Total expenditures for all funds equal \$29,491,567, inclusive of depreciation in the water/sewer fund.

Recommendation:

It is recommended the Village Council adopt the attached resolution adopting the Village's budget for the 2027 Fiscal Year.

Attachments:

1. Budget Adoption Resolution FY27
2. Budget Export for Adoption Resolution

**STATE OF MICHIGAN
COUNTY OF OAKLAND
VILLAGE OF BEVERLY HILLS**

**RESOLUTION TO APPROVE
2026-2027 GENERAL FUND, SPECIAL REVENUE FUNDS, AND PROPRIETARY
FUNDS BUDGETS**

At a regular meeting of the Village Council for the Village of Beverly Hills (the “Council”), held at Village Hall located at 18500 W. 13 Mile Road, Beverly Hills, Michigan on May 5, 2026, at 7:00 p.m. the following resolution was offered:

Motion by Councilmember _____ seconded by Councilmember _____
to adopt the following resolution:

SECTION 1 - TITLE

WHEREAS, this resolution shall be known as the Village of Beverly Hills 2026-2027 General Appropriations Act; and,

SECTION 2 – CHIEF ADMINISTRATIVE OFFICER

WHEREAS, the Village Manager in accordance with Section 4.7 of the Village Charter shall be the Chief Administrative Officer (CAO) enumerated in this Act; and,

SECTION 3 – FISCAL OFFICER

WHEREAS, the Village Finance Director in accordance with Section 2.03 of the Village Code shall be the general Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act; and,

SECTION 4 – PUBLIC HEARING ON THE BUDGET

WHEREAS, pursuant to Section 8.4 of the Village Charter, notice of a public hearing on the proposed budget was published in the local newspaper of general circulation on April 15, 2026, in accordance with the law which requires notice to be published at least seven days (one week) prior to the public hearing; and,

WHEREAS, a public hearing on the proposed budget was held on May 5, 2026; and,

SECTION 5 – ESTIMATED GENERAL FUND REVENUES

WHEREAS, estimated Village’s general fund revenues for fiscal year 2026-2027, including a general operating millage of 1.7508 mills; and various miscellaneous revenues shall total \$4,098,930; and,

SECTION 6 – MILLAGE LEVY

WHEREAS, the Village of Beverly Hills Council shall cause to be levied and collected the general property tax on all real and personal property within the Village upon the tax roll in an amount equal to 13.4316 mills, as authorized under state law and approved by the electorate; and,

SECTION 7 – ESTIMATED EXPENDITURES

WHEREAS, estimated General Fund expenditures for Fiscal Year 2027 for the various departments are as follows:

Department Name	Totals
Village Council	\$ 36,062.00
Village Manager	\$ 364,143.00
Finance	\$ 388,600.00
Clerk	\$ 155,500.00
General Admin	\$ 271,700.00
Building & Grounds	\$ 115,100.00
Building Department	\$ 509,501.00
Public Works	\$ 937,687.00
Community Action	\$ 104,212.00
Economic Development	\$ 186,800.00
Parks	\$ 504,600.00
Debt	\$ 237,462.00
Transfers Out	\$ 700,000.00
Total:	\$4,511,367.00

WHEREAS, estimated Village’s Special Revenue Funds, and Proprietary Funds for Fiscal Year 2027 for the various funds are as follows:

Special Revenue Funds	Revenues	Expenditures
Major Streets	\$ 1,297,800.00	\$ 1,525,300.00
Local Streets	\$ 1,723,700.00	\$ 1,780,400.00
Public Safety	\$ 8,672,000.00	\$ 8,760,000.00
Parks Millage	\$ 526,100.00	\$ 720,000.00
Rubbish Millage	\$ 1,245,700.00	\$ 1,245,700.00
Library Fund	\$ 679,800.00	\$ 669,800.00
Capital Projects Fund	\$ 30,000.00	\$ 355,000.00

Proprietary Funds	Revenues	Expenditures
Water/Sewer Fund	\$ 8,998,700.00	\$ 9,924,000.00

SECTION 8 – ADOPTION OF BUDGET BY REFERENCE

WHEREAS, the General Fund budget of the Village of Beverly Hills is hereby adopted by reference, with revenues and activity expenditures as indicated in Section 5 and 7 of this Act; and,

WHEREAS, the Special Revenue Funds of the Village of Beverly Hills are hereby adopted by reference, with revenues and activity expenditures as indicated in Section 7 of this Act; and,

WHEREAS, the Proprietary Fund budgets of the Village of Beverly Hills are hereby adopted by reference, with revenues and activity expenditures that include the use of restricted fund balance or net position, as indicated in Section 7 of this Act; and,

SECTION 9 – ADOPTION OF BUDGET BY APPROPRIATION

WHEREAS, the Village officials responsible for the expenditures authorized in the budget may expend Village funds up to, but not to exceed, the total appropriations authorized and may approve and authorize the Finance Director to make necessary amendments as needed; and,

WHEREAS, the estimated revenues approved in total and appropriations hereby authorized at the department level (lump sum) within the funds; and,

WHEREAS, the authorized budget can only be reallocated within the department (lump sum) or canceled and may not be reallocated to or from one department to another department or from one fund to another fund, without prior approval by the Village Council; and,

SECTION 10 – APPROPRIATION NOT A MANDATE TO SPEND

WHEREAS, appropriations will be deemed maximum authorizations to incur expenditures. The Chief Administrative Officer shall exercise supervision and control to ensure that expenditures are within appropriations in accordance with the Village Charter, and shall not issue any purchase order for expenditures that exceed appropriations; and,

SECTION 11 – PERIODIC FISCAL REPORTS

WHEREAS, it will be necessary for the Council to receive regular updates on the financial position of each department relative to their expenditures and revenue, the Fiscal Officer shall submit to the Village Council of Beverly Hills reports of financial operations, including, but not limited to: a summary statement of the actual financial condition of the general fund by the end of the month following the end of the quarter.

SECTION 12 – LIMIT ON OBLIGATIONS AND PAYMENTS

WHEREAS, no obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation; and,

SECTION 13 – BUDGET MONITORING

WHEREAS, it is the responsibility of the Chief Administrative Officer, Fiscal Officer, and the Village Council to serve as solid fiduciaries of the monies of the Village of Beverly Hills, whenever it appears to the Chief Administrative Officer or the Village Council that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Village Council recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both; and,

SECTION 14 – COUNCIL ADOPTION

NOW, THEREFORE, BE IT RESOLVED:

1. That estimates of anticipated revenues and proposed appropriations are hereby adopted as contained in the accompanying summary documents as follows; and,
2. That estimates of revenues are adopted in total by fund and appropriations are hereby authorized at the department function level (lump sum); and,
3. That estimates of revenues are adopted in total by fund and appropriations are hereby authorized to be cancelled or reallocated at the department function level (lump sum); and,
4. That estimates of revenues are adopted in total and appropriations for remaining governmental funds are approved in total for each fund (lump sum) for the General Fund, all the Special Revenue Funds, and all Proprietary Funds; and,
5. The Village of Beverly Hills Village Council does hereby approve this Resolution authorizing the adoption of the FY2026-2027 Budgets as outlined and attached for all funds in accordance with the terms and conditions contained herein.

RESOLUTION DECLARED ADOPTED

Roll Call Vote

Ayes:

Nays:

Adopted: Regular Meeting of the Village Council meeting on May 5, 2026

CERTIFICATION

STATE OF MICHIGAN)
) ss.
 COUNTY OF OAKLAND)

I, the undersigned, the duly qualified Village Clerk of the Village of Beverly Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken by the Village Council of the Village of Beverly Hills, at a regular meeting held on the 5th day of May 2026.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 5th day of May 2026.

Carissa Brown, Village Clerk
Village of Beverly Hills

2026-27
 PRELIMINARY
 BUDGET

GL NUMBER	DESCRIPTION	
Dept 000 - FUND REVENUE		
UNK_REV		
101-000-402.00	CURRENT REAL PROPERTY TAXES	1,546,800
	FOOTNOTE AMOUNTS:	1,546,800
	PER L-4037 ASSESSMENT ROLL CERT	
101-000-445.00	PENALTY & INTEREST TAXES	15,500
101-000-477.00	CABLE TV FRANCHISE FEE	81,000
101-000-522.00	FEDERAL GRANTS - CDBG - REVENUE RE	3,500
101-000-562.00	EGLERITY DAM GRANT	135,000
	FOOTNOTE AMOUNTS:	135,000
	90% GRANT/10% LOCAL MATCH-BUDG EXP 150,000	
101-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE	12,000
101-000-574.01	STATE - CONSTITUTIONAL REVENUE SH	1,101,000
101-000-574.02	STATE - STATUTORY REVENUE - CVTRS	41,600
101-000-574.03	STATE REVENUE - LIQUOR LICENSE RE	7,500
101-000-574.06	STATE - STATUTORY - TAXABLE VALUE	5,700
101-000-574.07	STATE - STATUTORY - WEIGHTED POPUI	6,700
101-000-613.00	ZONING BOARD OF APPEALS FEES	2,000
101-000-613.01	PLATTING & REZONING FEE	1,000
101-000-626.00	CHARGES FOR SERVICES	1,500
101-000-626.05	CHARGES FOR SERVICES - ADMIN F/101	152,000
101-000-626.10	CHARGES FOR SERVICES - ADMIN F/101	210,000
101-000-626.15	CHARGES FOR SERVICES - BINGHAM FA	1,000
101-000-626.25	CHARGES FOR SERVICES - SOUTHFIELD	1,000
101-000-626.55	CHARGES FOR SERVICES - CABLE BOAR	2,400
101-000-653.00	PARK IMPROVEMENT FEES	18,000
101-000-654.00	PARK OPENER/USE FEE	5,500
101-000-665.00	INTEREST F/INVESTMENTS	150,000
101-000-667.10	RENT - AT&T WIRELESS	4,800
101-000-674.01	HALLOWEEN HOOT REVENUE	9,114
101-000-674.05	DONATIONS - MEMORIAL DAY	5,932
101-000-675.00	CALENDAR AD REVENUE	2,484
101-000-687.00	REFUND/REBATES/MUNI SERVICE GRANT	15,000
101-000-688.00	OTHER REVENUE	1,000
NET OF REVENUES/APPROPRIATIONS - UNK_REV		3,539,030
NET OF REVENUES/APPROPRIATIONS - 000 - FUND REVENUE		3,539,030
Dept 101 - VILLAGE COUNCIL		
UNK_EXP		
101-101-704.07	VILLAGE COUNCIL FEES	17,800
101-101-709.00	FICA	1,104
101-101-711.00	MEDICARE	258
101-101-752.00	OFFICE SUPPLIES	200
101-101-901.00	TRAVEL, MEALS AND CONFERENCES	3,700
101-101-915.00	MEMBERSHIPS AND DUES	8,500
101-101-932.01	REPAIRS AND MAINTENANCE	2,000
101-101-933.00	SOFTWARE SUBSCRIPT/MAINT AGREEMENT	500
	FOOTNOTE AMOUNTS:	200
	ZOOM-MONTHLY	
	FOOTNOTE AMOUNTS:	300
	VIMEO-AUGUST 1 - JULY 31	
	GL # FOOTNOTE TOTAL:	500
101-101-955.00	MISCELLANEOUS EXPENSE	2,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(36,062)
NET OF REVENUES/APPROPRIATIONS - 101 - VILLAGE COUNCI		(36,062)
Dept 171 - VILLAGE MANAGER		
UNK_EXP		
101-171-702.00	WAGES - FULL TIME EMPLOYEES	240,300
101-171-709.00	FICA	14,800
101-171-711.00	MEDICARE	3,500
101-171-716.00	DEFINED CONTRIBUTION PENSION PLAN	36,100
101-171-718.00	HEALTH INSURANCE PREMIUMS - CURREN	34,736
101-171-718.02	LIFE & DISABILITY INS	1,100
101-171-718.03	DENTAL INSURANCE	4,400
101-171-724.00	VILLAGE MANAGER - CAR ALLOWANCE	4,800
101-171-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	7,207
101-171-752.00	OFFICE SUPPLIES	1,500
101-171-755.00	TOOLS & SUPPLIES	200
101-171-794.00	NON-CAPITAL EQUIPMENT	1,000
101-171-802.00	LEGAL FEES	4,000
101-171-901.00	TRAVEL, MEALS AND CONFERENCES	6,000
101-171-915.00	MEMBERSHIPS AND DUES	3,000
101-171-932.01	REPAIRS AND MAINTENANCE	500
101-171-955.00	MISCELLANEOUS EXPENSE	1,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(364,143)

GL NUMBER	DESCRIPTION	
Dept 171 - VILLAGE MANAGER		
NET OF REVENUES/APPROPRIATIONS - 171 - VILLAGE MANAGE		(364,143)
Dept 191 - VILLAGE ACCOUNTING AND FINANCE		
UNK_EXP		
101-191-702.00	WAGES - FULL TIME EMPLOYEES	270,200
101-191-709.00	FICA	17,000
101-191-711.00	MEDICARE	4,000
101-191-712.00	HEALTH INSURANCE OPT OUT	5,400
101-191-714.00	LONGEVITY PAY	3,000
101-191-716.00	DEFINED CONTRIBUTION PENSION PLAN	26,300
101-191-718.00	HEALTH INSURANCE PREMIUMS - CURREN	26,400
101-191-718.02	LIFE & DISABILITY INS	1,400
101-191-718.03	DENTAL INSURANCE	5,500
101-191-718.04	HEALTH - H R A - BCN	6,000
101-191-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	5,300
101-191-752.00	OFFICE SUPPLIES	1,500
101-191-794.00	NON-CAPITAL EQUIPMENT	500
101-191-801.00	PROFESSIONAL SERVICES	10,000
FOOTNOTE AMOUNTS:		10,000
PLANTE & MORAN ASSISTANCE		
101-191-901.00	TRAVEL, MEALS AND CONFERENCES	3,100
101-191-915.00	MEMBERSHIPS AND DUES	1,000
101-191-916.02	EDUCATION & TRAINING	1,000
101-191-955.00	MISCELLANEOUS EXPENSE	1,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(388,600)
NET OF REVENUES/APPROPRIATIONS - 191 - VILLAGE ACCOUN		(388,600)
Dept 215 - CLERK		
UNK_EXP		
101-215-702.00	WAGES - FULL TIME EMPLOYEES	76,500
101-215-709.00	FICA	4,700
101-215-711.00	MEDICARE	1,100
101-215-714.00	LONGEVITY PAY	1,400
101-215-716.00	DEFINED CONTRIBUTION PENSION PLAN	11,500
101-215-718.00	HEALTH INSURANCE PREMIUMS - CURREN	5,300
101-215-718.02	LIFE & DISABILITY INS	500
101-215-718.03	DENTAL INSURANCE	700
101-215-718.04	HEALTH - H R A - BCN	1,500
101-215-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	2,300
101-215-752.00	OFFICE SUPPLIES	500
101-215-755.00	TOOLS & SUPPLIES	300
101-215-794.00	NON-CAPITAL EQUIPMENT	2,000
FOOTNOTE AMOUNTS:		2,000
UPDATE FURNITURE		
101-215-802.00	LEGAL FEES	500
101-215-851.00	POSTAGE	100
101-215-901.00	TRAVEL, MEALS AND CONFERENCES	3,300
101-215-902.00	PUBLIC NOTICES, ETC	2,000
FOOTNOTE AMOUNTS:		2,000
ORDINANCE CHANGE NOTICES		
101-215-915.00	MEMBERSHIPS AND DUES	500
FOOTNOTE AMOUNTS:		500
IMC		
101-215-933.00	SOFTWARE SUBSCRIPT/MAINT AGREEMENT	39,800
FOOTNOTE AMOUNTS:		6,300
CIVIC CLERK AGENDA SOFTWARE		
FOOTNOTE AMOUNTS:		3,500
MUNICODE		
FOOTNOTE AMOUNTS:		30,000
WEBSITE REVAMP		
GL # FOOTNOTE TOTAL:		39,800
101-215-955.00	MISCELLANEOUS EXPENSE	1,000
NET OF REVENUES/APPROPRIATIONS - UNK EXP		(155,500)
NET OF REVENUES/APPROPRIATIONS - 215 - CLERK		(155,500)
Dept 248 - GENERAL ADMINISTRATION		
UNK_EXP		
101-248-717.00	DEFINED BENEFIT PENSION CONTRIBUTI	63,400
FOOTNOTE AMOUNTS:		63,400
MERS VALUATION DIVISION 10 REQ CONTRIBUTION DIV 2 (PEGGY)+UNFUNDED		
101-248-723.06	RETIREE DENTAL	500
101-248-723.08	RETIREE HEALTH BASIC FEE	500
101-248-752.00	OFFICE SUPPLIES	10,000
101-248-755.00	TOOLS & SUPPLIES	2,000
101-248-794.00	NON-CAPITAL EQUIPMENT	2,000

GL NUMBER	DESCRIPTION	
Dept 248 - GENERAL ADMINISTRATION		
UNK_EXP		
101-248-801.00	PROFESSIONAL SERVICES	22,000
	FOOTNOTE AMOUNTS:	12,000
	GASB 74/75 VALUATION (IF INTERIM VALUATION DONE IT WILL BE CHEAPER)	
	FOOTNOTE AMOUNTS:	4,000
	OTHER MISC PROF SERVICES	
	FOOTNOTE AMOUNTS:	6,000
	ENTERPRISE COMPUTER	
	GL # FOOTNOTE TOTAL:	22,000
101-248-802.00	LEGAL FEES	70,000
	FOOTNOTE AMOUNTS:	60,000
	RETAINER	
	FOOTNOTE AMOUNTS:	10,000
	OUT OF RETAINER	
	GL # FOOTNOTE TOTAL:	70,000
101-248-810.09	AUDIT FEES	10,400
101-248-811.00	ENGINEERING SVCS	25,000
101-248-827.00	BANK FEES	25,700
101-248-851.00	POSTAGE	6,700
101-248-885.00	SCHOLARSHIPS AWARDED	2,000
101-248-909.00	STORAGE	4,500
101-248-933.00	SOFTWARE SUBSCRIPT/MAINT AGREEMENT	9,300
	FOOTNOTE AMOUNTS:	700
	TEXTMYGOV YEAR 2 (SPLIT GF, PS, W/S)	
	FOOTNOTE AMOUNTS:	1,800
	POLIMORPHIC (SPLIT GF,PS, W/S)	
	FOOTNOTE AMOUNTS:	6,800
	BSA (ONE TIME + ANNUAL SUPPORT)	
	GL # FOOTNOTE TOTAL:	9,300
101-248-935.00	PROPERTY LIABILITY INSURANCE	7,700
101-248-940.02	RENTAL OFFICE EQUIPMENT	8,500
	FOOTNOTE AMOUNTS:	2,500
	COPIER AND PRINTER	
	FOOTNOTE AMOUNTS:	6,000
	PHONE SYSTEM	
	GL # FOOTNOTE TOTAL:	8,500
101-248-955.00	MISCELLANEOUS EXPENSE	1,500
	NET OF REVENUES/APPROPRIATIONS - UNK EXP	(271,700)
NET OF REVENUES/APPROPRIATIONS - 248 - GENERAL ADMINI		(271,700)
Dept 265 - BUILDING & GROUNDS MAINTENANCE		
UNK_EXP		
101-265-702.00	WAGES - FULL TIME EMPLOYEES	28,100
101-265-704.00	WAGES - PART TIME EMPLOYEES	20,800
101-265-709.00	FICA	3,000
101-265-711.00	MEDICARE	700
101-265-713.00	OVERTIME	100
101-265-716.00	DEFINED CONTRIBUTION PENSION PLAN	4,200
101-265-718.00	HEALTH INSURANCE PREMIUMS - CURREN	5,100
101-265-718.02	LIFE & DISABILITY INS	200
101-265-718.03	DENTAL INSURANCE	600
101-265-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	900
101-265-754.00	JANITORIAL SUPPLIES	1,000
101-265-755.00	TOOLS & SUPPLIES	1,000
101-265-794.00	NON-CAPITAL EQUIPMENT	10,000
	FOOTNOTE AMOUNTS:	10,000
	COUNCIL CHAMBER CHAIRS	
101-265-820.00	JANITORIAL SERVICE	18,600
	FOOTNOTE AMOUNTS:	18,600
	EST \$1,550.00 PER MONTH (INC FROM \$1,450.00)	
101-265-850.01	COMMUNICATIONS - PHONE, INTERNET	2,400
	FOOTNOTE AMOUNTS:	2,400
	WOW! INTERNET VILLAGE HALL 200.00/MONTH	
101-265-920.00	UTILITIES	9,500
	FOOTNOTE AMOUNTS:	3,500
	WATER/SEWER	
	FOOTNOTE AMOUNTS:	3,500
	CONSUMERS ENERGY (GAS)	
	FOOTNOTE AMOUNTS:	2,500
	DTE (ELECTRIC)	
	GL # FOOTNOTE TOTAL:	9,500
101-265-932.01	REPAIRS AND MAINTENANCE	8,900
	FOOTNOTE AMOUNTS:	2,400
	CINTAS MAT SERVICE \$200.00/MONTH	
	FOOTNOTE AMOUNTS:	1,000
	PEST CONTROL \$75.00/MONTH	

GL NUMBER	DESCRIPTION	
Dept 265 - BUILDING & GROUNDS MAINTENANCE		
UNK EXP		
	FOOTNOTE AMOUNTS:	500
	GENERATOR MAINTENANCE	
	FOOTNOTE AMOUNTS:	5,000
	MISC (PAINT, OTHER MAINTENANCE)	
	GL # FOOTNOTE TOTAL:	8,900
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(115,100)
NET OF REVENUES/APPROPRIATIONS - 265 - BUILDING & GRC		(115,100)
Dept 371 - BUILDING INSPECTION DEPARTMENT		
UNK REV		
101-371-476.04	CONTRACTOR REGISTRATION	8,800
101-371-476.06	BUILDING PERMITS	409,500
101-371-476.07	ELECTRICAL PERMITS	47,300
101-371-476.09	MECHANICAL PERMITS	52,500
101-371-476.11	PLUMBING PERMITS	36,800
101-371-476.13	ANIMAL PERMITS	1,000
101-371-627.00	CHARGES FOR BUILDING RENTAL INSPEC	4,000
NET OF REVENUES/APPROPRIATIONS - UNK_REV		559,900
UNK EXP		
101-371-702.00	WAGES - FULL TIME EMPLOYEES	218,568
101-371-709.00	FICA	13,145
101-371-711.00	MEDICARE	3,074
101-371-716.00	DEFINED CONTRIBUTION PENSION PLAN	32,785
101-371-718.00	HEALTH INSURANCE PREMIUMS - CURREN	16,028
101-371-718.02	LIFE & DISABILITY INS	1,500
101-371-718.03	DENTAL INSURANCE	3,244
101-371-718.04	HEALTH - H R A - BCN	300
101-371-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	6,557
101-371-736.00	UNIFORMS/CLOTHING ALLOW	2,100
	FOOTNOTE AMOUNTS:	2,100
	WORK APPAREL - 3 EMPLOYEES @ 700.00 EACH	
101-371-752.00	OFFICE SUPPLIES	4,500
	FOOTNOTE AMOUNTS:	4,500
	INK, PENS, PAPER, FOLDERS, INSPECTION STICKS	
101-371-752.01	PLAN AND PERMIT SCANNING	6,000
	FOOTNOTE AMOUNTS:	6,000
	SCAN AND DIGITIZE ALL BLDG PERMITS IN PD PASEMENT (1960 TO PRESENT)	
101-371-755.00	TOOLS & SUPPLIES	3,500
101-371-757.00	FUEL-VEHICLES	7,000
	FOOTNOTE AMOUNTS:	7,000
	FUEL FOR F150 (BLDG OFFIC) AND TAHOE (CODE ENFORCER)	
101-371-801.00	PROFESSIONAL SERVICES	10,000
	FOOTNOTE AMOUNTS:	10,000
	BSA BLDG MODULE ADDIT TRAINING/SETUP	
101-371-805.00	BUILDING INSPECTOR	142,000
	FOOTNOTE AMOUNTS:	142,000
	5% INCREASE	
101-371-811.00	ENGINEERING SVCS	4,000
	FOOTNOTE AMOUNTS:	4,000
	TEARDOWNS OF AGING STRUCTURES	
101-371-850.01	COMMUNICATIONS - PHONE, INTERNET	1,600
101-371-901.00	TRAVEL, MEALS AND CONFERENCES	10,000
	FOOTNOTE AMOUNTS:	6,000
	COCM SPR CONF X1;MPSI FALL CONF X2; ICC PERMIT TECH	
	FOOTNOTE AMOUNTS:	4,000
	CODE OFFICIAL CONF OF MI, SE MI BLDG INSPECTOR ASSN; ICC	
	GL # FOOTNOTE TOTAL:	10,000
101-371-915.00	MEMBERSHIPS AND DUES	3,000
101-371-932.00	VEHICLE REPAIRS & MAINTENANCE	3,500
101-371-932.01	REPAIRS AND MAINTENANCE	2,500
101-371-933.00	SOFTWARE SUBSCRIPT/MAINT AGREEMENT	13,400
	FOOTNOTE AMOUNTS:	13,400
	BSA (ONE TIME + ANNUAL SUPPORT	
101-371-955.00	MISCELLANEOUS EXPENSE	1,200
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(509,501)
NET OF REVENUES/APPROPRIATIONS - 371 - BUILDING INSPE		50,399
Dept 441 - DEPARTMENT OF PUBLIC WORKS (DPW)		
UNK EXP		
101-441-702.00	WAGES - FULL TIME EMPLOYEES	128,600
101-441-709.00	FICA	7,731
101-441-711.00	MEDICARE	1,808
101-441-716.00	DEFINED CONTRIBUTION PENSION PLAN	19,300

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GL NUMBER	DESCRIPTION	
Dept 441 - DEPARTMENT OF PUBLIC WORKS (DPW)		
UNK_EXP		
101-441-718.00	HEALTH INSURANCE PREMIUMS - CURREN	19,500
101-441-718.02	LIFE & DISABILITY INS	600
101-441-718.03	DENTAL INSURANCE	2,192
101-441-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	3,856
101-441-752.00	OFFICE SUPPLIES	4,000
101-441-755.00	TOOLS/SUPPLIES/UNIFORMS	20,000
101-441-757.00	FUEL-VEHICLES	20,000
101-441-794.00	NON-CAPITAL EQUIPMENT	13,000
101-441-801.00	PROFESSIONAL SERVICES	6,000
101-441-811.00	ENGINEERING SVCS	45,000
	FOOTNOTE AMOUNTS:	45,000
	DPW BUILDING ENGINEERING	
101-441-850.01	COMMUNICATIONS - PHONE, INTERNET	8,000
101-441-901.00	TRAVEL, MEALS AND CONFERENCES	4,000
101-441-905.00	ADVERTISEMENTS/JOB POSTINGS	1,000
101-441-915.00	MEMBERSHIPS AND DUES	8,000
101-441-916.02	EDUCATION & TRAINING	9,000
101-441-920.00	UTILITIES	14,000
101-441-920.50	STREET LIGHTS	16,900
101-441-932.00	VEHICLE REPAIRS & MAINTENANCE	30,000
101-441-934.55	BUILDING MAINTENANCE	5,000
101-441-938.00	VEHICLE LEASE COSTS	60,000
101-441-948.07	WORK ORDER MANAGEMENT SOFTWARE	17,200
101-441-955.00	MISCELLANEOUS EXPENSE	3,000
101-441-970.00	CAPITAL OUTLAY - GOVERNMENTAL CAP	470,000
	FOOTNOTE AMOUNTS:	180,000
	BACKHOE	
	FOOTNOTE AMOUNTS:	35,000
	HOT PATCH TRAILER	
	FOOTNOTE AMOUNTS:	63,000
	CRACK SEAL TRAILER	
	FOOTNOTE AMOUNTS:	57,000
	COLUMN LIFTS	
	FOOTNOTE AMOUNTS:	17,000
	LEAF VAC	
	FOOTNOTE AMOUNTS:	45,000
	ASPHALT ROLLER	
	FOOTNOTE AMOUNTS:	45,000
	SKIDSTEER	
	FOOTNOTE AMOUNTS:	28,000
	SKIDSTEER & TOOLCAT ATTACHMENTS	
	GL # FOOTNOTE TOTAL:	470,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(937,687)
NET OF REVENUES/APPROPRIATIONS - 441 - DEPARTMENT OF		(937,687)
Dept 693 - COMMUNITY ACTION PROGRAM		
UNK_EXP		
101-693-852.00	OTHER MUNICIPAL COMMUNICATION	6,000
101-693-880.01	CDBG GRANTS TO BASCC - EXPENSES P	3,500
101-693-881.00	VILLAGE CALENDAR PROJECT	8,000
101-693-882.00	VILLAGE NEWSLETTER	16,000
	FOOTNOTE AMOUNTS:	16,000
	QUARTERLY NEWSLETTER (4K PER NEWSLETTER)	
101-693-885.00	SCHOLARSHIPS AWARDED	2,000
101-693-890.01	CONTRIBUTION BHAM YOUTH ASSIS	13,000
101-693-890.02	CONTR BIRMINGHAM COM COALITIO	1,800
101-693-890.10	FRIENDS OF THE ROUGE	2,200
101-693-891.00	CONTRIBUTION BHAM SENIORS - NEXT	51,712
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(104,212)
NET OF REVENUES/APPROPRIATIONS - 693 - COMMUNITY ACTI		(104,212)
Dept 728 - ECONOMIC DEVELOPMENT		
UNK_EXP		
101-728-702.00	WAGES - FULL TIME EMPLOYEES	97,200
101-728-709.00	FICA	5,800
101-728-711.00	MEDICARE	1,400
101-728-712.00	HEALTH INSURANCE OPT OUT	4,200
101-728-716.00	DEFINED CONTRIBUTION PENSION PLAN	13,100
101-728-718.02	LIFE & DISABILITY INS	500
101-728-718.03	DENTAL INSURANCE	1,100
101-728-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	2,900
101-728-752.00	OFFICE SUPPLIES	500
101-728-794.00	NON-CAPITAL EQUIPMENT	3,500
	FOOTNOTE AMOUNTS:	2,000

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GL NUMBER	DESCRIPTION	
Dept 728 - ECONOMIC DEVELOPMENT		
UNK EXP		
	STANDING DESK & STORAGE	
	FOOTNOTE AMOUNTS:	1,500
	LAPTOP	
	GL # FOOTNOTE TOTAL:	3,500
101-728-801.00	PROFESSIONAL SERVICES	35,000
	FOOTNOTE AMOUNTS:	15,000
	SAFEBUILT, HRC	
	FOOTNOTE AMOUNTS:	5,000
	POW!	
	FOOTNOTE AMOUNTS:	15,000
	MARKETING AND PROMOTION	
	GL # FOOTNOTE TOTAL:	35,000
101-728-802.00	LEGAL FEES	4,000
101-728-850.02	MEETING RECORDING SERVICES	5,500
	FOOTNOTE AMOUNTS:	5,500
101-728-901.00	12 PLAN COMM, 12 ZBA + 2 EXTRA	
	TRAVEL, MEALS AND CONFERENCES	7,100
	FOOTNOTE AMOUNTS:	2,500
	NMS CONF	
	FOOTNOTE AMOUNTS:	1,100
	MAP CONF	
	FOOTNOTE AMOUNTS:	500
	MDA EVENTS	
	FOOTNOTE AMOUNTS:	3,000
	ZBA PC DDA TRNG	
	GL # FOOTNOTE TOTAL:	7,100
101-728-902.00	PUBLIC NOTICES, ETC	2,000
101-728-915.00	MEMBERSHIPS AND DUES	2,000
	FOOTNOTE AMOUNTS:	350
	MDA DUES	
	FOOTNOTE AMOUNTS:	300
	NMS DUES	
	FOOTNOTE AMOUNTS:	780
	GROUP MAP	
	FOOTNOTE AMOUNTS:	570
	APA	
	GL # FOOTNOTE TOTAL:	2,000
101-728-955.00	MISCELLANEOUS EXPENSE	1,000
	NET OF REVENUES/APPROPRIATIONS - UNK_EXP	(186,800)
NET OF REVENUES/APPROPRIATIONS - 728 - ECONOMIC DEVEI		(186,800)
Dept 751 - PARKS AND RECREATION DEPARTMENT		
UNK EXP		
101-751-702.00	WAGES - FULL TIME EMPLOYEES	104,100
101-751-704.00	WAGES - PART TIME EMPLOYEES	31,500
101-751-709.00	FICA	8,200
101-751-711.00	MEDICARE	1,900
101-751-713.00	OVERTIME	3,900
101-751-716.00	DEFINED CONTRIBUTION PENSION PLAN	15,600
101-751-718.00	HEALTH INSURANCE PREMIUMS - CURREN	18,000
101-751-718.02	LIFE & DISABILITY INS	800
101-751-718.03	DENTAL INSURANCE	2,000
101-751-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	3,100
101-751-752.00	OFFICE SUPPLIES	2,000
101-751-755.00	TOOLS & SUPPLIES	10,000
101-751-793.00	COMPOST PURCHASES	4,000
101-751-794.00	NON-CAPITAL EQUIPMENT	8,000
101-751-801.00	PROFESSIONAL SERVICES	182,500
	FOOTNOTE AMOUNTS:	150,000
	ERITY DAM PROJ GRANT 90%/10% LOC MATCH	
	FOOTNOTE AMOUNTS:	32,500
	OTHER	
	GL # FOOTNOTE TOTAL:	182,500
101-751-811.00	ENGINEERING SVCS	5,000
101-751-850.01	COMMUNICATIONS - PHONE, INTERNET	4,000
101-751-894.00	PARK EVENTS	8,000
	FOOTNOTE AMOUNTS:	8,000
	JAVA AND JAZZ; CONCERTS IN THE PARK	
101-751-896.00	HALLOWEEN HOOT EXPENSES	9,500
101-751-896.50	MEMORIAL DAY PARADE EXPENSES	10,000
101-751-920.00	UTILITIES	5,500
101-751-932.01	REPAIRS AND MAINTENANCE	40,000
101-751-934.02	BUCKTHORN ERADICATION	20,000
101-751-940.00	EQUIPMENT RENTAL	2,000
101-751-949.00	ART IN THE PARKS	2,000

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GL NUMBER	DESCRIPTION	
Dept 751 - PARKS AND RECREATION DEPARTMENT		
UNK_EXP		
101-751-955.00	MISCELLANEOUS EXPENSE	3,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(504,600)
NET OF REVENUES/APPROPRIATIONS - 751 - PARKS AND RECF		(504,600)
Dept 906 - DEBT SERVICE		
UNK_EXP		
101-906-991.50	PRINCIPAL PAYMENT - SIB LOAN	178,067
101-906-992.50	INTEREST EXPENSE - SIB LOAN	59,395
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(237,462)
NET OF REVENUES/APPROPRIATIONS - 906 - DEBT SERVICE		(237,462)
Dept 966 - TRANSFERS OUT TO OTHER FUNDS		
UNK_EXP		
101-966-995.02	INTERFUND TRANSFERS - T/MAJOR ROAI	200,000
101-966-995.03	INTERFUND TRANSFERS - T/LOCAL ROAI	500,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(700,000)
NET OF REVENUES/APPROPRIATIONS - 966 - TRANSFERS OUT		(700,000)
ESTIMATED REVENUES - FUND 101		4,098,930
APPROPRIATIONS - FUND 101		4,511,367
NET OF REVENUES/APPROPRIATIONS - FUND 101		(412,437)
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

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GL NUMBER	DESCRIPTION	
Dept 000 - FUND REVENUE		
UNK_REV		
202-000-546.00	ACT 51 - MAJOR ROADS - MTF DISTRI	1,062,800
202-000-546.01	ACT 51 - MAJOR ROADS - LRP DISTR	15,000
202-000-665.00	INTEREST F/INVESTMENTS	20,000
202-000-699.01	INTERFUND TRANSFER IN F/ GENERAL I	200,000
NET OF REVENUES/APPROPRIATIONS - UNK_REV		1,297,800
NET OF REVENUES/APPROPRIATIONS - 000 - FUND REVENUE		1,297,800
Dept 449 - ROAD COMMISSION/STREET DEPT (ACT 51)		
UNK_EXP		
202-449-970.00	CAPITAL OUTLAY - GOVERNMENTAL CAP	796,500
FOOTNOTE AMOUNTS:		500,000
PIERCE - 14 TO BEVERLY		
FOOTNOTE AMOUNTS:		68,000
MDOT SAFETY GRANT - VILLAGE SHARE		
FOOTNOTE AMOUNTS:		93,500
MDOT SAFETY GRANT - CONSTRUCTION ENG.		
FOOTNOTE AMOUNTS:		135,000
13 MILE FEDERAL AID R- DESIGN ENGINEERING		
GL # FOOTNOTE TOTAL:		796,500
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(796,500)
NET OF REVENUES/APPROPRIATIONS - 449 - ROAD COMMISSIC		(796,500)
Dept 463 - ROAD/STREET MAINTENANCE		
UNK_EXP		
202-463-702.00	WAGES - FULL TIME EMPLOYEES	112,400
202-463-704.00	WAGES - PART TIME EMPLOYEES	20,800
202-463-705.00	VACATION PAY	600
202-463-709.00	FICA	8,100
202-463-711.00	MEDICARE	1,900
202-463-713.00	OVERTIME	5,000
202-463-716.00	DEFINED CONTRIBUTION PENSION PLAN	16,900
202-463-718.00	HEALTH INSURANCE PREMIUMS - CURREN	20,500
202-463-718.03	DENTAL INSURANCE	2,300
202-463-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	3,400
202-463-755.00	TOOLS & SUPPLIES	10,000
202-463-794.00	NON-CAPITAL EQUIPMENT	15,000
202-463-916.02	EDUCATION & TRAINING	1,000
202-463-919.07	STORM DAMAGE - PICKUP AND DISPOSAL	8,000
202-463-932.00	VEHICLE REPAIRS & MAINTENANCE	7,500
202-463-932.01	REPAIRS AND MAINTENANCE	50,000
202-463-934.38	TREE REMOVAL & MAINTENANCE	40,000
202-463-938.00	VEHICLE LEASE COSTS	60,000
202-463-940.00	EQUIPMENT RENTAL	23,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(406,400)
NET OF REVENUES/APPROPRIATIONS - 463 - ROAD/STREET MA		(406,400)
Dept 474 - TRAFFIC SERVICES		
UNK_EXP		
202-474-934.28	R&M TRAFFIC LIGHTS	18,000
202-474-934.30	PAVEMENT MARKINGS	22,000
202-474-934.31	R&M BARRICADES	3,000
202-474-934.80	R & M TRAFFIC SIGNS AND POSTS	6,000
202-474-934.81	R & M STREET SIGNS & POSTS	6,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(55,000)
NET OF REVENUES/APPROPRIATIONS - 474 - TRAFFIC SERVIC		(55,000)
Dept 478 - WINTER MAINTENANCE - ROAD/STREET		
UNK_EXP		
202-478-709.00	FICA	600
202-478-711.00	MEDICARE	200
202-478-713.00	OVERTIME	9,600
202-478-928.00	SALT AND SAND	45,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(55,400)
NET OF REVENUES/APPROPRIATIONS - 478 - WINTER MAINTEN		(55,400)
Dept 482 - GENERAL ADMIN - ROAD/STREET		
UNK_EXP		
202-482-810.09	AUDIT FEES	1,500
202-482-811.00	ENGINEERING SVCS	7,500
202-482-955.00	MISCELLANEOUS EXPENSE	3,000

GL NUMBER	DESCRIPTION	2026-27 PRELIMINARY BUDGET
<hr/>		
Dept 482 - GENERAL ADMIN - ROAD/STREET		
UNK_EXP		
NET OF REVENUES/APPROPRIATIONS - UNK EXP		(12,000)
		<hr/>
NET OF REVENUES/APPROPRIATIONS - 482 - GENERAL ADMIN		(12,000)
Dept 966 - TRANSFERS OUT TO OTHER FUNDS		
UNK_EXP		
202-966-995.03	INTERFUND TRANSFERS - T/LOCAL ROAI	200,000
NET OF REVENUES/APPROPRIATIONS - UNK EXP		(200,000)
		<hr/>
NET OF REVENUES/APPROPRIATIONS - 966 - TRANSFERS OUT		(200,000)
		<hr/>
ESTIMATED REVENUES - FUND 202		1,297,800
APPROPRIATIONS - FUND 202		1,525,300
NET OF REVENUES/APPROPRIATIONS - FUND 202		(227,500)
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2026-27
 PRELIMINARY
 BUDGET

GL NUMBER	DESCRIPTION	
Dept 000 - FUND REVENUE		
UNK_REV		
203-000-546.00	ACT 51 - LOCAL ROADS - MTF DISTR1	500,000
203-000-546.01	ACT 51 - LOCAL ROADS - LRP DISTR11	7,200
203-000-626.15	CHARGES FOR SERVICES - BINGHAM FA	1,500
203-000-640.00	OTHER REVENUE	480,000
	FOOTNOTE AMOUNTS:	480,000
	NRF ESTIMATED FUNDING	
203-000-665.00	INTEREST F/INVESTMENTS	35,000
203-000-699.01	INTERFUND TRANSFER IN F/ GENERAL I	500,000
203-000-699.02	IINTERFUND TRANSFERS IN FROM MAJOF	200,000
NET OF REVENUES/APPROPRIATIONS - UNK_REV		1,723,700
NET OF REVENUES/APPROPRIATIONS - 000 - FUND REVENUE		1,723,700
Dept 449 - ROAD COMMISSION/STREET DEPT (ACT 51)		
UNK_EXP		
203-449-970.00	CAPITAL OUTLAY - GOVERNMENTAL CAP1	810,000
	FOOTNOTE AMOUNTS:	400,000
	CONCRETE REPLACEMENT PROGRAM	
	FOOTNOTE AMOUNTS:	410,000
	BIRWOOD & KIRKSIRE - FY 27 PAVING	
	GL # FOOTNOTE TOTAL:	810,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(810,000)
NET OF REVENUES/APPROPRIATIONS - 449 - ROAD COMMISSIC		(810,000)
Dept 463 - ROAD/STREET MAINTENANCE		
UNK_EXP		
203-463-702.00	WAGES - FULL TIME EMPLOYEES	84,300
203-463-704.00	WAGES - PART TIME EMPLOYEES	20,800
203-463-705.00	VACATION PAY	1,500
203-463-709.00	FICA	6,300
203-463-711.00	MEDICARE	1,500
203-463-713.00	OVERTIME	16,000
203-463-716.00	DEFINED CONTRIBUTION PENSION PLAN	12,600
203-463-718.00	HEALTH INSURANCE PREMIUMS - CURREN	15,300
203-463-718.02	LIFE & DISABILITY INS	700
203-463-718.03	DENTAL INSURANCE	1,700
203-463-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	12,700
203-463-755.00	TOOLS & SUPPLIES	10,000
203-463-794.00	NON-CAPITAL EQUIPMENT	8,000
203-463-916.02	EDUCATION & TRAINING	5,000
203-463-932.00	VEHICLE REPAIRS & MAINTENANCE	16,500
203-463-932.01	REPAIRS AND MAINTENANCE	10,000
	FOOTNOTE AMOUNTS:	10,000
	DRAIN MAINTENANCE	
203-463-934.25	SIDEWALK MAINTENANCE	360,000
	FOOTNOTE AMOUNTS:	360,000
	FINAL YEAR OF SIDEWALK CUTTING PROJECT	
203-463-934.38	TREE REMOVAL & MAINTENANCE	200,000
203-463-938.00	VEHICLE LEASE COSTS	60,000
203-463-940.00	EQUIPMENT RENTAL	19,000
203-463-944.00	SAD - SIDEWALK REPLACEMENT	45,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(906,900)
NET OF REVENUES/APPROPRIATIONS - 463 - ROAD/STREET MA		(906,900)
Dept 474 - TRAFFIC SERVICES		
UNK_EXP		
203-474-934.30	PAVEMENT MARKINGS	10,000
203-474-934.31	R&M BARRICADES	3,000
203-474-934.80	R & M TRAFFIC SIGNS AND POSTS	15,000
203-474-934.81	R & M STREET SIGNS & POSTS	8,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(36,000)
NET OF REVENUES/APPROPRIATIONS - 474 - TRAFFIC SERVIC		(36,000)
Dept 478 - WINTER MAINTENANCE - ROAD/STREET		
UNK_EXP		
203-478-709.00	FICA	200
203-478-711.00	MEDICARE	100
203-478-713.00	OVERTIME	3,200
203-478-928.00	SALT AND SAND	20,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(23,500)
NET OF REVENUES/APPROPRIATIONS - 478 - WINTER MAINTEN		(23,500)

GL NUMBER	DESCRIPTION	2026-27 PRELIMINARY BUDGET
Dept 482 - GENERAL ADMIN - ROAD/STREET		
UNK_EXP		
203-482-810.09	AUDIT FEES	1,000
203-482-955.00	MISCELLANEOUS EXPENSE	3,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(4,000)
NET OF REVENUES/APPROPRIATIONS - 482 - GENERAL ADMIN		(4,000)
ESTIMATED REVENUES - FUND 203		1,723,700
APPROPRIATIONS - FUND 203		1,780,400
NET OF REVENUES/APPROPRIATIONS - FUND 203		(56,700)
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2026-27
 PRELIMINARY
 BUDGET

GL NUMBER	DESCRIPTION	
Dept 000 - FUND REVENUE		
UNK_REV		
205-000-402.00	CURRENT REAL PROPERTY TAXES	8,146,900
	FOOTNOTE AMOUNTS:	8,146,900
	PER L-4037 ASSESSMENT ROLL CERT	
205-000-543.00	CRIMINAL JUSTICE TRAINING #302	29,000
205-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE	35,000
205-000-626.00	CHARGES FOR SERVICES	10,000
205-000-626.26	P S OVERTIME REIMBURSEMENT	1,000
205-000-626.33	CHARGES FOR SERVICES - SCHOOL LIAI	155,000
205-000-655.02	DISTRICT COURT FEES & FINES	25,000
205-000-655.03	COST RECOVERY - OWI	10,000
205-000-655.04	FALSE ALARM FEES	100
205-000-665.00	INTEREST F/INVESTMENTS	250,000
205-000-688.50	OTHER REVENUE - OPIOIDS SETTLEMENT	10,000
	NET OF REVENUES/APPROPRIATIONS - UNK_REV	8,672,000
NET OF REVENUES/APPROPRIATIONS - 000 - FUND REVENUE		
		8,672,000
Dept 345 - PUBLIC SAFETY DEPARTMENT		
UNK_EXP		
205-345-702.00	WAGES - FULL TIME EMPLOYEES	3,108,300
205-345-704.01	SCHOOL CROSSING GUARDS - PT WAGES	13,600
205-345-705.00	VACATION PAY	40,000
205-345-706.00	HOLIDAY PAY	165,500
205-345-709.00	FICA	235,000
205-345-711.00	MEDICARE	55,000
205-345-712.00	HEALTH INSURANCE OPT OUT	24,000
205-345-713.01	OVERTIME - JOINT TRAINING	34,000
205-345-713.02	OVERTIME - REIMBURSED	7,000
205-345-713.03	OVERTIME - OFFICER	145,000
205-345-713.04	OVERTIME - SUPERVISOR	175,000
205-345-714.00	LONGEVITY PAY	34,300
205-345-716.00	DEFINED CONTRIBUTION PENSION PLAN	362,200
205-345-717.00	DEFINED BENEFIT PENSION CONTRIBUTI	1,176,000
	FOOTNOTE AMOUNTS:	665,790
	FROM MERS VALUATION-DIV 02	
	FOOTNOTE AMOUNTS:	46,890
	FROM MERS VALUATION-DIV10	
	FOOTNOTE AMOUNTS:	168,156
	FROM MERS VALUATION-DIV 20	
	FOOTNOTE AMOUNTS:	295,164
	FROM MERS VALUATION-DIV 21	
	MAY CHANGE W/ EXTRA PAYMENT	
	GL # FOOTNOTE TOTAL:	1,176,000
205-345-718.00	HEALTH INSURANCE PREMIUMS - CURREN	403,300
205-345-718.02	LIFE & DISABILITY INS	22,800
205-345-718.03	DENTAL INSURANCE	53,600
205-345-718.04	HEALTH - H R A - BCN	35,000
205-345-723.00	RETIREE HEALTH - PAID BY VBH	400,000
205-345-723.06	RETIREE DENTAL	24,400
205-345-723.07	RETIREE HEALTH INSURANCE OPT- OUT	21,000
205-345-723.08	RETIREE HEALTH BASIC FEE	3,000
205-345-725.00	WORKERS COMPENSATION	60,300
205-345-726.00	SICK LEAVE	40,000
205-345-727.00	COURT TIME	8,000
205-345-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	72,500
205-345-735.00	DETECTIVE CLOTHING ALLOWANCE	300
205-345-736.00	UNIFORMS/CLOTHING ALLOW	78,400
205-345-736.01	UNIFORM CLEANING	9,800
205-345-752.00	OFFICE SUPPLIES	16,800
205-345-754.00	JANITORIAL SUPPLIES	5,700
205-345-755.00	TOOLS & SUPPLIES	600
205-345-756.00	ENFORCEMENT SUPPLIES	50,000
205-345-757.00	FUEL-VEHICLES	64,300
205-345-760.00	FIRE SUPPLIES	29,800
205-345-794.00	NON-CAPITAL EQUIPMENT	10,000
205-345-801.00	PROFESSIONAL SERVICES	25,000
205-345-802.00	LEGAL FEES	70,000
205-345-802.02	LABOR RELATIONS ATTORNEY	12,000
205-345-803.00	ADMINISTRATION CHARGE	152,000
205-345-804.00	PROMOTIONAL TESTING SERVICES	2,000
205-345-804.50	ACCREDITATION SERVICES	50,000
205-345-810.09	AUDIT FEES	9,000
205-345-820.00	JANITORIAL SERVICE	17,000
205-345-830.00	PRISONER CARE	2,000
205-345-849.00	DISPATCH CONTRACT	420,000
	FOOTNOTE AMOUNTS:	420,000

GL NUMBER	DESCRIPTION	
Dept 345 - PUBLIC SAFETY DEPARTMENT		
UNK EXP		
	CONTRACT WITH BIRMINGHAM 3% INC	
205-345-850.01	COMMUNICATIONS - PHONE, INTERNET	23,600
205-345-850.02	RADIO MAINTENANCE	800
205-345-851.00	POSTAGE	800
205-345-880.05	COMMUNITY PROMOTION - PUBLIC SAFETY	5,000
205-345-901.00	TRAVEL, MEALS AND CONFERENCES	3,000
	FOOTNOTE AMOUNTS:	3,000
	MACP, IACP CONFERENCES	
205-345-905.00	ADVERTISEMENTS/JOB POSTINGS	1,000
205-345-915.00	MEMBERSHIPS AND DUES	5,000
205-345-916.02	EDUCATION & TRAINING	23,000
	FOOTNOTE AMOUNTS:	13,000
	POWER DMS POWER READY	
	FOOTNOTE AMOUNTS:	6,000
	TUITION REIMBURSEMENT	
	FOOTNOTE AMOUNTS:	4,000
	OTHER	
	GL # FOOTNOTE TOTAL:	23,000
205-345-916.03	CRIMINAL JUSTICE TRAINING 302	5,700
205-345-916.04	TRNG FACILITY - AUBURN HILLS	8,000
205-345-920.00	UTILITIES	59,000
205-345-932.00	VEHICLE REPAIRS & MAINTENANCE	135,000
205-345-932.01	REPAIRS AND MAINTENANCE	60,000
205-345-933.00	SOFTWARE SUBSCRIPT/MAINT AGREEMENT	137,100
	FOOTNOTE AMOUNTS:	1,100
	TEXTMYGOV (GF, PS, W/S)	
	FOOTNOTE AMOUNTS:	2,800
	POLIMORPHIC (GF, PS, W/S)	
	FOOTNOTE AMOUNTS:	18,000
	FLOCK	
	FOOTNOTE AMOUNTS:	1,500
	POWER DMS	
	FOOTNOTE AMOUNTS:	2,300
	FRONT LINE	
	FOOTNOTE AMOUNTS:	35,000
	CLEMIS	
	FOOTNOTE AMOUNTS:	28,200
	BSA (ONE TIME + ANNUAL SUPPORT)	
	FOOTNOTE AMOUNTS:	38,500
	AXON BODY CAMERAS (5 YR AGREEMENT)	
	FOOTNOTE AMOUNTS:	9,700
	AXON FLEET CAMERAS (5 YR AGREEMENT)	
	GL # FOOTNOTE TOTAL:	137,100
205-345-933.02	IT CONSULTING SERVICES	1,200
205-345-935.00	PROPERTY LIABILITY INSURANCE	158,100
205-345-947.00	WARRANTY EXPENSE	2,200
205-345-955.00	MISCELLANEOUS EXPENSE	5,000
205-345-970.00	CAPITAL OUTLAY - GOVERNMENTAL CAPITAL	230,000
	FOOTNOTE AMOUNTS:	75,000
	NEW WINDOWS	
	FOOTNOTE AMOUNTS:	57,000
	PATROL VEHICLE - TAHOE	
	FOOTNOTE AMOUNTS:	51,000
	PATROL VEHICLE - F150	
	FOOTNOTE AMOUNTS:	47,000
	UPFITTING FOR NEW VEHICLES	
	GL # FOOTNOTE TOTAL:	230,000
NET OF REVENUES/APPROPRIATIONS - UNK EXP		(8,607,000)
NET OF REVENUES/APPROPRIATIONS - 345 - PUBLIC SAFETY		(8,607,000)
Dept 346 - SCHOOL RESOURCE OFFICER		
UNK EXP		
205-346-702.00	WAGES - FULL TIME EMPLOYEES	105,300
205-346-706.00	HOLIDAY PAY	6,200
205-346-709.00	FICA	6,900
205-346-711.00	MEDICARE	1,600
205-346-713.03	OVERTIME - OFFICER	1,000
205-346-714.00	LONGEVITY PAY	1,500
205-346-716.00	DEFINED CONTRIBUTION PENSION PLAN	15,700
205-346-718.00	HEALTH INSURANCE PREMIUMS - CURRENT	5,600
205-346-718.02	LIFE & DISABILITY INS	800
205-346-718.03	DENTAL INSURANCE	700
205-346-725.00	WORKERS COMPENSATION	1,900
205-346-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	3,200
205-346-735.00	DETECTIVE CLOTHING ALLOWANCE	800

GL NUMBER	DESCRIPTION	2026-27 PRELIMINARY BUDGET
Dept 346 - SCHOOL RESOURCE OFFICER		
UNK_EXP		
205-346-736.01	UNIFORM CLEANING	800
205-346-752.00	OFFICE SUPPLIES	1,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(153,000)
NET OF REVENUES/APPROPRIATIONS - 346 - SCHOOL RESOURC		(153,000)
ESTIMATED REVENUES - FUND 205		8,672,000
APPROPRIATIONS - FUND 205		8,760,000
NET OF REVENUES/APPROPRIATIONS - FUND 205		(88,000)
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	
Dept 000 - FUND REVENUE		
UNK_REV		
208-000-403.00	CURRENT REAL PROPERTY TAXES - PARK	263,100
	FOOTNOTE AMOUNTS:	263,100
	PER L-4037 ASSESSMENT ROLL CERT	
208-000-525.00	FEDERAL-COMMUNITY PROJECT FUNDING	250,000
	FOOTNOTE AMOUNTS:	250,000
	FEDERAL COMMUNITY PROJECT FUNDING THRU HUD	
208-000-665.00	INTEREST F/INVESTMENTS	13,000
	NET OF REVENUES/APPROPRIATIONS - UNK_REV	526,100
NET OF REVENUES/APPROPRIATIONS - 000 - FUND REVENUE		
		526,100
Dept 751 - PARKS AND RECREATION DEPARTMENT		
UNK_EXP		
208-751-970.00	CAPITAL OUTLAY - GOVERNMENTAL CAP1	720,000
	FOOTNOTE AMOUNTS:	180,000
	BEVERLY PARK FENCE	
	FOOTNOTE AMOUNTS:	80,000
	BEVERLY PARK GAZEBO PROJECT	
	FOOTNOTE AMOUNTS:	450,000
	BEVERLY GREEN PHASE 2 HARDSCAPE; FENCING; LIGHTING; LANDSCAPING	
	FOOTNOTE AMOUNTS:	10,000
	MISC EQUIPMENT	
	GL # FOOTNOTE TOTAL:	720,000
	NET OF REVENUES/APPROPRIATIONS - UNK_EXP	(720,000)
NET OF REVENUES/APPROPRIATIONS - 751 - PARKS AND RECF		
		(720,000)
ESTIMATED REVENUES - FUND 208		
		526,100
APPROPRIATIONS - FUND 208		
		720,000
NET OF REVENUES/APPROPRIATIONS - FUND 208		
		(193,900)
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

2026-27
 PRELIMINARY
 BUDGET

GL NUMBER	DESCRIPTION	
Dept 000 - FUND REVENUE		
UNK_REV		
226-000-404.00	RUBBISH TAXES	1,227,700
	FOOTNOTE AMOUNTS:	1,227,700
	PER L-4037 ASSESSMENT ROLL CERT (1.4 LEVIED OUT OF 2.7323 AUTHORIZED)	
226-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE	4,000
226-000-665.00	INTEREST F/INVESTMENTS	14,000
NET OF REVENUES/APPROPRIATIONS - UNK_REV		1,245,700
NET OF REVENUES/APPROPRIATIONS - 000 - FUND REVENUE		1,245,700
Dept 528 - RUBBISH COLLECTION/DISPOSAL		
UNK_EXP		
226-528-702.00	WAGES - FULL TIME EMPLOYEES	112,400
226-528-704.00	WAGES - PART TIME EMPLOYEES	20,800
226-528-705.00	VACATION PAY	400
226-528-709.00	FICA	8,100
226-528-711.00	MEDICARE	1,900
226-528-713.00	OVERTIME	100
226-528-716.00	DEFINED CONTRIBUTION PENSION PLAN	16,900
226-528-718.00	HEALTH INSURANCE PREMIUMS - CURREN	20,500
226-528-718.02	LIFE & DISABILITY INS	900
226-528-718.03	DENTAL INSURANCE	2,300
226-528-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	3,400
226-528-755.00	TOOLS & SUPPLIES	5,200
226-528-919.01	RUBBISH COLLECTION	727,400
	FOOTNOTE AMOUNTS:	675,100
	3% INC-(27,308.25*1.03*24=675,060)	
	FOOTNOTE AMOUNTS:	52,300
	4% INC-(4,227.00*1.03*12)=52,246)	
	GL # FOOTNOTE TOTAL:	727,400
226-528-919.02	CHRISTMAS TREE CHIPPING	1,000
226-528-919.04	RUBBISH DISPOSAL	277,400
	FOOTNOTE AMOUNTS:	225,100
	RUBBISH - 3% INC (9102.75*1.03*24=225,019.98)	
	FOOTNOTE AMOUNTS:	52,300
	MONTHLY SURCHARGE (4,227*1.03*12=52,246)	
	GL # FOOTNOTE TOTAL:	277,400
226-528-919.07	STORM DAMAGE - PICKUP AND DISPOSAL	35,000
226-528-932.00	VEHICLE REPAIRS & MAINTENANCE	6,000
226-528-932.01	REPAIRS AND MAINTENANCE	6,000
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(1,245,700)
NET OF REVENUES/APPROPRIATIONS - 528 - RUBBISH COLLEC		(1,245,700)
ESTIMATED REVENUES - FUND 226		1,245,700
APPROPRIATIONS - FUND 226		1,245,700
NET OF REVENUES/APPROPRIATIONS - FUND 226		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	
Dept 000 - FUND REVENUE		
UNK_REV		
271-000-402.00	CURRENT REAL PROPERTY TAXES	669,800
	FOOTNOTE AMOUNTS:	669,800
	PER L-4037 ASSESSMENT ROLL CERT	
271-000-665.00	INTEREST F/INVESTMENTS	10,000
	NET OF REVENUES/APPROPRIATIONS - UNK_REV	679,800
NET OF REVENUES/APPROPRIATIONS - 000 - FUND REVENUE		
		679,800
Dept 790 - LIBRARY		
UNK_EXP		
271-790-831.00	CONTRIBUTION TO LIBRARY	669,800
	NET OF REVENUES/APPROPRIATIONS - UNK_EXP	(669,800)
NET OF REVENUES/APPROPRIATIONS - 790 - LIBRARY		
		(669,800)
ESTIMATED REVENUES - FUND 271		
		679,800
APPROPRIATIONS - FUND 271		
		669,800
NET OF REVENUES/APPROPRIATIONS - FUND 271		
		10,000
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	
Dept 000 - FUND REVENUE		
UNK_REV		
401-000-665.00	INTEREST F/INVESTMENTS	30,000
NET OF REVENUES/APPROPRIATIONS - UNK_REV		30,000
NET OF REVENUES/APPROPRIATIONS - 000 - FUND REVENUE		30,000
Dept 900 - CAPITAL OUTLAY		
UNCLASSIFIED		
401-900-974.05		355,000
	CONSTRUCTION	
	ENGINEERING	
NET OF REVENUES/APPROPRIATIONS - Unclassified		(355,000)
NET OF REVENUES/APPROPRIATIONS - 900 - CAPITAL OUTLAY		(355,000)
ESTIMATED REVENUES - FUND 401		30,000
APPROPRIATIONS - FUND 401		355,000
NET OF REVENUES/APPROPRIATIONS - FUND 401		(325,000)
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	
Dept 000 - FUND REVENUE		
UNK_REV		
592-000-455.00	SPECIAL ASSESS TAXES - DELINQUENT	150,000
592-000-630.00	SALE OF WATER	2,059,800
592-000-631.00	SEWAGE DISPOSAL CHARGES	3,579,800
592-000-632.00	READY TO SERVE CHARGE	2,576,300
592-000-633.00	DEBT SERVICE CHARGES	377,200
592-000-634.00	I W C CHARGE	21,100
592-000-635.00	METER CHARGE	15,500
592-000-637.00	CONNECTION FEES	13,000
592-000-655.00	PENALTIES RE WATER/SEWER PAYMENTS	100,000
592-000-665.00	INTEREST F/INVESTMENTS	100,000
592-000-668.00	ROYALTY REVENUE	5,000
	FOOTNOTE AMOUNTS:	5,000
	REC'D FR SERVICE WARRANTIES OF AMERICA	
592-000-688.00	OTHER REVENUE	1,000
NET OF REVENUES/APPROPRIATIONS - UNK_REV		8,998,700
NET OF REVENUES/APPROPRIATIONS - 000 - FUND REVENUE		
		8,998,700
Dept 536 - DIRECT CHARGES - WATER/SEWER SYSTEMS		
UNK_EXP		
592-536-917.00	SEWAGE/STORM DISPOSAL CHARGE	2,955,200
	FOOTNOTE AMOUNTS:	2,570,800
	EFSDDD SEWER PER WRC: 4% INC - \$214,232 * 12= \$2,570,784	
	FOOTNOTE AMOUNTS:	384,400
	GWK SEWER ESTIMATE: 4% INC - \$32,032 * 12 = \$384,384	
	GL # FOOTNOTE TOTAL:	2,955,200
592-536-917.01	SEWER PUMP EXPENSES	25,000
592-536-917.04	I W C SURCHARGE	13,200
592-536-918.00	WATER CONSUMPTION CHARGE	930,000
	FOOTNOTE AMOUNTS:	930,000
	PER SOCWA	
592-536-918.15	CROSS CONNECTION MONITORING	3,400
592-536-925.50	PUBLIC WATER - ANNUAL FEE	10,500
	FOOTNOTE AMOUNTS:	7,500
	EGLE PUBLIC WATER SUPPLY ANNUAL FEE	
	FOOTNOTE AMOUNTS:	3,000
	EGLE STORMWATER ANNUAL PERMIT FEE	
	GL # FOOTNOTE TOTAL:	10,500
592-536-970.00	CAPITAL OUTLAY - GOVERNMENTAL CAP1	125,000
	FOOTNOTE AMOUNTS:	125,000
	UTILITY TRUCK	
NET OF REVENUES/APPROPRIATIONS - UNK_EXP		(4,062,300)
NET OF REVENUES/APPROPRIATIONS - 536 - DIRECT CHARGES		
		(4,062,300)
Dept 540 - OFFICE/ADMINISTRATION CHARGES		
UNK_EXP		
592-540-702.00	WAGES - FULL TIME EMPLOYEES	136,700
592-540-709.00	FICA	8,400
592-540-711.00	MEDICARE	2,000
592-540-716.00	DEFINED CONTRIBUTION PENSION PLAN	20,500
592-540-718.00	HEALTH INSURANCE PREMIUMS - CURREN	23,500
592-540-718.02	LIFE & DISABILITY INS	1,100
592-540-718.03	DENTAL INSURANCE	2,200
592-540-718.04	HEALTH - H R A - BCN	1,500
592-540-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	4,100
592-540-752.00	OFFICE SUPPLIES	800
592-540-755.00	TOOLS & SUPPLIES	5,000
592-540-801.00	PROFESSIONAL SERVICES	9,100
	FOOTNOTE AMOUNTS:	100
	MISS DIG	
	FOOTNOTE AMOUNTS:	9,000
	OTHER	
	GL # FOOTNOTE TOTAL:	9,100
592-540-803.00	ADMINISTRATION CHARGE	210,000
	FOOTNOTE AMOUNTS:	210,000
	PER PAYROLL WORKSHEET (TAB "101")	
592-540-810.09	AUDIT FEES	31,900
592-540-851.00	POSTAGE	6,000
592-540-901.00	TRAVEL, MEALS AND CONFERENCES	1,100
592-540-915.00	MEMBERSHIPS AND DUES	5,300
	FOOTNOTE AMOUNTS:	1,000
	MI RURAL WATER ASSN	
	FOOTNOTE AMOUNTS:	4,000
	ALLIANCE OF ROUGE	
	FOOTNOTE AMOUNTS:	300

GL NUMBER	DESCRIPTION	
Dept 540 - OFFICE/ADMINISTRATION CHARGES		
UNK EXP		
	MML	
	GL # FOOTNOTE TOTAL:	5,300
592-540-916.02	EDUCATION & TRAINING	15,000
592-540-933.00	SOFTWARE SUBSCRIPT/MAINT AGREEMENT	28,500
	FOOTNOTE AMOUNTS:	28,500
	BSA (ONE TIME + ANNUAL SUPPORT	
592-540-933.04	BADGER SERVICE CONTRACT	8,000
592-540-935.00	PROPERTY LIABILITY INSURANCE	49,100
	NET OF REVENUES/APPROPRIATIONS - UNK EXP	(569,800)
NET OF REVENUES/APPROPRIATIONS - 540 - OFFICE/ADMINIS		
(569,800)		
Dept 543 - REPAIR & MAINTENANCE		
UNK EXP		
592-543-702.00	WAGES - FULL TIME EMPLOYEES	112,400
592-543-704.00	WAGES - PART TIME EMPLOYEES	20,800
592-543-705.00	VACATION PAY	400
592-543-709.00	FICA	8,000
592-543-711.00	MEDICARE	1,900
592-543-713.00	OVERTIME	2,500
592-543-716.00	DEFINED CONTRIBUTION PENSION PLAN	16,900
592-543-717.00	DEFINED BENEFIT PENSION CONTRIBUTI	5,500
592-543-718.00	HEALTH INSURANCE PREMIUMS - CURREN	20,500
592-543-718.02	LIFE & DISABILITY INS	900
592-543-718.03	DENTAL INSURANCE	2,300
592-543-728.00	DC HEALTH SAVINGS 3% CONTRIBUTION	3,400
592-543-755.00	TOOLS & SUPPLIES	5,000
592-543-794.00	NON-CAPITAL EQUIPMENT	30,000
	FOOTNOTE AMOUNTS:	9,800
	WATER LINE LOCATOR	
	FOOTNOTE AMOUNTS:	20,200
	OTHER	
	GL # FOOTNOTE TOTAL:	30,000
592-543-811.00	ENGINEERING SVCS	80,000
	FOOTNOTE AMOUNTS:	30,000
	MISC ENGINEERING	
	FOOTNOTE AMOUNTS:	40,000
	RELIABILITY STUDY & GENERAL PLAN UPDATE	
	FOOTNOTE AMOUNTS:	10,000
	OTHER	
	GL # FOOTNOTE TOTAL:	80,000
592-543-917.03	WRC SEWER CONTRACT	580,000
	FOOTNOTE AMOUNTS:	580,000
	PRELIM FR WRC: 2.5% INC - \$48,056/MONTH=\$576,672	
592-543-917.06	WRC CSO MAINT CONTRACT	965,000
	FOOTNOTE AMOUNTS:	965,000
	EST 4% INCREASE	
592-543-918.03	WRC WTR MAIN BREAK CONTRACT	400,000
	FOOTNOTE AMOUNTS:	400,000
	ESTIMATE	
592-543-932.01	REPAIRS AND MAINTENANCE	210,000
	FOOTNOTE AMOUNTS:	120,000
	MISC	
	FOOTNOTE AMOUNTS:	40,000
	WATER SVC LINE VERIFICATIONS	
	FOOTNOTE AMOUNTS:	50,000
	WATER LEAD SVC LINE REPLACEMENTS	
	GL # FOOTNOTE TOTAL:	210,000
592-543-970.00	CAPITAL OUTLAY - GOVERNMENTAL CAP1	2,170,000
	FOOTNOTE AMOUNTS:	450,000
	SEWER LINING (INCL CONST/ENGRG 50K)	
	FOOTNOTE AMOUNTS:	1,720,000
	WATER MAIN REPLACEMENTS (INCL CONST/ENGRG 225K)	
	GL # FOOTNOTE TOTAL:	2,170,000
	NET OF REVENUES/APPROPRIATIONS - UNK EXP	(4,635,500)
NET OF REVENUES/APPROPRIATIONS - 543 - REPAIR & MAINI		
(4,635,500)		
Dept 559 - DEPRECIATION EXPENSE		
UNK EXP		
592-559-968.00	DEPRECIATION EXP MAINS & SEWE	540,000
592-559-968.01	DEPRECIATION EXPENSE METERS	41,200
592-559-968.05	DEPRECIATION EXP EQUIPMENT	3,000
	NET OF REVENUES/APPROPRIATIONS - UNK_EXP	(584,200)
NET OF REVENUES/APPROPRIATIONS - 559 - DEPRECIATION E		
(584,200)		

GL NUMBER	DESCRIPTION	
Dept 906 - DEBT SERVICE		
UNK_EXP		
592-906-992.59	INTEREST EXP - GEORGE W. KUHN DRA1	400
	FOOTNOTE AMOUNTS:	100
	SERIES 2008G 26.82	
	FOOTNOTE AMOUNTS:	300
	SERIES 2008H 290.84	
	GL # FOOTNOTE TOTAL:	400
592-906-992.65	INTEREST EXPENSE - EVERGREEN /FARM	71,800
	NET OF REVENUES/APPROPRIATIONS - UNK_EXP	(72,200)
NET OF REVENUES/APPROPRIATIONS - 906 - DEBT SERVICE		(72,200)
ESTIMATED REVENUES - FUND 592		8,998,700
APPROPRIATIONS - FUND 592		9,924,000
NET OF REVENUES/APPROPRIATIONS - FUND 592		(925,300)
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		
ESTIMATED REVENUES - ALL FUNDS		27,272,730
APPROPRIATIONS - ALL FUNDS		29,491,567
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(2,218,837)
BEGINNING FUND BALANCE - ALL FUNDS		
ENDING FUND BALANCE - ALL FUNDS		



Agenda Item Summary

To: Village Council
From: Elizabeth Kutey, Finance Director

Re: ***Business Agenda - 7. Resolution Adopting Millage Rates for Fiscal Year 2027***
Date: May 5, 2026 - [Click to View Agenda](#)

Summary:

The Council has reviewed the proposed budget for the 2027 fiscal year and the funding sourced from property taxes. The requested millage rate is 13.4316 mills. The estimated revenue from the 2026 property tax levy is \$11.8 million. All millage rates, except for the rubbish millage, which remains unchanged at 1.4 mills, were subject to Headlee Rollbacks for the 2026 tax year.

Since the budget workshop, Oakland County has reviewed the Village's tax rate calculations, and the millage rate for general operating needs to be lowered by one-ten thousandth, from 1.7509 to 1.7508 mills. No other millage rates have changed since the budget workshop.

Recommendation:

WHEREAS, the Village Council has adopted its annual budget for its fiscal year beginning July 1, 2026, in accordance with State law and the Village Charter; and,

WHEREAS, the Village Council must also adopt a millage rate to be levied on the Village tax roll for 2026.

NOW THEREFORE, BE IT RESOLVED, the Beverly Hills Village Council hereby approves the total 2026 millage rate for the Village at 13.4316 mills to be distributed as follows:

- General Fund: 1.7508
- Public Safety Fund: 9.2210
- Library Fund: 0.7620
- Park Improvement Fund: 0.2978
- Rubbish Fund: 1.4000

Attachments:

None



Agenda Item Summary

To: Village Council
From: Elizabeth Kutey, Finance Director
Warren Rothe, Village Manager

Re: ***Business Agenda - 8. Resolution Adopting Water/Sewer Rates for Fiscal Year 2027***

Date: May 5, 2026 - [Click to View Agenda](#)

Summary:

Due to the anticipated operational and capital requirements of the water and sewer utility systems, proposed rate adjustments have been included in the FY 2027 budget. The revised utility rate structure is based on findings from the 2025 water rate study. On average, residents can expect an **increase of approximately 5% in their quarterly utility bills**, translating to about \$7.43 more per month. The new rates will take effect for all bills issued after July 1, 2026.

Recommendation:

Consider adoption of the proposed resolution establishing rates and fees for Utility Services.

Attachments:

1. FY 2027 Water & Sewer Rates Adoption Resolution
2. Exhibit A for Water & Sewer Resolution

**STATE OF MICHIGAN
COUNTY OF OAKLAND
VILLAGE OF BEVERLY HILLS**

RESOLUTION ESTABLISHING RATES AND FEES RELATED TO UTILITY SERVICES

WHEREAS, the Village of Beverly Hills is a home rule municipality in accordance with the Home Rule Village Act of 1909; and,

WHEREAS, the Village of Beverly Hills owns, operates, and provides the following services in the Village (collectively, "Utility Services"): (i) a water utility that provides water services and (ii) a public sewer system; and,

WHEREAS, pursuant to Chapter 44 of the Village Code, the Village is permitted to charge rates and fees for Utility Services; and,

WHEREAS, the Beverly Hills Village Council have determined that adoption of this Resolution will serve and be in the best interest of the Village of Beverly Hills.

NOW THEREFORE, be it resolved by the Beverly Hills Village Council as follows:

1. **RATES AND CHARGES.** The Village Council hereby adopts the rates and charges as attached to this Resolution as **Exhibit A**.
2. **FEE FOR RETURNED PAYMENT.** A fee of \$25.00 shall be charged for any payments of fees pursuant to this Resolution that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.
3. **PAYMENT PERIOD; LATE FEES.** All bills for Utility Services shall be paid in full within the payment period specified in the bill. The payment period shall be established by the Village Treasurer and shall be no less than 21 or more than 30 days from the date of issuance of the bill. Pursuant to Section 44-25 of the Village Code, if any bill for Utility Services is not paid within the specified payment period, a late payment penalty of 10% of the amount due shall be added to the bill and collected from the user.
4. **EFFECT OF RESOLUTION.** The rates established in this Resolution shall apply to all Utility Service usage that will be billed by the Village on bills with a billing date on or after July 1, 2026.

RESOLUTION DECLARED ADOPTED

Roll Call Vote

Ayes:

Nays:

Adopted: Regular Meeting of the Village Council meeting on May 5, 2026

Fiscal Year 2027 Water & Sewer Rate Resolution – Exhibit A

SCHEDULE OF WATER RATES & CHARGES

Quarterly Ready-To-Serve Charge	\$57.63
Consumption Charge	\$5.08/unit
Consumption Charge – Irrigation Meter	\$6.09/unit

WATER SERVICE TAP FEES

Tap Size	<30 feet tap	30-60 feet tap	>60 feet per/foot
1” Service	\$1,900.00	\$2,700.00	\$25.00
1.5” Service	\$2,000.00	\$2,500.00	\$28.00
2” Service	\$2,380.00	\$2,780.00	\$34.00

Stop Box: \$285.00

WATER METER FEES

Water Meter Installation	Actual Cost of Meter + \$55.00 installation fee
Water Meter Test	Actual Cost from Meter Supplier
Final Meter Read	\$0.00 if self-reporting online \$30.00 for in-person
Irrigation Meter Removal or Installation	\$55.00
Tampered Meter Repair	\$55.00 + cost of parts

SCHEDULE OF SEWER RATES & CHARGES

Quarterly Ready-To-Serve Charge	\$95.72
Consumption Charge	\$10.17/unit
Quarterly Debt Service Charge	\$22.94
Quarterly Sewer Only	\$203.40 + Debt Service Charge
GLWA Industrial Waste Control Charges	As established by GLWA

MISCELLANEOUS CHARGES

Past Billing/Usage History Print Request	\$1.00/page
Final Water Read and Bill Preparation	\$30.00 for in-person \$0.00 for online submittals
Missed Appointment Fee	\$75.00
After-Hours Shut Off Requests Anytime other than 8:00 a.m. to 3:00 p.m. Monday-Friday	\$250.00
Leak Check (In-House)	\$50.00



Agenda Item Summary

To: Village Council
From: Warren Rothe, Village Manager
Elizabeth Kutey, Finance Director

Re: ***Business Agenda - 9. Resolution Adopting a General Fund Balance Policy***

Date: May 5, 2026 - [Click to View Agenda](#)

Summary:

At the [March 17, 2026, regular meeting](#), the Village Council reviewed a draft fund balance policy for the General Fund. The Council reached a consensus to defer further discussion until the completion of the budget workshop and adoption of the Fiscal Year 2027 budget. During the budget workshop, the proposed policy was analyzed in relation to both historical and projected fiscal years.

At this juncture, it is recommended to proceed with adopting a fund balance policy. The Council may wish to consider a similar policy for the Village's other two major funds: Public Safety and Water/Sewer. Village administration recommends discussing the desired public safety fund level as part of a separate and more expansive conversation about the Village's current millage structure in the coming months. Separately, the water/sewer rate model is designed to maintain a minimum cash balance equal to 60-days of operating expenditures and one year of required debt service payments. Should the Council wish to proceed with memorializing this as a policy, one could be prepared; however, it would exist independently of any policy adopted for the General Fund, and be considered separately at a future meeting.

Recommendation:

BE IT RESOLVED, the Beverly Hills Village Council adopts the proposed General Fund Balance policy as presented.

Attachments:

1. Draft Fund Balance Policy
2. Fund Balance Policy Memo from 3-17-26 Council Meeting

Village of Beverly Hills
General Fund Balance Policy
Adopted: XX/XX/2026

1. Purpose

The purpose of this policy is to establish prudent guidelines for maintaining an adequate General Fund balance to ensure the Village's ongoing financial stability, provide sufficient liquidity for cash-flow needs, mitigate revenue volatility, and prepare for unforeseen emergencies or economic disruptions.

Due to the Village's voter-approved and charter-mandated millage structure—under which Public Safety operations are financed through a separate fund—the General Fund supports a comparatively narrow but critical range of governmental services. This policy is intended to ensure that General Fund reserves remain sufficient relative to the Village's overall fiscal risk and revenue base.

This policy is intended to set targets for the desired level of unassigned General Fund balance and maintain such levels. However, the Council, in accordance with the Village Charter and applicable State law, reserves the right to appropriate funds from unassigned General Fund balance for emergencies and other requirements the Council believes to be in the best interest of the Village.

2. Definitions

- **Unassigned Fund Balance:** The portion of the General Fund balance available for any lawful purpose, as defined by Governmental Accounting Standards.
- **General Fund Operating Expenditures:** Budgeted operating expenditures of the General Fund, excluding capital outlays and interfund transfers.
- **Value of One Mill:** The estimated annual General Fund revenue generated by one (1.0) mill of taxable value, calculated annually using the Village's certified taxable value.

3. Fund Balance Targets

A. Minimum Fund Balance Requirement

The Village shall maintain an unassigned General Fund balance **no less than an amount equal to:**

- **Twenty percent (20%) of General Fund operating expenditures, plus**
- **The value of one (1.0) mill of General Fund revenue**

This level represents the minimum acceptable reserve necessary to support cash-flow needs, absorb short-term revenue disruptions, and address non-public-safety operational emergencies.

B. Target Fund Balance Range

The Village's **target operating reserve** for the General Fund shall be:

- **Between 20% and 30% of General Fund operating expenditures, plus**
- **The value of one (1.0) mill of General Fund revenue**

Maintaining reserves within this range reflects sound fiscal management while recognizing the Village's limited General Fund millage capacity and exposure to revenue volatility.

C. Upper Limit Guideline

The unassigned General Fund balance should **generally not exceed**:

- **Thirty percent (30%) of General Fund operating expenditures, plus**
- **The value of one (1.0) mill of General Fund revenue**

Balances exceeding this level may be considered for one-time uses, capital investments, tax stabilization, or other strategic purposes, subject to Village Council direction.

4. Use of Fund Balance

Use of unassigned General Fund balance **below the target range** should be limited to:

- Non-recurring expenditures
- Revenue stabilization during economic downturns
- Emergency events or unforeseen circumstances
- Time-limited strategic investments approved by the Village Council

Ongoing operating expenditures shall not be structurally dependent on fund balance.

5. Replenishment of Fund Balance

In the event the unassigned General Fund balance falls below the minimum required level, the Village Manager shall present a plan to the Village Council outlining a strategy and reasonable timeframe to restore fund balance in compliance with this policy.

6. Review and Amendment

This policy shall be reviewed periodically as part of the annual budget process and may be amended by the Village Council as financial conditions, risk exposure, or governing regulations evolve.



Agenda Item Summary

To: Village Council
From: Elizabeth Kutey, Finance Director
Warren Rothe, Village Manager

Re: ***Business Agenda - 3. Consider Introduction of General Fund Balance Policy***

Date: March 17, 2026 - [Click to View Agenda](#)

Summary:

What Is General Fund Balance?

A fund balance represents the difference between a government's assets and liabilities within a particular fund. In the General Fund, this balance functions similarly to a savings account for the Village. It accumulates over time when revenues exceed expenditures and can be used to address unexpected needs or financial challenges.

The portion most often referenced in financial policies is the **unassigned fund balance**, which represents resources that are not restricted for a specific purpose and are available to support general governmental operations.

Maintaining an adequate level of unassigned fund balance helps ensure the Village can respond to financial disruptions while continuing to provide services.

What Is a Fund Balance Policy?

A General Fund balance policy establishes guidelines for the amount of reserve the Village should maintain in its General Fund. The policy typically identifies:

- A minimum reserve level the Village should maintain
- A target range for fund balance levels
- Circumstances under which fund balance may be used
- Expectations for restoring reserves if they fall below established levels

By adopting a policy, the Village Council provides a consistent framework for managing financial reserves and promoting responsible fiscal planning over time.

Professional organizations such as the Government Finance Officers Association recommend

that local governments adopt formal fund balance policies as a best practice in financial management.

Why Maintaining Reserves Is Important

- Reserves allow the Village to respond to unexpected events such as economic downturns, infrastructure failures, legal costs, or emergency expenditures.
- Municipal revenues are often received at specific times during the year, while expenses occur continuously. Fund balance provides liquidity so the Village can meet obligations throughout the year
- Adequate reserves allow the Village to address short-term revenue fluctuations without sudden service reductions or emergency tax increases.
- A written policy promotes consistent decision-making and demonstrates to residents, auditors, and other stakeholders that the Village manages public resources prudently.

Why Beverly Hills Requires a Tailored Approach

In many communities, the General Fund supports all major municipal services, including public safety. In Beverly Hills, however, the Village Charter allocates the majority of property tax millage to a separate Public Safety Fund.

As a result:

- General Fund operating expenditures are relatively modest (approximately \$4.4 million annually)
- A traditional reserve guideline of 20% of expenditures would equal roughly \$880,000

While this level meets common benchmarks, it represents a relatively small financial cushion for General Fund operations and does not fully reflect the Village's fiscal capacity or exposure to revenue disruptions. In other words, a standard "20%" rule does not fully reflect the Village's actual fiscal risk.

For this reason, the proposed policy supplements the traditional benchmark with an additional reserve component tied to the Village's tax base.

Proposed Policy Framework: "20% Plus One Mill"

The proposed General Fund Balance Policy establishes the following reserve structure:

Minimum Reserve

The Village will maintain an unassigned General Fund balance equal to:

- 20% of General Fund operating expenditures, plus
- The value of one mill of taxable value

Currently, the value of one mill of Village taxable value is estimated at approximately \$830,000. When combined with the traditional 20% benchmark, the policy results in a reserve level of approximately \$1.7 million, or roughly four to five months of General Fund operations.

Why One Mill Is Used as a Benchmark

Using the value of one mill as part of the reserve calculation provides several advantages:

- It is a clear and easily understood measure tied directly to the Village’s tax base
- It reflects the potential impact of revenue disruptions such as economic downturns, assessment appeals, or Headlee rollbacks
- It adjusts automatically over time as taxable value changes, avoiding the need to frequently revise fixed dollar targets

This approach aligns reserve levels with the Village’s underlying fiscal capacity while maintaining a conservative financial posture.

Target Reserve Range

In addition to the minimum reserve requirement, the policy establishes a target operating reserve range of:

- 20% to 30% of General Fund operating expenditures, plus the value of one mill

Balances exceeding the upper end of this range may be considered for one-time investments, capital needs, or other strategic purposes as directed by the Village Council.

Relationship to the Public Safety Fund

The Village maintains a substantial fund balance within its Public Safety Fund. However, those resources are dedicated to police and fire operations and cannot be used to support General Fund services such as administration, facilities, elections, and other governmental functions.

Accordingly, General Fund reserve levels must be evaluated independently to ensure adequate financial protection for those operations.

Conclusion

Adopting a formal General Fund Balance Policy establishes clear expectations for maintaining appropriate financial reserves while recognizing the Village’s unique charter structure.

The proposed “20% plus one mill” framework preserves a widely accepted benchmark while ensuring the Village maintains a meaningful and scalable financial cushion. Together, these

provisions promote long-term fiscal stability, transparency, and responsible stewardship of public resources.

Recommendation:

Review the proposed general fund balance policy and provide direction.

Attachments:

1. Draft Fund Balance Policy



Manager Report

To: President George and Village Council

From: Warren Rothe, Village Manager

Re: May 5, 2026, Manager Report

General Updates

- The Village Council will receive a presentation from the **DNR** about **deer management strategies at its June 2nd Council meeting**. In anticipation of high attendance, the meeting will **be held in the little theatre at Groves High School**.
- A final punch list has been prepared for the **Pierce Watermain Project**, and the second and final application for Federal grant funds is anticipated to be made this week.
- The quarterly progress report and first grant fund reimbursement request for the **Erity Dam Study** was completed. HRC conducted sediment measurements during the last week of April.
- **SmithGroup** continues to work on the **site analysis and building assessment package**, developing high level conceptual and programmatic options for the future use of the **Wendbrook property**. A presentation/update is expected at the May Parks Board meeting.
- Village Administration is preparing to **discuss the Village's millage structure and fund balance levels** as part of the Council's ongoing desire to review the Village's long-term financial and service-level goals.
- The Public Safety Department has completed their desired configuration for the **ladder truck replacement**. Council approval will be sought at an upcoming Council meeting.
- HRC conducted traffic counting activity as part of the **Beverly and Southfield intersection study**.
- **Public Works** current projects include:
 - Preparing to install foundations for this year's Sculptures in the Park program. As part of this, the old shed at the Wendbrook property will be removed.

- Sidewalk slabs for the FY 2027 replacement project are being identified to proceed with bidding.
- Continuation of gravel road maintenance.
- A small allotment of trash cans was purchased for Beverly Park. They will be installed in the coming days.
- Daily grooming/dragging of the baseball infields at Beverly Park
- Baskets and tee pads for the disc golf course will be replaced and refurbished. Three of the holes will be relocated further away from the playground.
- Installing seasonal irrigation meters
- Two employees attended training to become certified playground inspectors.
- Performing street patching and sign services for Bingham Farms.
- The Village completed its **annual tax settlement activities** with Oakland County.
- **BS&A Cloud** is set to **go live in July**. A roll-out schedule is being developed.
- **Union negotiations** with the **Command Officers** have produced a tentative agreement which will be presented to both parties for consideration is.
- The **Zoning Board of Appeals** did not meet in April and will reconsider the tabled requested dimensional variance from its March 9th meeting at its next meeting in May.
- The **Planning Commission** met on April 22nd to consider a sign permit for **Detroit County Day**, for a new scoreboard. The application was ultimately tabled and will be reconsidered at the Commission's May meeting.
- The Village has filled **all seasonable laborer positions** for DPW and Parks services.
- Car Trucking began **pickup of yard waste** the week of **April 6th**.

CALL FOR VOLUNTEERS

Join us for the Memorial Day Parade & Carnival!

We're looking for volunteers and parade participants to help make this event amazing. Kids can ride along with the Bike Brigade, and we're welcoming classic cars and so much more!

If you'd like to volunteer [sign up here:](#)

The Village of Beverly Hills
Presents the
43RD ANNUAL
MEMORIAL DAY
Parade & Carnival

MONDAY
MAY 25

PARADE BEGINS AT
GROVES HIGH SCHOOL

11:00 A.M.

EVENT INCLUDES

FLAG CEREMONY - FOOD - FAMILY ACTIVITIES - FUN GAMES

CARNIVAL & CEREMONY TO FOLLOW AT BEVERLY PARK
LOCATED AT 18801 BEVELRY ROAD,
BEVERLY HILLS, MI 48025

BEVERLY HILLS
PARKS & RECREATION

Please email the Board if you would like to participate in the parade: bhmemorialparade@gmail.com

Come celebrate Memorial Day with us and be part of a great community tradition!

PROJECT UPDATES

Transportation Alternatives Program Sidewalks

Last week Toebe Construction (the general contractor) continued to install sidewalk on Evergreen Road. This week Toebe is schedule to perform the following work (weather permitting):

Evergreen

- Continue to prepare for the Retaining Wall between Pemberly and Douglas Evans
- Continue to form and pour sidewalk, ramps, and curb in various areas
- Restoration on sidewalk areas that are complete. Starting at Embassy moving North.

13 Mile

- Install soil erosion and sedimentation control measures.
- Excavating area between Stafford and the River (including existing fence removal) for the proposed retaining wall and boardwalk.
- Existing utility locating

In order to safely perform the proposed work along Evergreen Road, the contractor will need to perform intermittent daily road closures of Evergreen Road. All driveways will be accessible, however, though traffic will not be permitted. After each working day, Evergreen Road will be opened to traffic until the next morning (or when necessary). It is anticipated that the contractor will begin these daily road closures starting Wednesday, April 22 (weather Permitting)

Safe Routes to School

All sidewalk has been installed (minus one flag that was not completed due to a utility pole relocation but will be finished in the spring). The contractor will also install trees and shrubs and install/touch up the restoration in the spring. Throughout the summer the contractor will be watering and cultivating these trees and shrubs and addressing any unestablished turf grass areas.

FY25/26 Road Improvement Project

The contractor will be back in the spring to complete minor punch list work and install/touch-up any turf grass areas that have not been established. A structure adjustment needs to be made



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in the RCOC right-of-way at Birwood and Greenfield. Additionally, the southwest corner of Birwood and Greenfield is being reevaluated as ponding has been occurring.

FY 26/27 Road Improvement Project

A preconstruction meeting and construction schedule is being coordinated with Hutch paving.

JAVA + JAZZ

THIRD SUNDAY OF THE MONTH
MAY – SEPTEMBER
9:00 AM- NOON

BEVERLY PARK PAVILION
18801 BEVERLY RD

THANKS TO OUR 2026 SPONSOR

WE SERVE
THE BEVERLY HILLS LIONS CLUB

2026 VILLAGE WIDE GARAGE SALE
June 5th -7th

The Village Wide Garage Sale will be held June 5th, 6th and 7th, throughout the Village of Beverly Hills.

Permits are required and are available at the Village Office for **\$10.00** during regular business hours (Monday-Friday 8:00 a.m. – 4:30 p.m.).

A list of participating residences will be posted on our website closer to the date.

Village of BEVERLY HILLS MI
PARKS & RECREATION

The Beverly Hills Parks & Recreation Board Presents

MEMORIAL DAY PERSONAL CARE PRODUCT & GAME COLLECTION

The Beverly Hills Parks & Recreation Board is honored to host a personal care product collection for Michigan Veterans Foundation, a non-profit organization that supports local veterans in need.

MAY 1ST - MAY 31ST

Items Needed (Newly Purchased Only)

- Soap
- Shampoo
- Deodorant
- Combs & Brushes
- Lotion
- Toothpaste
- Toothbrushes
- Floss
- Mouthwash
- Lip Balm
- Hand Sanitizer
- Nail Files
- Tissue
- White Tube Socks
- White T-Shirts
- Board Games
- Playing Cards
- Puzzles

Drop Off Locations

- 18389 Devonshire Drive
- Village Office, 18500 W 13 Mile Road (M-F 8am-4:30pm)
- Beverly Park 5/26/26 11am-2pm **ONLY**

A SMALL DONATION MAKES A DIFFERENCE

Village of BEVERLY HILLS MI
PARKS & RECREATION

FOOD TRUCK Mondays

EVERY MONDAY, MAY 4 - AUGUST 31*
4:30PM - 7:30PM
*EXCEPT ON MEMORIAL DAY 5/25

BEVERLY PARK
18801 BEVERLY ROAD, BEVERLY HILLS, MI 48025

Scan the QR Code to See the Full Food Truck Lineup & Menu

[HTTPS://YOURNEIGHBORHOODBITES.COM/DETROIT/SUBDIVISIONS/VILLAGE-OF-BEVERLY-HILLS](https://yourneighborhoodbites.com/detroit/subdivisions/village-of-beverly-hills)

START YOUR WEEK WITH A BITE!



Public Safety

Highlights & Statistics

April 2026

694 Calls For Service.

4 Arrests.

173 Traffic stops.

137 Tickets issued.

1. Officers stopped a driver for a traffic violation at 13 Mile and Rutland. The driver was arrested for Driving While License Suspended and multiple warrants.
2. Officers were dispatched to the area of Saxon and Southfield for a hit and run accident. Officers located the responsible vehicle and driver on Beaconsfield and Riverside. The driver was arrested for Felony Operating While Impaired 3rd.
3. Officers stopped a driver for defective equipment at 13 Mile and Southfield. The driver was arrested for Driving While License Suspended. The driver was delivering Uber Eats at the time; the officer completed the food delivery to the resident.
4. Officers stopped a driver for a traffic violation at Southfield and Saxon. The driver was arrested for an outstanding warrant and turned over to Royal Oak PD.
5. The department assisted Oak Park Public Safety with a mutual aid house fire request on Wildwood Avenue.
6. Officers assisted Birmingham with a shooting incident on Lincoln Drive. Our officers detained a suspect in the area and located a handgun in his possession. The suspect was turned over to Birmingham PD.
7. Our drone team was requested to assist Royal Oak PD on a breaking and entering of the JAX Carwash on Woodward. The team located the suspect with the drone's thermal imager and directed Royal Oak PD to the area to take the suspect into custody.
8. The department assisted with a mutual aid request for a garage fire on Wiltshire in Berkley.

Beverly Hills Department of Public Safety 2026 Monthly Performance Report

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Total Calls For Service	536	615	756	694									2,601
Arrests & Traffic Citations													
Arrests Total	8	14	12	4									38
OWI Arrests- Drunk Driving	0	1	3	1									5
OUID Arrests- Driving Influence Drug	1	1	2	0									4
Drug Arrests	1	1	4	0									6
Traffic Stops	43	226	272	173									714
Traffic Violations	73	209	201	137									620
Accidents													
Personal Injury Accidents	1	0	1	0									2
Property Damage- Car Accidents	17	10	11	13									51
Fire Division													
Fire Response (structure & car fires)	0	1	0	0									1
Smoke & Downed Wire Responses	2	1	6	3									12
Medical & Ambulance Responses	48	26	36	30									140
Odor, Carbon Monoxide & FireAlarms	7	7	9	10									33
Fire Inspections & Plan Reviews	2	0	1	0									3
Mutual Aid Provided to S.O.F.A.	1	1	3	2									7
Mutual Aid Received from S.O.F.A.	0	0	0	0									0
Detective Bureau & School Resource													
Cases Investigated	20	25	25	31									101
Gun Related Cases	1	0	0	0									1
Guns Seized	2	0	0	0									2
Warrants Submitted	3	4	9	5									21
Warrants Obtained	1	1	4	2									8