

CASCADE CHARTER TOWNSHIP
PERSONNEL & FINANCE COMMITTEE MEETING
December 8, 2021 at 9:00 am
Cascade Township Hall – Large Conference Room
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

- ARTICLE 1.** Call the Meeting to Order
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of the October 15, 2021 Meeting
- ARTICLE 4.** Review of Sabo PR rates and proposed agreement update
- ARTICLE 5.** Review & Consideration of Janitorial Services Contract with Hope Network
- ARTICLE 6.** Review & Consideration of Budget Amendments
- ARTICLE 7.** Public Comment (Please limit comment to 3 minutes)
- ARTICLE 8.** Adjournment

CASCADE CHARTER TOWNSHIP
PERSONNEL & FINANCE COMMITTEE MEETING
October 15, 2021 at 9:00am
Cascade Township Hall – Large Conference Room
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Members Present: Supervisor Grace Lesperance, Treasurer Ken Peirce, Trustee Koessel

Others Present: Township Manager (TM) Ben Swayze

Members of the Public: Trustee Timmy Noordhoek

ARTICLE 1. Call to Order: Meeting was called to order at 9:00am

ARTICLE 2. Approval of the Agenda: Motion by Treasurer Peirce, Supported by Supervisor Lesperance to approve the agenda. Motion carried.

ARTICLE 3. Approval of the Minutes of the September 8, 2021 Meeting: Motion by Treasurer Peirce, Supported by Supervisor Lesperance to approve the minutes. Motion carried.

ARTICLE 4. Review and Consideration Assessing Services Contract: TM Swayze reviewed the proposed Agreement for Professional Assessor Services. TM explained that our current Level 4 contracted Assessor has indicated she would prefer not to continue after October of this year, though would extend on a month-to-month basis if need. The proposed replacement would be Andy Johnson, current Assessor with Kentwood. Mr. Johnson comes highly qualified and recommended. Cost would remain the same, and contract would be severable when the Manager of Assessing Services received her Level 4 certification. Discussion ensued.

Motion by Supervisor Lesperance, Supported by Treasurer Peirce to recommend the Township Board approve the Agreement for Assessing Services with Andy Johnson. Motion Carried.

ARTICLE 5. Review & Consideration of Legal Services Policy: TM Swayze reviewed the proposed policy, which was developed at the request of the committee. The proposed policy outlines how elected and appointed officials and staff can access legal services. Discussion ensued.

Motion by Treasurer Peirce, supported by Supervisor Lesperance to recommend the Township Board approve the Legal Services policy. Motion carried.

ARTICLE 6. Discussion on Guidelines for Cancellation and/or Rescheduling of Personnel/Finance Committee Meetings – Supervisor Lesperance reviewed the memo that was provided. Topics discussed ensued ensuring all members are available for a rescheduled meeting and if the Vice Chair can preside at a meeting

that the Chair is unavailable for. Discussion ensued. It was agreed that in the event a meeting needs to be rescheduled, all members should be asked and be available for the rescheduled meeting

ARTICLE 6. Public Comment: Trustee Noordhoek indicated he believed the Vice-Chair should be able to preside at committee meetings in the Chair's absence.

ARTICLE 7. Adjournment: Motion by Treasurer Peirce, Supported by Supervisor Lesperance to adjourn the meeting. Meeting adjourned at 9:39am.

Approved by the Personnel & Finance Committee – TBD

DRAFT

Ben Swayze

From: Mary Ann Sabo <Maryann@sabo-pr.com>
Sent: Monday, November 15, 2021 8:26 AM
To: Ben Swayze
Subject: SPR rates 2022

Good morning, Ben. Hope you had a good weekend and didn't have nightmares about the pumpkin-deer.

As we prepare to turn the corner into the new year, I want to share the Sabo PR rates increases for 2022. As you may recall, we did not raise our hourly rates this year because of the uncertainty of the pandemic. We've absorbed price increases from our vendors and, like all of you, felt the impact of rising costs for utilities and other goods.

We also have not raised our rates for embedded team members for several years. Earlier this year, Kentwood asked us to sign a five-year contract, which required us to set rates through 2025. Since we have keep our in-house clients aligned, I wanted to share the new embedded rates with you:

Remainder of 2021	\$50/hour
2022	\$55/hour
2023	\$57.50/hour
2024	\$60/hour
2025	\$62.50/hour

To keep our current retainer level of 64 hours per month, the new base rate will be \$3,250. Additional hours from 64-96 will be billed at that hour rates. Should we go over that, we can bill Hunter at the rate for senior associate below.

Beginning Jan. 1, 2022, our new hourly rates for other teams members will be:

Principals	\$185	Travel: \$75
Directors	\$165	\$65
Senior associates	\$150	\$55
Associates	\$125	\$45

Should you need our crisis services, our new rates are:

Principals	\$295	Travel: \$150
Directors	\$250	\$130
Senior associates	\$215	\$110
Associates	\$185	\$90

I'm happy to address any questions you may have. We continue to work to manage our costs while delivering effective communications services that allow you to achieve a return on your investment. It's an honor to be your communications partner.

Mary Ann

Mary Ann Sabo
616.485.1432 • sabo-pr.com



Sabo PR

August 26, 2021

Ben Swayze
Cascade Charter Township
Via e-mail

Dear Ben :

Sabo Public Relations, LLC (the “Consultant”) provides various public relations and communications services such as research, strategy, counseling, writing and editing, media relations, marketing communications, employee communications and crisis management services for its clients. We have appreciated the opportunity to serve the Cascade Charter Township (the “Client”) by providing ongoing communications support, including an embedded team member since 2017. This letter agreement sets forth the terms under which the Consultant will continue to provide ongoing communications support services (the “Services”) to the Client.

For the embedded team member: The Client agrees to utilize a minimum of 64 hours each month at rates to be described below. The Client can use additional hours at this rate, up to a maximum of 96 hours per month. The Consultant and the client will mutually agree upon a start date. In exchange, the Consultant agrees to provide a minimum of 16 hours per week and a maximum of 24 hours per week of embedded communications support.

Embedded rates shall be set at:

Remainder of 2021	\$50/hour
2022	\$55/hour

For additional support: If the Client requests or needs services in excess of 24 hours per week, the excess will be billed at our standard rates, which currently range from \$110-175 per hour for communications services and \$155-250 per hour for crisis and issues management. Rates for 2022 will range from \$125-190 per hour for communications services and \$185-295 per hour for crisis and issues management.

The Client agrees to reimburse the Consultant for all reasonable expenses incurred during the performance of the Services. These expenses include, but are not limited to, Internet research charges, postage, long distance telephone charges, photocopying, printing and other document preparation and duplication services, and expenses for travel requested or approved by the Client. The Client will reimburse the Consultant for these expenses at the Consultant’s cost plus 10 percent, which is a reduction in the standard agency markup. The Consultant will obtain the Client’s permission before incurring any extraordinary expenses to be reimbursed by the Client.

The Consultant will submit an invoice to the Client monthly for the Services performed and expenses incurred. The Client will pay the invoice amount within 30 days of receipt of the invoice.

The Consultant and the Client will continue the relationship established by this agreement until it is terminated by either party by written notice to the other party or modified by subsequent agreement in writing between the Client and the Consultant. Upon termination of this agreement, the Consultant will stop performing the Services and the Client agrees

to pay for all Services provided by the Consultant and all reimbursable expenses incurred by the Consultant until termination even though such Services provided or expenses incurred since the last invoice may not have been invoiced as of the date of the termination of this agreement.

The Consultant agrees that unless required by law, it will hold in confidence, will not discuss with others, and will not use for any purpose other than performing the Services under this agreement, or as otherwise agreed upon by the Client, any confidential information the Consultant obtains from the Client in connection with performing Services under this agreement.

The Consultant is an independent contractor of the Client and is not and will not be treated as an employee, partner, agent or joint venturer of the Client. Neither party will represent to any third party that the relationship between them is anything other than as set forth in this agreement.

The Client will indemnify, defend and hold harmless the Consultant and the Consultant's members, employees, associates and agents from and against any claim asserted or any lawsuit or other legal action filed by a third party that arises out of or results from the provision of Services under this agreement, including, but not limited to, claims or lawsuits arising out of any inaccurate or incomplete information provided to the Consultant, except to the extent any such claim or lawsuit is directly attributable to the negligence or willful misconduct of the Consultant in providing Services under this agreement.

The Consultant will not be liable to the Client or any other party for any incidental, indirect, special, punitive or consequential damages in connection with or arising out of the performance of this agreement or providing services under this agreement. Neither party may assign its rights under this letter agreement without the prior written consent of the other party.

This agreement sets forth the entire understanding among the parties with respect to its subject matter, supersedes all previous oral or written agreements and understandings on this subject matter between the parties or their respective affiliates. No provision of this letter agreement may be modified or waived except in writing executed by the parties.

Please acknowledge your agreement with the terms of this agreement by signing and returning a copy of it to the Consultant. This agreement may be signed in counterparts.

Best regards,

Mary Ann Sabo, President
Sabo Public Relations, LLC

Acknowledged and agreed to this **DATE**:

By: _____

Title: _____

Sabo Public Relations, LLC, 100 Grandville Ave. SW, Suite 301 Grand Rapids, MI 49503

We Provide High Quality Janitorial Services With A Mission!

Hope Network Janitorial Services presents a janitorial portfolio which offers a wide range of services to various organizations across West Michigan. HNJS has held Federal and general contracts for over 35 years and provides full Janitorial Services including:

- Disinfecting
- General cleaning
- COVID disinfecting when positive cases occur
- A wide variety of floor and carpet care programs
- Restroom service
- Recycling programs
- Day porter services



We have a wide range of customers and location sizes in the local area:

Grand Rapids, MI Customers	Square Footage	Years of Service
Gerald R. Ford Federal Building and U.S. Courthouse*	280,259	26 years
Hope Network 36 th Street Campus	90,612	18 years
The Law Building	68,500	6 years
Gerald R. Ford Presidential Museum	62,400	36 years
U. S. Army Reserve	42,361	15 years
Hope Network Leadership Center	36,000	7 years
Hope Network Industries	15,000	2 years
FAA Flight Safety District Office	10,489	16 years
Braintrust Behavior Health	10,000	2 years
Hope Network Center for Autism	7,000	3 years
FAA Airport Tower – Gerald R. Ford International Airport	4,742	16 years
FAA System Support Center	4,013	16 years

** Received the U.S. General Services Administration Service Excellence Award*



We also employ disabled individuals

We also manage Ability-One contracts that provide employment opportunities for individuals with significant disabilities in a supportive, team-oriented work environment at several sites. All of our janitorial crews have on-site working supervisors monitoring and coaching crew members throughout their shifts.

Our two janitorial divisions provide flexibility to recruit team members that are best suited for each position and facility. The Janitorial Supervisors are on-site and deliver extensive training and job coaching to the team members. We pride ourselves on offering:

- Technical competence
- Personal character
- Responsive communication
- Attention to care of property

We Provide High Quality Janitorial Services With A Mission!

Employee Selection and Training Process

Hope Network has a structured, yet flexible recruitment and selection process. Recruiters gain a complete understanding of each position and the skillset for which a qualified candidate will need in order to be successful.

At Hope Network, we understand that many of our positions may not be flooded with new applicants as the labor market is incredibly tight. This is not a new problem but has been exacerbated by the COVID-19 pandemic. In order to overcome this issue, our recruitment staff have been utilizing a multi-faceted approach to finding new candidates. We find candidates by:

- Forging community partnerships (churches, schools and universities, neighborhood associations, Michigan Works offices),
- Utilizing text marketing campaigns
- Employer branding on social media platforms
- In-person and virtual job fairs
- Regularly scheduled open interview times
- Internal and external job boards



Upon selection of a candidate, our compliance team will:

- Conduct background checks
- Check personal and professional references
- Perform Michigan ICHAT checks
- Schedule Pre-employment physical and drug screen appointments after the initial applicable background checks have been completed

Once new staff begin, supervisors conduct a 30-day checklist which creates a structured method to orient staff to their new departments, ensuring that department specific policies, procedures, and training are received.

Hope Network has developed a five-point plan in which staff retention policies were built around. This plan includes what employees have outlined they want. This includes:

- Affordable benefits
- Full-time employment
- Competitive pay
- Learning opportunities
- Trusted relationship with their manager

By placing concerted efforts around each of these areas, Hope Network has seen yearly increases in retention rates.



We Provide High Quality Janitorial Services With A Mission!

Business Organization & References

BUSINESS ORGANIZATION

Hope Network West Michigan

DBA Hope Network Developmental and Community Services

3075 Orchard Vista Dr. SE

Grand Rapids MI 49546

Corporate Website: www.hopenetwork.org

Entity operates as a Non-Profit Corporation, incorporated in Michigan and authorized to do business in Michigan

Workforce Development – Hope Network Janitorial Services

Nancy DuBois – Executive Director, WFD

616-726-1126

ndubois@hopenetwork.org

Over 20 years of senior management experience in both non-profit and for-profit settings.

Monitors programs to ensure maximum operational efficiencies: reviews budgets, outcome reports, and grant/contract requirements to ensure the programs within Workforce Development and Hope Network Services Corp Janitorial meet or exceed agency, contractor, and funder expectations.

Loren Dunning – Janitorial Operations Manager

Phone: 616-286-0028

ldunning@hopenetwork.org

30+ year's janitorial management experience.

Provides oversight, coordination, personnel management, quality control, customer satisfaction, capacity building, and fiscal/contract management for all Workforce Development and Hope Network Services Corp janitorial and grounds-keeping operations. Including on-going management of worksites to: meet contract obligations, ensure quality customer service, site coverage and hands-on completion of requirements as required to fulfill contractual obligations.

Willie Neely – Janitorial Operations Supervisor

616-581-8067

wneely@hopenetwork.org

16 + year's Janitorial operations

Responsible for providing daily supervision, assignments, task completion, work quality review, and feedback to janitorial staff. Liaison with customer Facility Manager regarding requests, inspections, and feedback. Able to perform duties of crew members to ensure all daily work assignments are completed according to the contract specifications.



November 1, 2021

Mr. Benjamin Swayze
Cascade Township Manager
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Dear Ben,

Hope Network is pleased to submit a quote to perform janitorial services for the Kent District Library - Cascade Township Branch located at 2870 Jacksmith Ave, SE Grand Rapids, MI 49546.

The annual amount is \$41,311. This amount includes the following; cleaning all horizontal surfaces, fixtures, vents, diffusers, and corners. Low dusting baseboards, chair legs, and table legs. Disinfect sinks, countertops, tables, toilets, the exterior of refrigerators, and microwaves. Sweep and damp mop all hard surface floors, spot clean carpets, vacuum carpets, and empty all trashcans and move debris to dumpster area and the periodic floor care services for extracting carpets, auto scrubbing floors and burnishing floors.

Cascade township to supply all consumables, i.e. toilet paper, paper towel, wax bags, soap, hand sanitizer, trash liners etc. Hope Network will supply all cleaning chemicals any additional equipment needed.

Hope Network would be more than happy to service any positive COVID exposure areas at this site with our Covid disinfecting fogger at a rate of .12cents/sf upon request.

Feel free to reach out to me should you have any questions.

Respectfully,

Loren Dunning

Loren Dunning
Manager of Janitorial Operations
ldunning@hopenetwork.org
(616) 286-0028

<u>The Wisner Center</u>	Daily	Weekly	Monthly																	
Restrooms (see above)	X																			
Clean and vacuum under desk/tables and touch down areas	X																			
Vacuum all carpeted areas	X																			
Disinfect high touch point surfaces																				
Lower Level	Daily	Weekly	Monthly																	
Dust stairwell and disinfect railings	X																			
Restrooms (see above)	X																			
Sweep and mop floors	X																			

NOTES:

- **High contact Surfaces** - Examples of solid, high contact surfaces in common and high traffic areas include but are not limited to: handrails, door knobs/levers/push bars, key card readers, light switches, touch screens, cabinets outside a workstation, break room/gallery area countertops, conference room table tops, courtroom table tops, security stations, water faucets and handles, elevator buttons and call button plates, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls, automatic door opener buttons, digital touch screen directories, restroom stall handles and locks, soap dispensers, urinal flush valve handles
- **Elevators and Stairways** - All door tracks/thresholds will be clean and free of dirt and build-up. Surfaces will be clean and free of finger marks, smudges, and spills. All carpets and floors will be free of removable spots, dirt, and debris. All stairways, entrances, landings, railings, ledges, doors, radiators, and surrounding areas will be free of dirt, dust, litter, and debris.
- **Periodics** - Work may be incorporated into the daily work of employees, but the majority of Periodics, including major tasks such as carpet extraction or floor waxing, will be scheduled separately. Periodics will be scheduled in advance with the facility, with agreed upon service dates. The Periodics items will be scheduled a minimum of two weeks in advance if required. The Site Supervisor will be responsible for reviewing the status and quality of periodic work, along with scheduling tasks, inspecting quality results, and documenting the completion of work.

PERIODICS SCHEDULE: Kent District Library ~ Cascade

PROJECT WORK	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
MONTHLY												
SPOT CLEAN ALL WALL SURFACES	X	X	X	X	X	X	X	X	X	X	X	X
SWEEP ALL STORAGE AREAS	X	X	X	X	X	X	X	X	X	X	X	X
WASH ALL WASTE RECEPTACLES	X	X	X	X	X	X	X	X	X	X	X	X
AUTOSCRUB FLOORS	X	X	X	X	X	X	X	X	X	X	X	X
QUARTERLY CLEANING *												
WASH INTERIOR WINDOWS	X			X			X			X		
SPOT CLEAN ALL WALLS DOORS AND WOODWORK		X			X			X			X	
SEMI ANNUAL CLEANING *												
EXTRACT CARPET			X							X		

Notes: Floor Care

- **Carpets and Rugs, Extraction** – Build-up and spills are to be removed along with spots. Cleaned areas of carpets and rugs will be reasonably blended with surrounding carpets. There will be no areas of deterioration as a result of harsh brushing or scrubbing.
- **VCT** – Strip old wax from all uncarpeted floor space on VCT surfaces, re-wax and buff.
- **Bare Floors, Burnishing** – Floors will receive periodic maintenance with removal of tar and other marks and scuffs, treatment with a wax restorative cleanser, and buffing with a high speed burnisher to restore a polished appearance.

Hope Network

JANITORIAL SERVICES AGREEMENT

THIS JANITORIAL SERVICES AGREEMENT is made as of the [REDACTED] day of [REDACTED], 20_ between HOPE NETWORK WEST MICHIGAN, dba HOPE NETWORK DEVELOPMENTAL AND COMMUNITY SERVICES, a Michigan nonprofit corporation, hereafter referred to as THE PROVIDER, of 3075 Orchard Vista Drive, Grand Rapids, MI, 49546 and

[REDACTED], of [REDACTED] MI, [REDACTED] hereafter referred to as THE AGENCY.

RECITALS

THE PROVIDER is a Christian organization that empowers people with disabilities and disadvantages to achieve their highest level of independence.

THE PROVIDER agrees to provide cleaning services to the Agency as outlined below.

THE AGENCY believes that THE PROVIDER, through education and professional experience, possesses the skill to provide the services requested by THE AGENCY.

NOW, THEREFORE, in consideration of the mutual covenants and provisions of this Agreement, the parties agree as follows:

1. **Services.** THE PROVIDER will provide cleaning services to THE AGENCY as described on ATTACHMENT A attached hereto (the "Services"). All of the services provided by THE PROVIDER to THE AGENCY will be deemed to be a part of the Services covered by this Agreement, regardless of whether or not those services are specifically described on ATTACHMENT A. The aggregate services performed under this Agreement will never exceed those that are reasonable and necessary for the legitimate business purposes of THE AGENCY.

THE PROVIDER will render the Services (a) in accordance with his/her best judgment and in accordance with contemporary standards for the practice of cleaning services and (b) in conformance with all applicable federal, state, and local laws, rules, regulations, and standards.

2. **Relation of Parties.** This Agreement is intended to create, and creates, a contractual relationship and is not intended to create, and does not create, any agency, partnership, joint venture or any like relationship between the parties hereto. THE PROVIDER and THE AGENCY are separate entities, each with its own directors, members, officers, employees, agents, affiliates and contractors, none of which are or shall be ascribed or deemed to be directors, members, officers, employees, agents, affiliates or contractors of the other party by reason of this Agreement. Except as provided otherwise in this Agreement, each party shall be solely liable for its own costs that arise due to this Agreement, including labor, employee benefits, taxes (including payroll taxes), insurance (including workers' compensation), unemployment compensation, and any other expenses.

3. **Representations of Warranties of the Parties.** THE PROVIDER and THE AGENCY, each represents and warrants to the other party, that it enters into this Agreement voluntarily and this Agreement does not conflict with or result in the breach of any other agreement to which it is bound.

4. **Compensation.** As full compensation for the Services performed by THE PROVIDER under this Agreement, THE AGENCY will pay THE PROVIDER fees in accordance with ATTACHMENT B attached hereto. THE PROVIDER and THE AGENCY acknowledge that the compensation to be paid to THE PROVIDER under this Agreement resulted from arms-length negotiations, is consistent with the fair market value of the Services to be performed by THE PROVIDER, and has not been (and will not be) determined in a manner which takes into account the volume or value of any referrals or business otherwise generated between THE PROVIDER and THE AGENCY or any of its affiliates. It is the parties' mutual intention to comply with all applicable laws and regulations regarding the payment of compensation.

5. **Term of Agreement.** The term of this Agreement will begin on [REDACTED], 20 [REDACTED] and shall continue for one (1) year unless either party gives a written notice of termination to the other party at least thirty (30) days prior to the end of the term or renewal period then in effect, or unless terminated as provided by this Agreement. This Agreement may be renewed in writing for up to [REDACTED] additional one (1) year periods.

6. **Termination.** This Agreement may be terminated by either THE AGENCY or THE PROVIDER at any time, for any or no reason, with thirty (30) days' written notice. This Agreement may be terminated without notice upon the happening of any of the following events:

a. If, for any reason, THE PROVIDER is unable to perform the Services in accordance with the terms of this Agreement;

b. Whenever either THE PROVIDER or THE AGENCY breaches this Agreement and fails to cure the breach within thirty (30) days after receiving a written notice from the other describing the breach;

c. Upon the occurrence of any condition that materially and adversely affects THE PROVIDER's ability to perform THE PROVIDER's duties under this Agreement;

d. Upon THE PROVIDER's conviction of a crime punishable as a felony or which otherwise disqualifies THE PROVIDER from providing the contracted services pursuant to federal or state law or regulation; or

e. THE PROVIDER's willful disobedience of lawful directives of THE AGENCY, THE PROVIDER's misconduct or neglect of THE PROVIDER's duties under this Agreement, or any other act that is inimical to or detrimentally affects the best interests of THE AGENCY.

Upon the termination of this Agreement, THE AGENCY will have no obligation to make further payments to THE PROVIDER, except for amounts that have been earned but not paid for prior to termination.

7. **Confidentiality.** THE PROVIDER agrees that, during the term of this Agreement and thereafter he/she will take all steps reasonably necessary to hold THE AGENCY'S Proprietary Information in trust and confidence, will not use Proprietary Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Proprietary Information to any third party without first obtaining THE AGENCY'S express written consent on a case-by-case basis. By way of illustration but not limitation, "Proprietary Information" includes trade secrets, inventions, ideas, processes, formulas, data,

techniques, financial and accounting records, lists of property owned by THE AGENCY including amounts paid therefore, and client and customer/consumer lists/information. Notwithstanding any provision of this Agreement, nothing received by THE PROVIDER will be considered to be Proprietary Information if it has been published or is otherwise readily available to the public other than by a breach of this Agreement, has been rightfully received by THE PROVIDER from a third party without confidential limitations, has been independently developed for THE PROVIDER by personnel or agents having no access to the Proprietary Information, or was known to THE PROVIDER prior to receipt from THE AGENCY. THE PROVIDER and THE AGENCY will not disclose the terms of this Agreement to any person, except to its respective counsel and except as required by law.

8. **Return of Agency Property.** THE PROVIDER acknowledges and agrees that all originals and copies of records, reports, lists, plans, memoranda, notes, and other documentation related to the business of THE AGENCY, or containing any Confidential Information, as well as other AGENCY property, including but not limited to keys, computers, and telephones, shall be returned to THE AGENCY upon the termination of this Agreement or upon the written request of THE AGENCY.

9. **Liability Insurance.** THE PROVIDER will obtain, and maintain in effect during the term of this Agreement, commercial liability insurance coverage for THE PROVIDER in the form of a claims made policy and general liability insurance with limits of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate, and workers compensation insurance, with a carrier acceptable to THE AGENCY. THE PROVIDER will provide proof of such insurance coverage to THE AGENCY. THE PROVIDER will indemnify THE AGENCY, Hope Network, and their current and former directors, officers, employees, and agents against any loss, damages, or expenses incurred by any of them (including, without limitation, judgments, amounts paid in settlement, and attorney's fees) arising out of THE PROVIDER 's performance of the Services.

10. **Indemnification.** In the event of a default under this Agreement, the defaulted party shall reimburse the non-defaulting party for all costs and expenses reasonably incurred by the non-defaulting party in connection with the default, including without limitation attorneys' fees. In the event of a suit or action filed to enforce this Agreement or with respect to this Agreement, the prevailing party shall be reimbursed by the other party for all costs and expenses incurred in connection with the suit or action, including without limitation reasonable attorneys' fees.

11. **Third-Party Rights.** This Agreement will be enforceable only by THE PROVIDER and THE AGENCY, and no third-party beneficiary or any other person will have any right to enforce any provision of this Agreement.

12. **Severability.** In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the validity of any other provision of this Agreement, and such provision(s) shall be deemed modified to the extent necessary to be made enforceable.

13. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of Michigan applicable to contracts made and to be performed in Michigan.

14. **Venue: Jurisdiction.** A proper forum in which to litigate any dispute arising under this Agreement will be the courts located in Kent County, Michigan, and the parties agree that those courts will have personal jurisdiction over all parties in connection with any action under this Agreement.

15. **Headings.** Headings contained this Agreement have been inserted only as a matter of convenience and for reference, and in no way shall be construed to define, limit, or describe the intent of the provision of this Agreement.

16. **Notices.** Any and all notices provided to either party pursuant to the terms of this Agreement shall be in writing sent via mail or email to the party's last known address or email address, or hand delivered to the party.

17. **Advice of Counsel & Contra Proferentum Does Not Apply.** Each party agrees that he/she sought the advice of counsel, were represented by counsel, or willfully and on their own volition chose not to seek the advice of counsel but were given the opportunity, prior to signing this Agreement. The parties agree this Agreement has been prepared and reviewed jointly by their representative counsel (or willful decision to forego counsel), and, as a result, neither the language in this Agreement nor any ambiguity in this Agreement shall be construed against any party as the drafter of this Agreement.

18. **Binding Effect: Assignment.** This Agreement will be binding upon and will inure to the benefit of the parties and their heirs, personal representatives, successors, and permitted assignees. Neither party may assign this Agreement nor any interest created by this Agreement without the prior written consent of the other party.

19. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and such counterparts shall together constitute a single agreement.

20. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties pertaining to its subject matter and supersedes all prior and contemporaneous agreements, representations, and understanding of the parties, whether or not written, oral or otherwise. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all parties.

WHEREFORE, the parties agree, as of the date set forth above, to be bound by the terms of this Agreement as provided for in the foregoing pages.

THE AGENCY:

THE PROVIDER

HOPE NETWORK WEST MICHIGAN

By: _____

By: _____

Its: _____

Its: _____

Date: _____, 20____

Date: _____, 20____

ATTACHMENT A

Description of Contracted Services and Hours

Scope of Work General Requirements

1. PROVIDER will perform duties at the AGENCY facility 8:00am to 5:00pm, Monday through Friday, excluding holidays, unless exceptions are arranged with the Property Management.

2. PROVIDER will be responsible for the maintenance of all areas of the facility which include all carpeted areas, restrooms, stairwells, non-carpeted areas, entry ways, elevator, etc.

3. PROVIDER will be responsible for coordinating all services and reporting to the Building Manager. Telephone, cell phone and/or pager numbers for management and supervisory personnel will be supplied to the Building Manager.

4. AGENCY will provide ample storage rooms. These rooms will be kept clean and organized by PROVIDER.

5. AGENCY will not be responsible in any way for damage to the PROVIDER'S stored supplies, materials or equipment or the PROVIDER employee's personal belongings brought into the building.

6. PROVIDER will furnish all supplies (including trash can liners), material and equipment necessary for the performance of this contract unless otherwise stated. Other products such as toilet paper, paper towels, soap, and feminine products will be ordered by the PROVIDER and billed to the AGENCY.

7. PROVIDER will use green products for all cleaning with the exception of the cleaning products used for blood borne fluid and virus clean-up as there is no green product available. Hospital grade disinfectant will be used for this service. Prior to executing the contract, PROVIDER will submit to the Building Manager a list providing the manufacturer and brand name of each of the materials proposed to be used in the performance of the contract. Any materials which the Building Manager determines to be unsuitable for use or harmful to the surfaces to which it will be applied or to any other part of the facility will not be used. Safety Data Sheets (SDS) for each material used in the facility will be provided to the Building Manager. These SDS sheets will have the information as required by OSHA and MIOSHA. SDS files will be dated and kept current.

8. It is intended that the services and specifications described herein include all functions normally considered a part of professional janitorial service whether or not specifically listed. PROVIDER will maintain a high standard of cleanliness at all times. Specified frequencies are a minimum and it will be the responsibility of the PROVIDER to maintain satisfactory levels of cleanliness and appearance for AGENCY without additional compensation.

9. Sorting of contaminated recycled office paper containers/compost is not the responsibility of the PROVIDER and when contaminated these can be disposed of as normal trash. PROVIDER will see that dumpsters are kept closed and locked.

10. PROVIDER will be paid monthly for the prior month's services. PROVIDER will submit invoices in accordance with this timeline. Provider will submit invoice by the 5th of each month and the Agency will pay the invoice net thirty (30) days.

Daily: Empty trash receptacles and clean ashtrays. Sweep entrances, lobbies and corridors. Spot sweep floors and spot vacuum carpets. Clean drinking fountains. Sweep and damp mop or scrub restroom floors. Clean all toilet fixtures and replenish toilet supplies. Dispose of all trash and garbage generated in or about the building. Wash inside and outside of cans used for collection of food remnants from snack bars and vending machines. Dust horizontal

surfaces that are readily available and visibly require dusting. Clean elevators. Remove carpet stains. Police sidewalks parking area and driveways. Sweep loading dock areas and platforms.

PERIODICS:

Three times a week: Sweep or vacuum stairs

Every two weeks: Spray buff resilient floors in office space.

Monthly: Thoroughly dust furniture. Completely sweep and/ or vacuum carpets. Sweep storage space. Spot clean all wall surfaces within 70" of the floor.

Every two months: Damp wipe toilet wastepaper receptacles, stall partitions, doors, windowsills and frames.

Annually: Vacuum or dust all surfaces within the building 70" from the floor.

Hard surface floor care and Carpet Cleaning done upon request

ATTACHMENT B

**Fees and
Compensation**

Janitorial Services Fees for AGENCY facility per specifications:

PERIOD: _____, 20__ thru _____, 20__ :

\$ _____ month _____ total

PERIOD: _____, 20__ thru _____, 20__ :

\$ _____ month _____ total

PERIOD: _____, 20__ thru _____, 20__ :

\$ _____ month _____ total

General Fund - 101

Department: Revenues (000)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2022 Amended	
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	Notes
101-000-539-576	State Shared Rev. - Sales Tax	\$ 1,549,396.00	\$ -	\$ -	\$ 150,000.00	\$ -	\$ 1,699,396.00	State Sales Receipts Higher Than Anticipated
101-000-573-000	Local Community Stabilization	\$ 49,156.00	\$ -	\$ 4,662.00	\$ -	\$ -	\$ 53,818.00	
101-000-539-581	Metro Act	\$ 17,000.00	\$ -	\$ 5,405.06	\$ -	\$ -	\$ 22,405.06	Adjust to Actual Payment
101-000-600-626	Passport Application Fee	\$ 21,000.00	\$ -	\$ (10,000.00)	\$ -	\$ -	\$ 11,000.00	Passport Office Closed for Pandemic
101-000-674-000	July 4th Sponsors	\$ 20,000.00	\$ -	\$ (20,000.00)	\$ -	\$ -	\$ -	4th of July Event Cancelled
101-000-699-100	Transfer From Police	\$ 40,362.00	\$ -	\$ -	\$ (40,362.00)	\$ -	\$ -	Reverse Transfer From Police Fund (Asst. Twp Mgr Position)

Department: Township Board (101)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	Notes
101-101-704-000	Wages - Part Time	\$ 39,926.00	\$ -	\$ 839.00	\$ -	\$ -	\$ 40,765.00	Reassignment of Assignable Salary

Department: Supervisor/Manager (171)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	Notes
101-171-702-000	Wages - Full-Time	\$ 200,061.00	\$ -	\$ -	\$ -	\$ -	\$ 200,061.00	Reassignment of Assignable Salary
101-171-703-200	Assignable Salary	\$ 29,546.00	\$ -	\$ (29,546.00)	\$ -	\$ -	\$ -	Reassignment of Assignable Salary
101-171-707-100	Overtime	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Overtime for Non-Exempt
101-171-704-000	Wages - Part-Time	\$ 22,181.00	\$ -	\$ 466.00	\$ -	\$ -	\$ 22,647.00	Reassignment of Assignable Salary
101-171-724-000	Education	\$ 6,900.00	\$ -	\$ 646.00	\$ -	\$ -	\$ 7,546.00	Higher cost per credit
101-171-967-000	Special Projects	\$ 10,000.00	\$ -	\$ -	\$ 7,500.00	\$ -	\$ 17,500.00	Strategic Plan Costs

Department: Clerk (215)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	Notes
101-215-704-000	Wages - Part Time	\$ 17,745.00	\$ -	\$ 373.00	\$ -	\$ -	\$ 18,118.00	Reassignment of Assignable Salary
101-215-925-000	Clerk Cell Phone/ Ipad	\$ 1,200.00	\$ -	\$ 600.00	\$ -	\$ -	\$ 1,800.00	Added Cell Phone

Department: Treasurer (253)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	Notes
101-253-702-000	Wages - Full Time	\$ 110,430.00	\$ -	\$ 3,640.00	\$ -	\$ -	\$ 114,070.00	Reassignment of Assignable Salary

Department: Assessing (257)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	Notes
101-257-702-000	Wages - Full Time	\$ 210,456.00	\$ -	\$ 2,737.00	\$ -	\$ -	\$ 213,193.00	Reassignment of Assignable Salary

Department: Elections (262)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	Notes
				\$ -				

Department: Buildings & Grounds (265)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	202 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	
101-265-702-000	Wages - Full-Time	\$ 292,329.00	\$ -	\$ 5,382.00	\$ -	\$ -	\$ 297,711.00	Reassignment of Assignable Salary
101-265-860-000	Mileage	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	Summer Help - Mileage
101-265-931-000	Complex Maintenance	\$ 60,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 80,000.00	HVAC Issues

Department: Cemetery (276)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	

Department: Administrative (295)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	
101-295-702-000	Wages - Full Time	\$ 123,748.00	\$ -	\$ 4,228.00	\$ -	\$ -	\$ 127,976.00	Reassignment of Assignable Salary
101-295-826-000	Legal Fees	\$ 40,000.00	\$ -	\$ 60,000.00	\$ 35,000.00	\$ -	\$ 135,000.00	Tax Tribunal Cases; SAD Projects; Higher then normal usage

Department: Drain (445)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	

Department: Roads (446)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	
101-446-821-000	Road Overlays	\$ 400,000.00	\$ -	\$ 700,000.00	\$ -	\$ -	\$ 1,100,000.00	Additional Work Approved by Township Board

Department: Yard Waste Removal (447)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	

Department: Streetlights (448)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	

Department: Transportation (652)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	
101-652-861-100	Bus Service 28th Street	\$ 214,711.00	\$ -	\$ (154,711.00)	\$ -	\$ -	\$ 60,000.00	Cost Moved to DDA

Department: Community Development (72)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	
101-721-702-000	Wages - Full Time	\$ 268,390.00	\$ -	\$ 6,107.00	\$ -	\$ -	\$ 274,497.00	Reassignment of Assignable Salary
101-721-809-000	Planning Commission Expense	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	

<u>Line Item</u>	<u>Department: Parks (756)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department: Historical (803)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department: Benefits/Insurance (803)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
101-850-717-000	Workers Comp	\$ 49,020.00	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 57,020.00	Final Amount Based on Salary Audit
101-850-718-300	Other Benefits	\$ -	\$ -	\$ 26,000.00		\$ -	\$ 26,000.00	PTO Buyback Program
101-850-723-000	Other Benefits	\$ -	\$ -	\$ 50.00	\$ 1,000.00	\$ -	\$ 1,050.00	Unemployment Qrtly Tax Payment

<u>Line Item</u>	<u>Department: Capital Outlay (901)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
101-901-971-000	Capital Outlay - Land	\$ -	\$ -	\$ 310,000.00	\$ -	\$ -	\$ 310,000.00	2954 Wycliffe Purchase

<u>Line Item</u>	<u>Department: Transfers Out (803)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
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Total Revenues:	\$ 5,133,464.00	\$ -	\$ (19,932.94)	\$ 109,638.00	\$ -	\$ -	\$ 5,223,169.06	
Total Expenditures:	\$ 5,184,577.00	\$ -	\$ 964,561.00	\$ 51,500.00	\$ -	\$ -	\$ 6,200,638.00	
Net Revenues of Expenditures:	\$ (51,113.00)	\$ -	\$ (984,493.94)	\$ 58,138.00	\$ -	\$ -	\$ (977,468.94)	

Fire Fund -206

Department: Revenues (000)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	
206-000-573-000	Community Stabilization Share	\$ 33,257.00	\$ -	\$ 142.26	\$ -	\$ -	\$ 33,399.26	Adjusted to Revenue Received (Tier III Payment))
206-000-543-000	State Grant	\$ -	\$ -	\$ 4,200.00	\$ -	\$ -	\$ 4,200.00	NEW- Grant Awarded to Fire Department- Robotic Maniquin
206-000-655-661	District Court Fines	\$ -	\$ -	\$ 54.45	\$ -	\$ -	\$ 54.45	Adjusted to Revenue Received

Department: Fire Department (336)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	
206-336-702-000	Wages - Full Time	\$ 1,470,310.00	\$ -	\$ (50,010.00)	\$ -	\$ -	\$ 1,420,300.00	Decrease due to CARES ACT funding Fire fighter Wages
206-336-713-000	Overtime	\$ 70,000.00	\$ -	\$ 45,000.00	\$ -	\$ -	\$ 115,000.00	Increase due to shortage of Fire Fighters; FLSA Payments
206-336-723-000	Fire Membership & Dues	\$ 2,500.00	\$ -	\$ 300.00	\$ -	\$ -	\$ 2,800.00	Cover Fall Membership Dues
206-336-752-100	Medical Supplies	\$ -	\$ -	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00	Differentiate from regular supplies
206-336-810-000	Liability Insurance	\$ 21,533.00	\$ -	\$ 2,248.30	\$ -	\$ -	\$ 23,781.30	Increase in Insurance Premium
206-336-932-000	Fire Office Equipment & Computer Repair	\$ 4,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 9,000.00	Township new phone system
206-336-932-000	Fire Supplemental Equipment	\$ 14,000.00	\$ -	\$ (7,000.00)	\$ -	\$ -	\$ 7,000.00	Reduce and reassign to Medical Supplies
206-336-932-100	Fire - Robotic Maniquin for training	\$ -	\$ -	\$ 4,200.00	\$ -	\$ -	\$ 4,200.00	NEW- Grant Awarded to Fire Department- Robotic Maniquin

Department: Benefits/Insurance (850)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	
206-850-717-000	Workers Comp. Insurance	\$ 113,335.00	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 143,335.00	Update based on salary audit
206-850-718-200	Health Savings Account	\$ 30,800.00	\$ -	\$ 9,197.00	\$ -	\$ -	\$ 39,997.00	Additional Employees H.S. A. Contribution
206-850-718-300	Other Benefits	\$ -	\$ -	\$ 22,500.00	\$ -	\$ -	\$ 22,500.00	PTO Buy-out Program
206-850-719-000	Health Insurance Benefits	\$ 183,072.00	\$ -	\$ 60,000.00	\$ -	\$ -	\$ 243,072.00	Mid Year Changes in Coverage

Department: Capital Outlay (901)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
Line Item	Description	Budgets	Amendments	Amendments	Amendments	Amendments	Budget	
206-901-975-000	CAPITAL OUTLAY - BLDG IMP	\$ -	\$ -	\$ -	\$ 150,000.00	\$ -	\$ 150,000.00	Prebidding FS#1 Arch/Engineering
206-901-974-000	CAPITAL OUTLAY - LAND IMP	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00	Station 2 Outbuilding/Engineering

Total Revenues:	\$ 2,673,729.00	\$ -	\$ 4,396.71	\$ -	\$ -	\$ -	\$ 2,678,125.71	
Total Expenditures:	\$ 2,947,816.00	\$ -	\$ 133,435.30	\$ 180,000.00	\$ -	\$ -	\$ 3,261,251.30	
Net Revenues of Expenditures:	\$ (274,087.00)	\$ -	\$ (129,038.59)	\$ (180,000.00)	\$ -	\$ -	\$ (583,125.59)	

Police Fund - 207

Department: Revenues (000)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
Department: Police (301)								
<u>Line Item</u>	<u>Description</u>	<u>2021 Adopted</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>2021 Amended</u>	<u>Notes</u>
207-965-999-000	Transfer to Other Fund	\$ 40,362.00	\$ -	\$ -	\$ (40,362.00)	\$ -	\$ -	Reverse Transfer From Police Fund (Asst. Twp Mgr Position)
Total Revenues:		\$ 776,127.00	\$ -	\$ -	\$ -	\$ -	\$ 776,127.00	
Total Expenditures:		\$ 730,762.00	\$ -	\$ -	\$ (40,362.00)	\$ -	\$ 690,400.00	
Net Revenues of Expenditures:		\$ 45,365.00	\$ -	\$ -	\$ 40,362.00	\$ -	\$ 85,727.00	