

CITY OF SOUTH LYON



FY 2021 – 2022 Budget

CITY OF SOUTH LYON



The following resolution was offered by Kennedy, and supported by Dilig

RESOLVED, that the City Clerk certify to the City Assessor for spreading on the Assessment Roll of the City of South Lyon for the year 2021-2022, the following amounts, based on taxable value \$417,143,730.

1. At the rate of 12.4938 mills per \$1,000 of valuation for General Fund Operation
2. At the rate of 3.0000 mills per \$1,000 of valuation for Wastewater General Obligation Bonds for wastewater treatment (2002)

RESOLVED FURTHER, that due to the May 2, 1984 election whereby the Library became a free standing and District Library for all purposes including the levy of 1.4369 and the overall levy for the City will be 16.9307 mills, of which 15.4938 mills will be used for City operation and debt.

RESOLVED FURTHER, that after spreading on the Assessment Roll, the amounts as required to be raised by the general ad valorem tax, the Assessor certify and deliver the same to the City Treasurer, and the City Clerk be authorized to attach her warrant thereto, directing and requiring the City Treasurer to collect the same as provided by the City Charter.

RESOLVED FURTHER, that all installments reported to the City Treasurer as delinquent on Special Assessments and other charges, together with interest due thereon, as provided in Section 7.17 of the City Charter; unpaid charges for water consumption and water tap installation, as provided in Chapter 24 of the South Lyon City Code be assessed against the properties benefited and included in the 2021 Tax Roll.

RESOLVED FURTHER, that the millage for the entire fiscal year 2021-2022 budget not to exceed 15.4938 mills.

MOTION To approve the 2021-2022 proposed budget

VOTE: Roll Call: Ayes --

Nays --

[Signature]

Daniel L. Pelchat, Jr., Mayor

[Signature]

Lisa Deaton, City Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the resolution adopted at the regular meeting of the South Lyon City Council held on the 28th day of June 2021.

[Signature]

Lisa Deaton, City Clerk

Adopted: 6/28/2021

Published:

Mayor

Daniel L. Pelchat

Council Members

Lisa Dilg

Stephen Kennedy

Glenn Kivell

Margaret J. Kurtzweil

Carl W. Richards

Rose Walton

City Manager

Paul C. Zelenak

Clerk/Treasurer

Lisa Deaton

335 S Warren

South Lyon, MI 48178

Phone: 248-437-1735

Fax: 248-486-0049

www.southlyonmi.org

CITY OF SOUTH LYON



The following resolution was offered by Kennedy, and supported by Dilig

WHEREAS, on June 28, 2021 the City Manager submitted to City Council a proposed budget for the fiscal year July 1, 2021 through June 30, 2022, and

WHEREAS, the City Council has received the proposed budget contained herein and has discussed and reviewed same.

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby adopts the 2021-2022 fiscal budget as shown in the budget document on the Summary page, and detailed on the following pages, with expenditures in the total amount of \$7,072,393.

BE IT FURTHER RESOLVED, that the City Council hereby adopts the following proposed budget or estimates for the following operations as set forth below.

Fund No.

Major Street Operation	202
Local Street Operation	203
Community Development Block Grant	274
Combined Water/Sewer Operation	592
Equipment Replacement Fund	641
Capital Improvement Fund	401
Land Acquisition	509
Downtown Development Authority	280
General Debt Service	
2003 G.W. WW Treatment/Bond G.O.	307

BE IT FURTHER RESOLVED that the City Manager is authorized to advertise for bids, or authorize at the appropriate time for contractual services, commodity purchases and/or capital expenditures throughout the fiscal year in accordance with the enclosed budget document and all applicable City ordinance policies or procedures in effect.

BE IT FURTHER RESOLVED, that pursuant to the Uniform Budgeting and Account Act, Section 19 (2), the City Manager may make transfers within a fund and activity if the amount to be transferred does not exceed 10% or \$25,000, whichever is greater, of the appropriation item for which the transfer is to be made, with prior notification to the City Council.

VOTE: Roll Call: Ayes - 6
Nays - 0

Daniel L. Pelchat, Mayor

Lisa Deaton, City Clerk

Mayor

Daniel L. Pelchat

Council Members

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101 GENERAL FUND REVENUES							
Revenue	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2022-2023	Proposed 2023-2024
	TAXES						
402.000	Current Property Tax	4,343,993	4,574,926	4,574,926	5,198,610	5,302,545	5,408,617
423.000	Mobile Home Park	1,113	1,100	1,100	1,100	1,100	1,100
444.000	Service fee in lieu of taxes	-	500	500	-	-	-
446.000	Penalties and Interest	7,657	11,000	11,000	12,000	12,300	12,546
	Total	4,352,762	4,587,526	4,587,526	5,211,710	5,315,945	5,422,263
	LICENSES & PERMITS						
451.000	Building Permits	239,375	240,000	495,000	270,000	276,750	283,669
452.000	Plumbing and Mechanical Permits	30,167	25,000	25,000	30,000	30,750	31,519
453.000	Electrical Permits	33,939	30,000	30,000	35,000	35,875	36,772
454.000	Licenses & Business Permits	3,950	3,500	3,500	2,000	2,000	2,000
	Total	307,430	298,500	553,500	337,000	345,375	353,959
	INTERGOVERNMENTAL REVENUES						
528.000	Other Federal Grants		-	70,388	250,000	-	-
570.000	State Shared Revenues	1,062,679	971,411	971,411	1,063,276	1,000,000	1,000,000
570.100	State Shared Rev-Comm. Stabilization	215,107	100,593	100,593	100,000	100,000	100,000
571.000	Federal Grant						
	Total	1,277,786	1,072,004	1,142,392	1,413,276	1,100,000	1,100,000
	CHARGES FOR SERVICES						
600.000	Board of Appeals	2,700	-	-	1,350	1,350	1,350
600.100	Rezoning Fees	25	-	-	-	-	-
630.000	Property Tax Admin Fees	101,272	98,000	98,000	101,500	104,038	106,638
634.000	Grave Openings & Foundations	47,710	40,000	40,000	40,000	41,000	42,025
635.000	W & S Administration	-	-	-	-	-	-
668.200	Property Rental-Cable	146,932	155,000	155,000	125,000	125,000	125,000
668.300	Lease-Antenna	39,876	42,000	42,000	38,000	38,000	38,000
668.400	Property Rentals	-	-	-	-	-	-
	Total	338,515	335,000	335,000	305,850	309,388	313,013
	FINES & FORFEITURES						
661.000	Parking Violations	130	800	800	150	154	158
662.000	Local Court Fines	22,523	30,000	30,000	15,000	15,000	15,000
	Total	22,653	30,800	30,800	15,150	15,154	15,158
	MISCELLANEOUS REVENUES						
642.000	Police Miscellaneous	77,448	40,000	40,000	55,000	56,375	57,503
664.000	Interest Income	21,610	20,500	20,500	15,500	15,888	16,205
664.200	Park and Rec Interest	257					
666.000	Equalization & Contingency Interest	424			100	103	105
669.209	Contribution-Perpetual Care	50,000	50,000	50,000	49,500	47,800	45,000
675.200	Contribution - Winter Events	600	4,000	4,000	4,000	4,000	4,000
675.600	Donations to Cultural Arts Comm.	-	300	300	300	300	300
675.800	Contribution - Veterans Memorial Project	7,670	11,000	11,000	7,500	-	-
676.005	Contribution - Parks & Rec	-	-	-	-	-	-
692.000	Grant Money - Other	-	10,000	10,000	-	-	-
692.200	Oakland Together CVT COVID Funding			215,368			
694.300	Payment of Sidewalk by Residential	-	5,000	5,000	6,250	6,250	6,250
698.000	Miscellaneous	85,941	70,000	70,000	75,000	76,875	78,413
698.100	Fire Miscellaneous	8,137	4,700	4,700	4,500	4,500	4,500
698.200	Prior Year's Property Tax	10,111	5,800	5,800	5,800	5,800	5,900
698.210	Wedding Proceeds	1,950	3,000	3,000	1,950	2,600	2,600
698.220	MMRMA Dividends	69,197	60,000	60,000	60,000	60,000	60,000
698.230	SMART Credits	3,971	20,000	20,000	5,000	5,000	5,000
698.600	Grant Monies - Fire Dept.	3,799	203,000	203,000	5,000	400,000	-
698.800	Grant Monies - Police Dept.	-	5,000	5,000	5,000	-	-
698.900	Grant Monies - Cultural Arts	193	4,000	4,000	-	-	-
673.000	Sale of Fixed Assets		50,000	50,000	10,000	100,000	10,000

	Total	341,309	566,300	781,668	310,400	785,388	295,670
	TOTAL FISCAL YEAR REVENUES	6,640,456	6,890,130	7,430,886	7,593,386	7,871,249	7,500,064
	BEGINNING FUND BALANCE	3,947,635	4,563,988	4,563,988	4,839,224	5,360,217	5,986,721
	COMBINED REVENUES & FUND BALANCE	10,588,091	11,454,118	11,994,874	12,432,610	13,231,466	13,486,784
	TOTAL EXPENDITURES	6,024,102	6,681,599	7,155,650	7,072,393	7,244,745	7,401,764
	ENDING FUND BALANCE	4,563,988	4,772,520	4,839,224	5,360,217	5,986,721	6,085,021
	Printed: 6/29/2021						

MILLAGE & ASSESSED						
VALUATION COMPARISON						
	Audited	Adopted	Amended	Adopted	Proposed	Proposed
	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
General Fund Operation	12.4938	12.4938	12.4938	12.4938	12.4938	12.4938
Debt Service - Sewer G.O.	3.0000	3.0000	3.0000	3.0000	3.0000	3.0000
TOTAL	15.4938	15.4938	15.4938	15.4938	15.4938	15.4938
General Fund Operation	4,740,096	4,986,656	4,986,656	5,211,710	5,315,945	5,422,263
Debt Service - Sewer G.O.	1,138,188	1,197,391	1,197,391	1,251,431	1,276,460	1,301,989
TOTAL	5,878,284	6,184,048	6,184,048	6,463,142	6,592,404	6,724,252
STATE EQUALIZED VALUES/TAXABLE VALUES*						
	Audited	Adopted	Amended	Adopted	Proposed	Proposed
	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
Residential	329,442,610	348,844,580	348,844,580	365,328,540	372,635,111	380,087,813
Commercial	37,373,990	35,149,000	35,149,000	36,145,260	36,868,165	37,605,529
Industrial	7,251,490	9,274,930	9,274,930	4,442,880	4,531,738	4,622,372
Personal	5,327,790	5,861,970	5,861,970	11,227,050	11,451,591	11,680,623
Development						
IFT						
CFT						
TOTAL	379,395,880	399,130,480	399,130,480	417,143,730	425,486,605	433,996,337
1 Mill of General Fund Operation Assigned to Capital Improvement						
Printed: 6/29/2021						

GENERAL FUND OPERATION							
SUMMARY OF EXPENDITURES							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Expenditure	Description	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
200	Administration	1,511,034	1,396,852	1,714,528	1,535,992	1,553,269	1,591,579
276	Cemetery	103,931	115,124	117,741	144,910	148,533	152,247
295	Public Transportation	61,164	84,270	84,270	87,076	89,253	91,484
300	Police	2,586,136	2,850,948	2,893,983	2,884,688	3,005,805	3,079,725
335	Fire	580,091	915,169	922,134	1,008,331	1,033,540	1,059,378
346	Ambulance	73	4,580	4,580	5,680	5,680	5,680
440	Public Works	987,058	955,195	1,018,972	1,025,198	1,050,827	1,077,098
690	Parks & Recreation	153,693	297,267	335,288	320,492	304,387	310,122
732	Historical	23,950	36,420	36,420	34,125	35,550	24,550
800	Cable	4,299	8,975	8,975	13,925	3,925	3,925
802	Cultural Arts	2,306	5,800	5,800	2,975	2,975	2,975
820	Veterans Memorial Project	10,367	11,000	12,959	9,000	11,000	3,000
Totals		6,024,102	6,681,599	7,155,650	7,072,393	7,244,745	7,401,764
Printed: 6/29/2021							

101-200 GENERAL FUND OPERATION							
ADMINISTRATION							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Expenditure	Description	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
702.000	Wages/Salaries	345,191	353,677	353,677	385,129	394,757	404,626
715-720	Fringe Benefits	155,013	162,620	162,620	164,889	169,011	173,236
725.000	OPEB Retiree Health Care Trust		12,600	30,795	17,880	17,880	17,880
727.000	Office Supplies	5,260	5,000	5,000	5,600	5,740	5,884
740.000	Operating Expense	41,002	27,000	27,000	44,900	46,023	47,173
740.100	Cash Drawer +/-	-21					
801.000	Professional Services	282,838	279,650	534,650	316,590	324,505	332,617
802.000	Contractual Services	123,948	108,125	108,125	105,539	108,177	110,882
807.000	Auditor	48,848	35,000	35,000	40,000	41,000	42,025
817.000	Planning Consultant	65,690	40,000	40,000	40,000	41,000	42,025
818.000	Elections	16,479	28,000	40,000	17,000	17,425	17,861
820.000	Computers	14,067	21,000	21,000	21,000	21,525	22,063
826.000	Legal Fees	75,716	70,000	70,000	70,000	71,750	73,544
830.000	Memberships & Dues	8,981	12,780	12,780	13,380	13,715	14,057
853.000	Telephone	12,834	8,000	8,000	12,835	13,156	13,485
861.000	Transportation & Mileage	1,410	6,000	6,000	5,600	5,740	5,884
863.000	Vehicle Maintenance	0					
880.000	Community Promotions	71,529	94,000	94,000	94,500	96,863	99,284
888.000	Grant Expenditures		-	19,284	-	-	-
900.000	Printing	6,440	7,500	7,500	7,000	7,175	7,354
900.100	Publishing	3,935	10,000	10,000	6,000	6,150	6,304
910.000	Insurance & Bonds	50,424	55,000	55,000	57,000	58,425	59,886
920.000	Utilities	26,616	25,000	25,000	26,650	27,316	27,999
931.000	Building Maintenance	3,641	2,900	2,900	3,000	3,000	3,000
957.000	Education/Training	2,852	7,000	7,000	7,000	7,175	7,354
962.000	Miscellaneous Expense	125,184	1,000	1,000	1,000	1,025	1,051
969.200	Contribution-Solid Waste	16,279	18,500	30,000	43,000	44,075	45,177
969.000	Contribution-Comm. Schools--SRO	0					
969.280	Transfer Out to D.D.A.				4,000		
969.300	Contribution-Comm Schools--A/V Equip.	0	0	0	20,000	4,000	4,100
970.000	Capital Improvements		0	1,697	-		
971.100	Beautification	6,334	6,000	6,000	6,000	6,150	6,304
974.100	Rental Properties	172	0	0	-	-	-
977.000	Equipment Miscellaneous	372	500	500	500	513	525
	TOTAL	1,511,034	1,396,852	1,714,528	1,535,992	1,553,269	1,591,579
Printed: 6/29/2021							

ADMINISTRATION

702 – Wages/Salaries **\$385,129**

Administration includes the City Manager, City Clerk/Treasurer, Deputy Clerk/Treasurer, Finance & Benefit Administrator, Accounting/Utility Billing Clerk (shared with Water & Sewer Department), Building Part-time Code Enforcement Officer, Administrative Assistant and Economic Development Director.

715-720 – Fringe Benefits **\$164,889**

Fringe Benefits includes the cost of providing all full-time administrative employees with FICA, medical, optical, dental and life insurance, retirement, disability, workers' compensation, and unemployment.

725- OPEB Retiree Health Care Trust **\$17,880**

\$500 per month insurance payment toward retiree health care costs for one former employee. \$1,800 per (6) active administrative employees with funds placed into Trust to pay future retiree health care obligations. \$1080 for 60% service split of Accounting/Utility Billing Clerk.

727 – Office Supplies **\$5,600**

Consumable office supplies such as paper, pens, staples, etc., are covered in this line item.

740 – Operating Expense **\$44,900**

Operating Expense covers all purchases such as postage, paper products, minor repairs, etc., for the general operation of City Hall. Included within the line item are expenditures for previous value changes based on State Tax Commission orders for various parcels.

801 – Professional Services **\$316,590**

Professional Services encompasses services such as:

▪ Mailing and Tax Bill printing	\$2,840
▪ Web site hosting	\$3,950
▪ ADP Payroll Services	\$6,000
▪ Pay Local Taxes fees (Note: These funds are reimbursed)	\$ 500
▪ Videotaping of Council Meetings: The City currently pays \$75 per meeting for the video taping of every Council meeting. There are many residents who rely on this service to stay informed about what is happening in the community.	\$1,800
▪ SAFEbuilt	\$301,500
	\$316,590

802 – Contractual Services**\$105,539**

Included in this line item are costs related to miscellaneous equipment contracts and service agreements. These include, but are not limited to:

▪ Copier lease and service	\$ 11,275
▪ Postage meter & mailing equipment	\$ 2,780
▪ Computer Services Agreement & Remote Back-up	\$ 14,200
▪ Mechanical Equipment Maintenance Agreement	\$ 1,512
▪ BS&A	\$ 4,270
▪ Elevator Maintenance	\$ 1,725
▪ Oakland County Computers: BS&A Software for tax and special assessment system. The annual fee is the City's parcel count X \$0.14 per parcel plus a \$143 fee per connection (we currently have three).	\$ 1,821
▪ In August 2005, the City entered into an agreement for Assessing Services with Oakland County Equalization Division. Our contract calls for a payment of \$14.73 for each real property and \$12.06 for each personal property. The City currently has 3,870 real properties and 340 personal properties. In addition, the City pays \$6 per unit at Colonial Acres which has approximately 840 units.	\$ 67,956
	\$105,539

807 – Auditor**\$40,000**

Each year, the City's auditing firm, Plante & Moran, conducts an audit of the basic financial statements in accordance with Generally Accepted Auditing Standards and Government Auditing Standards issued by the Comptroller General of the United States. Their fee is based on the time required to complete the work plus any related costs.

817 – Planning Consultant**\$40,000**

The City contracts with CIB Planning. The monthly retainer is \$600 which includes office hours for an in-house Planning Consultant and Zoning Administrator.

818 – Elections**\$17,000**

The 2021 election cycle will consist of a November General Election. Expenditures include publication of notices, ballot printing, programming of equipment, absentee applications, ballot mailing, election inspector pay, etc. The current rate of pay is \$12 per hour for Inspectors and \$14 per hour for Chairpersons.

820 – Computer **\$21,000**

Each year, we attempt to replace some of the older computer equipment. Within this budget year, we are budgeting to replace two of our oldest computers and the City Hall server.

826 – Legal Professional Service **\$70,000**

The City Attorney’s retainer and any additional legal costs are included within this line item.

830 – Membership/Dues **\$13,380**

The City and its staff belong to various professional organizations. This includes, but is not limited to:

▪ Michigan Municipal League, whose fee is based on State Shared revenues	\$ 4,000
▪ Southeast Michigan Council of Governments	\$ 1,800
▪ Traffic Improvement Association	\$ 3,150
▪ Michigan Society of Planning Officials	\$ 600
▪ Chamber of Commerce	\$ 345
▪ Munetrix (Dashboard)	\$ 2,985
▪ City Manager’s associations, City Clerk and Treasurer’s associations, etc.	\$ 500
	\$13,380

853 – Telephone **\$12,835**

City Hall currently has six phone lines, one of which is specifically designated for water billing questions. This line item includes the cost for local and long distance calls on these six lines as well as cellular costs for the City Manager.

861 – Transportation/Mileage **\$5,600**

Mileage reimbursement to employees and Council Members who use their own vehicles during the course of business. Mileage reimbursement is paid at the Federal Standard Mileage rate.

880 – Community Promotions **\$94,500**

This line item provides for contributions to the following:

▪ Oakland County Probate Court/Oakland County Circuit Court – Family Division (Youth Assistance): Each year the City reviews and enters into an agreement with the South Lyon Area Youth Assistance for the support of services for the prevention of juvenile delinquency and neglect.	\$13,000
Continued on next page...	

<ul style="list-style-type: none"> ▪ South Lyon Community Schools - Senior Citizen Activities: The communities of South Lyon, Lyon Township and Green Oak Township join to support activities for our senior community, including promotion of the programs through the mail at least three times per year. Free services include Medicare counseling, legal counseling, tax aid, and monthly health screenings, as well as special workshops and educational classes for city and township residents. Annually, the City enters into an agreement with the South Lyon Schools to provide these programs and services for the fiscal year. Contributions are based on each participating municipality's percentage of per capita membership, averaged over the five preceding years. The Schools provide the communities enrollment and/or use reports at least two times per year. 	\$43,000
<ul style="list-style-type: none"> ▪ Western Oakland Meals on Wheels Program: Western Oakland Meals on Wheels through the Livingston County Senior Nutrition Program provides meals to the elderly and disabled. The City contributes \$1,250 per quarter after being provided with a quarterly report of the residents and number of meals served. 	\$ 5,000
<ul style="list-style-type: none"> ▪ South Lyon Area Recreation Authority: In January 2007, the South Lyon Area Recreation Council was re-formed as an Authority with the participating communities being South Lyon, Lyon Township and Green Oak Township. Contributions for support of the Authority are made by the jurisdictions based on the proportion of users of the Council's recreation programs. An additional amount is paid for the free swim program. 	\$26,000
<ul style="list-style-type: none"> ▪ New & Replacement Recycling bins 	\$ 1,500
<ul style="list-style-type: none"> ▪ Concerts in the Park 	\$ 6,000
	\$94,500
<u>900 – Printing</u>	\$7,000

This covers the cost of the printing for all administration departments including tax bills, newsletters, Building Department permit forms, assessment notices, business cards, letterhead, checks, envelopes, etc.

900-100 – Publishing **\$6,000**

All advertisements in the South Lyon Herald for public hearings, employment opportunities, ordinance amendments, etc., are included within this line item.

910 – Insurance and Bonds **\$57,000**

The City has a contract with the Michigan Municipal Risk Management Authority (MMRMA) for property and liability insurance coverage for City Hall and equipment, general liability, Treasurer's bond, and public errors and omissions.

920 – Utilities **\$26,650**

Utility costs, including Consumers Energy and Detroit Edison for City Hall, are budgeted within this line item. The DTE bill received by the City is for the entire building. The bill is divided by reading separate meters for the City's side of the building and the School's side of the building, and the total cost is split between the two entities.

931 – Building Maintenance **\$3,000**

This includes any maintenance or minor improvements to City Hall. Also included within this line item are costs for cleaning supplies, as well as lighting, electrical needs, and floor mats.

957 – Education/Training **\$7,000**

From time-to-time City Hall personnel, as well as Council and Board & Commission Members, attend professional seminars and training on various topics related to their field. All costs associated with these functions are included within this line item.

962 – Miscellaneous Expense **\$1,000**

The budgeted amount of \$1,000 is for miscellaneous items that are needed throughout the year.

969.200 – Contribution to Solid Waste **\$43,000**

The City annually contributes funds to RRRASOC for the City's portion of the RRRASOC Budget. These funds are based on an \$0.85 per capita contribution for General Administration and an additional \$0.375 per capita for the MRF participating communities. These amounts are based on 2000 Census figures. Also included is our contribution for any residents who may participate in the Household Hazardous Waste Days and Citywide Shredding Days. Due to COVID-19 and people being at home more, the recycling was higher than normal. We are expecting the recycling to continue in that direction.

969.280 Transfer Out to D.D.A. **\$4,000**

Contribution made to Downtown Development Authority Fund towards the purchase of reusable equipment and decorative items for the Community Winter events such as Cool Yule.

969.300 Contribution-Community Schools-A/V Equipment **\$20,000**

In conjunction with the South Lyon Community Schools, we are budgeting \$20,000 to upgrade the A/V equipment in the Auditorium.

971.100 – Beautification **\$6,000**

In 2011, with the help of various non-profit groups, the City held its first Spring Clean-up day which accomplished many projects to beautify the City of South Lyon. This is an annual project to beautify the City to maintain and improve the City's image.

977 – Equipment Miscellaneous

\$500

Included within this line item are costs for the purchase of fixed assets such as file cabinets and furniture for the Administration Building.

101-276 GENERAL FUND OPERATION							
CEMETERY							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Expenditure	Description	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
702.000	Wages/Salaries	63,941	74,049	74,049	75,825	77,721	79,664
715-720	Fringe Benefits	14,218	14,550	14,550	43,810	44,905	46,028
740.000	Operating Expense	7,943	10,200	10,200	8,950	9,174	9,403
801.000	Professional Services	4,805	300	2,917	300	308	315
802.000	Contractual Services	1,429	1,500	1,500	1,500	1,538	1,576
853.000	Telephone	1,498	1,200	1,200	1,200	1,230	1,261
860.000	Gas & Oil	767	1,600	1,600	1,600	1,640	1,681
910.000	Insurance & Bonds	602	725	725	725	743	762
920.000	Utilities	288	400	400	400	410	420
930.000	Repairs & Maintenance	1,750	2,000	2,000	2,000	2,050	2,101
940.000	Equipment Charges	4,600	4,600	4,600	4,600	4,715	4,833
970.000	Capital Outlay					-	-
974.000	Land Improvements	-	3,000	3,000	3,000	3,075	3,152
977.000	Equipment Purchases	2,089	1,000	1,000	1,000	1,025	1,051
	TOTAL	103,931	115,124	117,741	144,910	148,533	152,247
Printed: 6/29/2021							

CEMETERY

Personnel maintaining the cemetery consist of part-time employees who mow, trim, clean, perform regular maintenance and light landscaping, and rake leaves. This group of part-time employees is a very select group and takes much pride maintaining and policing the cemetery from April to October. Without this group, the cemetery could not be as well maintained. The part-time employees each work approximately 4 hours per day.

DPW employees perform all grave openings and closings; heavy landscaping; mowing the undeveloped areas; layout, marking and rototilling of garden plots; operation and maintenance of the internal water system; and installation of monument foundations.

702 - Wages/Salaries

\$75,825

The amount in this account is the anticipated cost for Department of Public Works employees to maintain the cemetery and perform the grave opening and closings. Many funerals take place on Saturdays and additional fees are charged for these burials. Sunday and Holiday burials are not provided. This also includes the amount for the part-time employees who maintain the developed portion of the cemetery. Due to the part-time status, limited fringe benefits are provided including: EAP, safety shoes, t-shirts and hats. This expense fluctuates due to the weather, the fall season and the number of part-time employees.

715-21 - Fringe Benefits

\$43,810

This account covers all payroll taxes, retirement contributions, insurance premiums, cost of living payments, etc. It is directly related to wages and salaries, and the benefits are based upon payroll data.

740 - Operating Expense

\$8,950

This line covers, but is not limited to, the cost of topsoil, seed, mulch, paint, and other items needed to maintain the cemetery and equipment and for the perpetual care of the graves.

Grave Marker Bases	\$3,750
Safety Shoes	\$ 900
Topsoil	\$2,500
Seed	\$ 800
Parts for Mowers	<u>\$1,000</u>
	\$8,950

801 - Professional Service

\$300

A small amount is being budgeted for any outside professional service.

802 - Contractual Service

\$1,500

This is for costs associated with contracted work within the cemetery.

853 – Telephone **\$1,200**

This line item is for Telephone Service at the Cemetery.

860 - Gas & Oil **\$1,600**

Funds in this account are for gas and oil for the cemetery equipment. This amount is based on historic data of gas usage for the cemetery tools (lawn tractors, weed eaters, chainsaws).

910 - Insurance & Bonds **\$725**

This amount varies with the amount of work, equipment used and increasing costs.

920 – Utilities **\$400**

The only utilities currently provided to the cemetery are water, electricity and phone service. The three buildings have electrical service, but are not heated and do not have natural gas service. Electricity is provided each year for the Memorial Day services.

930 - Repairs & Maintenance **\$2,000**

Repair and maintenance costs include repairs to the water service within the cemetery, fence repairs, building repairs and miscellaneous repairs within the cemetery.

940 - Equipment Charges **\$4,600**

This is funding for equipment replacement. Equipment used in the cemetery includes the backhoe, small dump trucks and large mowers.

974 - Land Improvements **\$3,000**

Plans are for planting trees in Section 10 which was recently opened. Several trees will be planted each year for the next few years. This includes \$2,000 for water line replacement.

977 - Equipment Purchases **\$1,000**

Various small equipment items are needed to maintain the cemetery. The hand mowers, trimmers and blowers are replaced as needed since they are well used during the season.

101-295 PUBLIC TRANSPORTATION							
OPERATING FUND							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Expenditure	Description	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
702.000	Wages/Salaries						
715-720	Fringe Benefits						
721.000	Uniforms & Cleaning Allowance						
740.000	Operating Expense						
801.000	Professional Services						
802.000	Contractual Services	61,164	84,270	84,270	87,076	89,253	91,484
853.000	Telephone						
860.000	Gas & Oil						
861.000	Transportation/Mileage						
863.000	Vehicle Maintenance						
910.000	Insurance & Bonds						
920.000	Utilities						
940.000	Equipment Charges						
957.000	Education/Training						
962.000	Miscellaneous Expense						
965-101	Contribution-General Fund						
970.000	Capital Outlay						
977.000	Equipment Purchases						
	TOTAL	61,164	84,270	84,270	87,076	89,253	91,484
Printed:	6/29/2021						

POLICE DEPARTMENT

702 - Wages and Salaries **\$1,598,409**

This line item includes salaries and wages for a chief, lieutenant, four sergeants, ten police officers, one clerk, school crossing guards, part-time police cadets, and a maintenance person. This figure includes anticipated contractual adjustments for POAM and POLC members and other non-union positions. The figure also includes overtime including holiday pay, cost of living payments, longevity pay, comp/personal time payout, and projected overtime for additional downtown events.

715-720 - Fringe Benefits **\$821,791**

This line item includes the following fringe benefits: F.I.C.A., Retirement, Life and Dental Insurance, Optical Insurance, BCBS/EHIM, Workman's Compensation, and Disability Insurance.

721 - Uniforms and Cleaning Allowance **\$20,700**

This line item is used to pay for uniform and cleaning allowances that are mandated by labor agreements, and remains unchanged from FY 2020-21.

722 - Tuition Reimbursement **\$3,200**

This line item is used to pay for tuition reimbursement for police personnel mandated by contract, (\$800/semester/officer; \$1,600 max./yr./officer). The \$3,200 would cover the expense of four semesters for continuing education during the contract year. This amount remains unchanged from FY 2020-21.

725 - OPEB Retiree Health Care Trust **\$39,000**

\$700 per month insurance payment toward retiree health care costs for one former police employee. \$1,800 per (17) active police employees with funds placed into a trust to pay future retiree health care obligations.

727 - Office Supplies **\$4,500**

This line item is used to pay for all consumable office supplies including refill cartridges for printers and faxes throughout the department; and remains unchanged from FY 2020-21.

740 - Operating Expense **\$25,175**

This line item is a general account designed to provide for all expenditures that do not fit in other line items. It covers expenses ranging from electronic fingerprint submissions via AFIS and physical and psychological exams for employees to legal reference manuals and other non-consumable items. This number remains unchanged from FY 2020-21.

745 - Ammunition

\$5,500

This line item is used to pay for practice and duty ammunition; and reflects training levels required to minimize liability exposure with respect to firearms. Included are both training and duty ammunition for pistols, rifles, and shotguns. Also included are replacements for pepper spray, simunitions, and Taser cartridges. This item remains unchanged from FY 2020-21.

801 - Professional Services

\$16,784

This line item pays the fees charged by the County of Oakland for the Court Law Enforcement Management Information System (C.L.E.M.I.S.). This figure includes charges for membership, access via C.L.E.M.I.S. terminal, fees for Mobile Data Computers (MDCs), and charges for access to the Law Enforcement Information Network (L.E.I.N.). This item reflects an increase because all C.L.E.M.I.S. fees that were previously itemized and paid for from line item 802 were moved to 801.

802 - Contractual Services

\$146,834

This line item includes dispatch services, lock-up, copier leases and maintenance agreements, computer service agreements, software agreements, and other services requiring contracts. The \$146,834 budgeted reflects an increase of \$1,557 from FY 2020-21. This change reflects a 4% increase in the contractual agreement with the City of Novi for dispatch, and software and fees associated with the MACP accreditation process. It also reflects the shifting of C.L.E.M.I.S. fees and services from this line item to line item 801, and the yearly subscription costs for Microsoft Exchange 365.

803 - Prisoner Board

\$50

This line item is used to pay for prisoner meals as required and remains unchanged from FY 2020-21.

810 - Animal Collection

\$300

This line item is used to pay for animal control expenses over and above those services provided by Oakland County, and remains unchanged from FY 2020-21.

820 - Computer Expense

\$9,000

This line item is used to pay for necessary hardware and software related items as we continue to upgrade our I.T. infrastructure. This figure reflects a decrease of \$10,359 from FY 2020-21.

826 - Legal Fees

\$39,000

The City Attorney serves as the prosecutor for all local ordinance violations. The budgeted \$39,000 covers local prosecutions and traffic cases, which are not handled by the Oakland County Prosecutor, and covers the Police Department portion of the City Attorney retainer. This item remains unchanged from FY 2020-21.

830 - Memberships and Dues **\$945**

This line item is used to pay for department memberships in a variety of professional organizations and reflects an increase of \$190 from FY 2020-21.

851 - Radio Maintenance **\$700**

This line item is used to pay for repairs to police department radio and electronic equipment and remains unchanged from FY 2020-21.

853 - Telephone **\$12,000**

This line item is used to pay for department telephones and cellular telephone service. The budgeted amount of \$12,000 remains unchanged from FY 2020-21.

860 - Gas and Oil **\$25,000**

This line item is used to pay for the fuel and oil used by the department's fleet of vehicles; and remains unchanged from FY 2020-21.

861 - Transportation and Mileage **\$100**

This line item is used to reimburse staff for the use of personal vehicles on department business and remains unchanged from FY 2020-21.

863 - Vehicle Maintenance **\$20,000**

This line item is used to provide repairs for police vehicles and equipment and pay the police department's contribution to fund the City's mechanic. It remains unchanged from FY 2020-21.

910 - Insurance and Bonds **\$26,000**

This line item is used to pay for the police department's portion of the insurance costs of the City. The \$26,000 includes building insurance, fleet insurance, and professional liability insurance. It remains unchanged from FY 2020-21.

920 - Utilities **\$14,000**

This line item is used to pay for the cost of Consumers Power, DTE, and the South Lyon Water Department. The projected cost at \$14,000 remains unchanged from FY 2020-21.

930 - Repairs and Maintenance **\$1,000**

This line item is used to pay for repairs to the department's small equipment not covered by contract, such as typewriters and shredders, and remains unchanged from FY 2020-21.

931 - Building Maintenance

\$10,000

This line item is used to pay for repairs and maintenance to Police Department buildings, including carpet cleaning and cleaning supplies. The amount budgeted allows for anticipated costs for maintaining two aging buildings and reflects an increase of \$5,000 from FY 2020-21 in order to anticipate potential accreditation requirements.

957 - Training

\$8,000

This line item is used to pay for the training of department personnel. It is mandatory that the department maintains a \$4,000 base level to qualify for receipt of training funds from the State of Michigan. This line item covers the costs of driver training mandated by our insurance carrier, limited conference expenses, and annual in-service training for officers. It remains unchanged from FY 2020-21.

958-1 - Witness Fees

\$200

This line item is used to pay witness fees and mileage for civilians subpoenaed to court on the City's behalf and remains unchanged from FY 2020-21.

970 - Capital Outlay

\$30,000

This line item is used to pay for improving the life of existing assets. The proposed \$30,000 reflects the cost to purchase a whole-building generator for the main police station along with any additional structural changes to accommodate the placing of the generator.

977 - Equipment Purchases

\$6,500

This line item is used to pay for small equipment such as radar units, bicycle equipment, and small office equipment. It remains unchanged from FY 2020-21.

978 - Capital Equipment

\$0

This line item is dedicated to the purchase of vehicles and larger equipment items. We are not requesting any money for this line item and reflects a decrease of \$46,000 from FY 2020-21.

FIRE DEPARTMENT

It is a privilege to submit the South Lyon Fire Department proposed budget for 2021/22. The priority of this budget is to be fiscally responsible with revenues we receive from the citizens of South Lyon. Thank you for your support and dedication to the South Lyon Fire Department. This recommended budget is unlike any I have prepared before and is built in response to the ongoing COVID-19 outbreak. On March 13, 2020, the State of Michigan declared a state of emergency as a result of the outbreak. Subsequently, on March 16, 2020, the Oakland County Public Health Officer declared a local health emergency to help ensure county government and the public were prepared for the possibility that COVID-19 would appear within the county. As the City continues to evolve and grow, we will adhere to our organizational statements and strategic plan. The South Lyon Fire Department leadership team will persist in looking for more creative and efficient ways to deliver fire and emergency services to our community.

FY22 Performance Goals:

1. Ensure staff is trained to meet Michigan Fire Fighters Training Council, Michigan Occupational Safety and Health Administration, and fire service best practices.
 - a. Performance metric: tracking of staff training attendance along with certifications and licenses.
2. Staffing.
 - a. Performance metric: maintain a roster of 20-25 on-call staff.
 - b. Performance metric: provide access to internal and external training programs for staff enrichment.
 - c. Performance metric: ensure all staff receive annual performance reviews.
 - d. Performance metric: staff two members' weekdays from 7:00 AM to 5:00 PM, Saturdays 9:00 AM to 7:00 PM, Sundays 7:00 AM to 5:00 PM, and Friday and Saturday night 7:00 PM to 7:00 AM.
3. Maintain apparatus and facility.
 - a. Performance metric: ensure all equipment and apparatus are in operational condition. This will be accomplished with basic weekday checks and a more thorough monthly inspection.
4. Conduct fire inspections to increase life safety and reduce property loss potential.
 - a. Performance metric: ensure all facilities are inspected according to hazard classification.
5. Conduct hydrant inspections.
 - a. Performance metric: ensure all municipal hydrants are inspected, flushed, and lubricated annually.
6. Engage with community to increase public education activities and civic involvement.
 - a. Performance metric: work with the community to fulfill all public education requests and conduct fire safety presentations annually for all second-grade students in the City of South Lyon.

FIRE DEPARTMENT

FY22 Major proposed purchases:

1. Replacement of Car 2. Car 2 requires some significant vehicle maintenance including tires, front end work and motor work. We feel that replacing the car in the FY22 is a better financial decision than waiting until FY23. Cost: \$28,000 (335-978).
2. 800 Radios. Oakland County has purchased new radios for all emergency departments in the county. The SLFD will receive a new station radio, new mobile radios in all apparatus, and 12 portables. Unfortunately, the department requires 18 portable radios. We are forced to purchase 6 portables and accessories: Cost: \$33,842.50 (335-977). Potential 90% cost reimbursement from grant.
3. AED. One of the current AED's is outdated and requires replacement. Cost: \$3,000 (335-977).
4. Burn Building. The department received a grant from the State of Michigan in 2020 to purchase two shipping containers for training. The containers were delivered, and construction has begun on interior improvements. The requested budgeted amount will allow us to make the burn building a long-term top-notch training facility. Cost: \$10,000 (335-957).

FIRE DEPARTMENT

702 – Wages and Salary

\$ 401,515

Fire Chief & Deputy Chief salary, firefighter pay for alarms, training, public education, maintenance, day shift staffing, hydrant inspections, and related activities.

- This budget request includes a 2.5% wage increase for staff starting July 1, 2021. This 2.5% increase is necessary to keep SLFD competitive with surrounding fire departments for staff recruitment and retention.

715-720 - Fringe Benefits

\$68,941

Fringe benefits include: FICA, Workers' Compensation, Accidental Death and Disability Insurance.

- Accidental Death and Disability Insurance via VFIS: \$2,400
- Employee Assistance Program: \$800
- Fire Chief & Deputy Chief - Dental & Optical: \$5,788
- EAP: \$936
- COVID Testing: \$450

721 – Uniforms

\$19,000

Personnel protective equipment (turnout gear) for firefighting, rescue, and hazardous materials response. Employee uniforms. Repair, cleaning, and maintenance of turnout gear.

- Per NFPA standards, turnout gear needs to be replaced once it is ten years old. Annually, three new sets of turnout gear are replaced to keep us current. This includes coats, pants, helmets, gloves, Nomex hoods, and boots.
 - Three sets of firefighter turnout gear: \$7,000
 - Misc. helmets, gloves and boots: \$6,000
 - Misc. duty uniforms: \$6,000

727 - Office Supplies

\$5,300

Consumable office and station supply.

740 - Operating Expense

\$13,260

General expenditures that do not fit in other line items.

- Pre-employment physicals, accident drug screens, Hepatitis B vaccines, respiratory function tests, and other MIOSHA required health assessments.
- Health and wellness physicals for staff.
 - \$400 (under 40 years old) x 10: \$4,000
 - \$500 (over 40 years old) x 2: \$1,000
 - Station supplies (cleaning etc.): \$8,260

FIRE DEPARTMENT

802 - Contractual Services

\$44,181

This category is for services that are covered by contract.

- Accunet (website): \$400
- Cynergy Wireless (VHF radio maintenance): \$1,500
- Cummins Bridgeway (generator inspection, maintenance, load test): \$250
- Fire Modules (dispatch link to I Am Responding): \$500
- I Am Responding (online scheduling and response software): \$775
- Novi Regional 911 Dispatch and prisoner custody (\$139,988 of which 85% is paid by the Police Department and 15% is paid by the Fire Department): \$20,998 (FD)
- Oakland County IT (fire reporting system): \$4,300
- West Shore Services (SCBA air compressor service and air quality testing): \$800
- Toshiba Business Solutions (\$275/month copier and printer): \$3,000
- IT Right: \$3,550
- Google G-suite Email: \$1,800
- Additional services: \$6,308

820 – Computers

\$6,617

Information technology hardware and software.

- Verizon iPad cell service, 12 x \$108: \$1,300
- App monthly service, 12 x \$100: \$1,200
- Repairs: \$1,000
- Firewall and Switches upgrade: \$2,117
- Sergeant Conrad computer: \$1,000

830 - Membership and Dues

\$5,500

Memberships in a variety of professional organizations. Membership in several of these organizations allows for decreased tuition for training and access to shared equipment such as the respiratory fit tester. Memberships include: National Fire Protection Association, International Association of Fire Chiefs, Michigan State Firefighters Association, Oakland County Mutual Aid Association, and West Oakland Mutual Aid Association.

- Oakland County Mutual Aid Association: \$3,250
- Washtenaw Mutual Aid Association: \$1,000
- IAFC (Vogel): \$209
- EMT IC (Conrad): \$95
- Additional: \$946

851 - Radio Maintenance

\$2,081

Repairs for the radios, pagers, and repeater located at the water tower and at Novi Regional 911.

- Minitor repairs: \$1,000
- Radio repairs: \$1,081

FIRE DEPARTMENT

853 – Telephone **\$1,428**

Landline telephones.

860 - Gas and Oil **\$6,732**

Fuel and oil.

863 - Vehicle Maintenance **\$25,500**

Repair and maintenance of fleet vehicles along with proportional share of the city mechanic.

- Underwriters Laboratories pump, ground ladder, and aerial ladder testing: \$5,000
- Apparatus repair charges and parts: \$20,500

880 – Community Promotion **\$1,632**

Public education/community outreach supplies and materials including coloring books, medical history forms, junior firefighter badges, smoke detectors, and batteries.

- Coloring books: \$600
- Postcards: \$100
- Misc.: \$932

910 - Insurance and Bonds **\$24,480**

MMRMA insurance for the vehicles, building, and liability.

920 – Utilities **\$12,240**

Consumers Energy, DTE, WOW! Cable, and city water.

930 - Repair and Maintenance **\$4,100**

Repair, maintenance, calibration, and part replacement for portable equipment such as air monitors, medical equipment, ventilation fans, chain saws, and hydraulic rescue tools.

- Equipment maintenance: \$2,000
- Equipment repairs: \$2,100

931 - Building Maintenance **\$17,505**

Routine repair and maintenance to the facility and grounds.

- Generator PPM: \$1,200
- HVAC PPM: \$1,000
- Building repairs: \$10,805
- Kitchen flooring: \$4,500

944 - Hydrant Rental **\$2,601**

This reimburses the Water & Sewer Department for hydrant use and repair.

FIRE DEPARTMENT

957 - Education and Training

\$24,000

Training activities such as basic firefighter training, fire officer development, hazardous materials, emergency medical services, firefighter survival, rapid intervention training, vehicle extrication, live fire evolutions at burn towers, technical rescue, and risk management.

- Burn building interior improvements: \$10,000
- Fire academy which includes all required training fire, emergency driver training, and hazardous materials courses, \$1,200 x 4: \$4,800
- Emergency Medical Technician, \$500 x 3: \$1,500
- Online continuing EMS educating, \$135 x 15: \$2,025
- SLFD Tuesday trainings: \$5,675

977 - Equipment Purchases

\$40,718

Items include powered equipment, flashlights, rope, hand tools, and EMS equipment not exchanged under HVA exchange agreement.

- AED: \$3,000
- New radios: \$33,842.50
- CPR manikins: \$3,875.00

978 - Capital Equipment

\$281,000

- Ford F-150 pick-up (replacing Jeep Car-2): \$28,000
- Light bar installed on Ford F-150 pick-up: \$3,000
- Spartan Aerial Ladder Truck: Down payment \$250,000

101-346 GENERAL FUND OPERATION							
AMBULANCE							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Expenditure	Description	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
702.000	Wages/Salaries						
712.000	S. L. Ambulance						
715-720	Fringe Benefits						
721.000	Uniforms & Cleaning Allowance						
727.000	Office Supplies						
740.000	Operating Expense						
760.000	Medical Supplies						
801.000	Professional Services						
826.100	Ambulance Bad Debt						
850.000	Communications/Dispatch						
851.000	Radio Maintenance						
853.000	Telephone						
860.000	Gas & Oil						
863.000	Vehicle Maintenance						
910.000	Insurance & Bonds	73	80	80	80	80	80
920.000	Utilities		4,500	4,500	4,600	4,600	4,600
930.000	Repairs & Maintenance				1,000	1,000	1,000
940.000	Equipment Rental						
957.000	Education/Training						
970.000	Capital Outlay						
977.000	Equipment Purchases						
984.000	Escrow						
	TOTAL	73	4,580	4,580	5,680	5,680	5,680
Printed: 6/29/2021							

Ambulance

910 – Insurance and Bonds **\$80**

This line item is used to pay the amount of insurance coverage allocated to the Ambulance space used at the Fire Department building.

920 – Utilities **\$4,600**

Itemized cost for utilities that are for HVA to use in the Fire Department building.

930 – Repair and Maintenance **\$1,000**

Repair, maintenance, part replacements.

101-440 GENERAL FUND OPERATION							
DEPARTMENT OF PUBLIC WORKS							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Expenditure	Description	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
702.000	Wages/Salaries	335,358	242,196	242,196	300,241	307,747	315,441
715-720	Fringe Benefits	181,770	160,869	160,869	189,122	193,851	198,697
721.000	Uniforms & Cleaning Allowance	7,223	7,700	7,700	8,267	8,474	8,686
725.000	OPEB Retiree Health Care Trust	-	23,833	62,110	25,200	25,830	26,476
727.000	Office Supplies	216	1,300	1,300	1,326	1,359	1,393
740.000	Operating Expense	27,382	19,500	19,500	19,890	20,387	20,897
801.000	Professional Services	40,504	9,500	35,000	5,100	5,228	5,358
802.000	Contractual Services	26,456	19,150	19,150	23,157	23,736	24,329
820.000	Computer	907	3,507	3,507	1,530	1,568	1,607
830.000	Memberships & Dues	780	740	740	880	902	925
853.000	Telephone	6,567	5,000	5,000	5,100	5,228	5,358
860.000	Gas & Oil	19,140	25,000	25,000	25,500	26,138	26,791
861.000	Transportation & Mileage	125	400	400	408	418	429
863.000	Vehicle Maintenance	122,363	130,000	130,000	122,400	125,460	128,597
910.000	Insurance & Bonds	15,402	15,000	15,000	15,300	15,683	16,075
920.000	Utilities	16,182	17,500	17,500	17,850	18,296	18,754
923.000	Street Light Expenditures	114,183	115,000	115,000	117,300	120,233	123,238
930.000	Repairs & Maintenance	510	5,000	5,000	6,500	6,663	6,829
931.000	Building Maintenance	4,466	65,000	65,000	20,000	20,500	21,013
935.000	NPDES Phase II Stormwater	16,695	38,500	38,500	42,126	43,179	44,259
940.000	Equipment Charges	10,000	10,000	10,000	10,200	10,455	10,716
957.000	Education/Training	2,272	4,000	4,000	4,800	4,920	5,043
974.000	Land Improvements	28,042	30,000	30,000	47,500	48,688	49,905
977.000	Equipment Purchases	10,514	6,500	6,500	15,500	15,888	16,285
978.000	Capital Equipment	-					
	TOTAL	987,058	955,195	1,018,972	1,025,198	1,050,827	1,077,098
	Printed: 6/29/2021						

Expenditures

702 - Wages and Salaries

\$300,241

The Department of Public Works currently has budgeted 13 full-time employees. The positions are:

DPW Director
Deputy DPW Director
Clerk
Foreman
Mechanic
Laborers (8)

The department responds to emergencies after working hours, working on holidays and for work connected with festivals, elections, and other city functions. Items such as sewer problems, water main breaks, snow removal, storm damage cleanup, traffic control are the main reasons for working outside the normal hours. Winter is when most of the overtime takes place due to snow and ice.

Five employees of the Department of Public Works have water licenses from the Department of Environmental Quality, ranging from the S5 to the S1 level. One employee is licensed by the State for the application of pesticides and weed control.

715-720 - Fringe Benefits

\$189,122

This account covers all payroll taxes, retirement contributions, insurance premiums, and cost of living payments, etc. It is directly related to wages and salaries and the benefits are based upon payroll data.

721 - Uniforms

\$8,267

These allotted funds are for uniforms and safety shoes/boots.

725- OPEB Retiree Health Care Trust

\$25,200

\$500 per month insurance payment toward retiree health care costs for one former DPW employees. \$1,800 per (10) active DPW employees funds placed into a Trust to pay future retiree health care obligations. \$1,200 for 1/3 service cost split of DPW/Water & Sewer Director and of Deputy DPW/Water & Sewer Director.

727 - Office Supplies

\$1,326

This includes miscellaneous supplies such as file folders, notebooks, copy paper and miscellaneous consumable items connected with operating an office.

740 - Operating Expense

\$19,890

Operating expense includes equipment rentals and other non-consumable items such as cleaning supplies, repairs to radios and furnace, OSHA & Vehicle Safety updates, Employee MDOT physicals, drug and alcohol testing, and Hepatitis B Vaccinations and other items.

801 Professional Service

\$5,100

This account funds the upkeep of the GIS System for the City. The DWRP will be incorporated into workable information for the department.

802 - Contractual Service

\$23,157

Funds in this account are for items which have a contract such as copier rental, computer service agreements, maintenance agreements, software agreements.

NEC (Phone)	\$1,200
IT Right	\$5,557
MiDEAL (State)	\$ 450
WOW	\$2,000
Copier	\$3,700
MML (Drug)	\$2,450
Dumpster Disposal	\$4,800
Miss Dig	\$2,000
ESRI	<u>\$1,000</u>
	<u>\$23,157</u>

820 – Computer

\$1,530

This is for computer hardware and software upgrades. One computer at the DPW office will require replacing this budget year.

830 - Memberships & Dues

\$880

The City belongs to American Public Works Association (APWA), Miss Dig Contract, National Arbor Day Foundation (NADF) and Tree City USA

APWA	\$250
Miss Dig	\$500
Tree City	\$ 65
NADF	<u>\$ 65</u>
	<u>\$880</u>

853 – Telephones

\$5,100

In 2010 a T1 line was installed at the DPW office to allow connection to the City server. This allowed the administration office to backup all data offsite thus meeting the three-tier backup protocol recommended by the accounting firm. However, the cost for phone service increased as a result. The total in this account includes the T1 line, the regular phone service, and the cellular service for the on-call employee.

860 - Gas & Oil

\$25,500

Diesel fuel, gasoline, and oil for all DPW vehicles and equipment are included in this account. The water department is reimbursed on a monthly basis from the other departments that utilize this fuel.

Usage differs year-to-year depending on weather. According to the supplier, there is no way of predicting what the price charged to us will be as their costs change daily.

861 - Transportation & Mileage

\$408

This line item is for expenses incurred when an employee uses his/her personal vehicle for City business. Mileage reimbursement amount is the current figure published by the IRS.

863 - Vehicle Maintenance

\$122,400

Two types of vehicle maintenance costs are included in this account. One is the repair of City vehicles and the other is the cost of the tools required by the city mechanic to complete vehicle repairs. These tool costs are divided among the DPW, Water/Wastewater, Fire and Police and Building Departments. Specialty tools are charged to the department which requires them. All of the parts for DPW vehicles and equipment repair are included in this account. This also includes tires for both the backhoe and the front-end loader.

Parts for most vehicles are kept in stock for emergency repairs. There are approximately 80 separate items that are maintained by the mechanic.

A list of the major pieces of equipment and year purchased are as follows:

<u>Equipment Type</u>	<u>Year Purchased</u>	<u>Age</u>
F350 F350 Service Truck 4X4 (T0)	2020	(1 yr)
F250 4x4 Pickup (T1)	2009	(12 yrs.)
F350 4x4 Pickup (T2)	2015	(6 yrs.)
F350 Dump (T3)	2015	(6 yrs.)
Ford F350 1-ton Dump 4 x 4 (T4)	2009	(12 yrs.)
Ford F350 Service Truck 4x4 (T5)	2008	(13 yrs.)
Ford F350 1-ton Dump (T6)	2007	(14 yrs.)
Freightliner (T15)	2019	(2 yr.)
Sterling Large Dump (T7)	2003	(18 yrs.)
Sterling Large Dump (T8)	2006	(15 yrs.)
Sterling Large Dump (T9)	2006	(15 yrs.)
Ford Service Truck 4 x 4 (T11)	2010	(11 yrs.)
John Deere Backhoe	2005	(16 yrs.)
Sewer Truck (Vactor)	2008	(13 yrs.)
Sweeper	2016	(5 yr.)
Tool Cat	2011	(10 yrs.)

These vehicles operate in what is considered a harsh environment. They seldom reach speeds greater than 25 mph and are worked hard especially during the winter months. At times, these vehicles operate 24 hrs. a day pushing snow and salting. Due to the harsh environment, maintenance is performed more often than manufacturer recommendations for normal use, this is an aging fleet. This year we will also purchase new plow blades as needed.

910 - Insurance & Bonds

\$15,300

This figure is for liability and property insurance.

920 - Utility Expense **\$17,850**

This account includes electricity and natural gas utilities at the DPW complex as well as the electricity for the community event sign in McHattie Park.

923 - Street Lighting Expense **\$117,300**

This cost is for the streetlights in parking lots, overhead lighting for intersections and the streetlights within subdivisions.

DTE Energy repairs all street lighting with the exception of the decorative lights located in the CBD, Paul Baker Park, McHattie Park, and the lights around the Witch's Hat museum.

The lighting in city parking lots, repairs to lights and the cost of the tornado sirens are included in this account. There are 12 different locations where meters are installed.

930 - Repair and Maintenance **\$6,500**

This line item is for repairs that do not fall under any other department and is for items such as the clock in the DDA.

931 - Building Maintenance **\$20,000**

This fund is used to maintain city structures at the DPW complex. Items include a structure for equipment storage on existing concrete pads.

935 - NPDES Phase II Storm Water **\$42,126**

Funds in this account are for the federally mandated storm water program. The DPW will continue educating the public about the program through the use of the City's website, newspapers, and other avenues.

The expenses are for updating and submitting semi-annual and annual reports to the MDEQ, ensuring compliance with the permit, reviewing ordinances regarding storm water for compliance and recommending changes to the ordinances if necessary, to become compliant. The MDEQ charges a \$3,500 annual fee for a discharge permit.

Hubbell, Roth & Clark (HRC) provides assistance with the General Permit, Certificate of Coverage, required report submittal to MDEQ and compliance with the storm water program.

MDEQ Permit Fees	\$ 3,500
DEQ Outfall Inspections	\$27,800
HRC	<u>\$10,826</u>
	\$42,126

940 - Equipment Charges **\$10,200**

This line item is set aside for the replacement of vehicles. The amount in this fund is transferred to the Vehicle & Equipment Replacement fund for vehicle and equipment replacement.

957 - Education and Training

\$4,800

Included are all phases of the employee training program such as home study courses, in-house training, meetings, seminars to meet OSHA standards and other programs relating to public works.

974 - Land Improvements

\$47,500

Land Improvements includes all improvements of city property and easements and such as the sidewalk program for new and replacement sidewalks, parking lot striping, and tree work such as removal, trimming, planting and maintenance. Decorative signs at the city entrances are also included in this account. To maintain our Tree City status, the budget must include \$2/capita for trees. (Population as of the latest census is 11,327.) This line item also funds the City Sidewalk 50/50 Program.

977 - Equipment Purchases

\$15,500

This account is used for needed equipment and tools. In the past, items such as generators, chain saws, air compressors, air tools were purchased with these funds.

Push Camera	\$ 11,000
Line Locator	\$ 4,000
Miscellaneous	\$ 500
	\$ 15,500

101-690 GENERAL FUND OPERATION							
PARKS & RECREATION							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Expenditure	Description	2019-2020	2020-2021	2020-2021	2021-2022	2021-2022	2022-2023
702.000	Wages/Salaries	77,836	94,965	94,965	80,130	82,133	84,186
715.000	Fringe Benefits	31,093	63,077	63,077	48,138	49,341	50,574
740.000	Operating Expense	1,757	10,000	10,000	5,000	5,125	5,253
801.000	Professional Services	20,993	15,200	53,221	50,200	51,455	52,741
860.000	Gas & Oil	3,002	4,000	4,000	4,000	4,100	4,203
880.000	Community Promotions	-	1,200	1,200	1,200	1,230	1,261
910.000	Insurance & Bonds	883	1,000	1,000	1,000	1,025	1,051
920.000	Utilities	571	850	850	850	871	893
930.000	Repairs & Maintenance	5,139	20,750	20,750	20,750	21,269	21,800
940.000	Equipment Charges	11,025	11,025	11,025	11,025	11,301	11,583
962.000	Miscellaneous Expense	669	1,000	1,000	1,000	1,025	1,051
977.000	Equipment Purchases	-	500	500	500	513	525
978.000	Capital Improvements	725	73,700	73,700	96,700	75,000	75,000
	TOTAL	153,693	297,267	335,288	320,492	304,387	310,122
	Printed: 6/29/2021						
	* Current Cash on hand:						
	Operating	\$ 166,281.83					
	ADA Swing at McHattie Park Committed	\$ 3,597.35					
	Capital Park Improvements	\$ 19,747.57					

PARKS AND RECREATION DEPARTMENT

702 - Wages & Salaries **\$80,130**

This is the anticipated wage cost to maintain the City parks.

715-721 - Fringe Benefits **\$48,138**

This account is tied directly to the number of man-hours provided by the full-time employees of the Department of Public Works (DPW). This account covers all payroll taxes, retirement contributions, insurance premiums, uniforms, boots, cost of living payments, etc. It is directly related to wages and salaries, and the benefits are based upon payroll data.

740 - Operating Expense **\$5,000**

This account is for consumable items used in groundskeeping such as chlorine and antifoaming agents required for the fountain at Paul F. Baker Park. The antifoaming agent is used when soap is placed in the fountain. Cleaning and toiletry items utilized at the McHattie Park restrooms.

801 - Professional Services **\$50,200**

This account is for engineering and other professional services. The following services are provided by either another government agency or contractor:

Grading and dust control by Oakland County in Volunteer Park	\$ 5,100
Fertilization of Volunteer Park	\$ 5,100
Demo 501 McMunn	\$25,000
Port-a-John Rental	\$ 5,000
Parks/Rec Master Plan	<u>\$10,000</u>
	\$50,200

860 - Gas & Oil **\$4,000**

Approximately 1,700 gallons of diesel fuel and 20 gallons of gasoline are consumed performing park maintenance.

880 - Community Promotion **\$1,200**

This line item is for Oakland County's mobile parks program or other programs that become available.

910 - Insurance and Bonds **\$1,000**

This amount is the estimated premium for park grounds and facilities insurance.

920 - Utility Expense **\$850**

This includes lighting at McHattie Park for the volleyball court and skating rink, the lights and fountain at Paul Baker Park, and the sprinkler system in Volunteer Park. This amount varies due to weather and the ability to create a skating rink. The lights are turned off if the skating rink is not open.

930 - Repair and Maintenance **\$20,750**

The amount budgeted is for maintenance of existing equipment and minor electrical repairs, sand and replacement nets for the volleyball courts, grass seed, fertilizers, paint and repair parts for the playground equipment, trash cans/liners for the picnic areas, hay bales for the sledding hill, small equipment rental, and supplies for the comfort station. This also covers maintenance along the trail system which includes replacement waste containers, repairs to gazebos and benches, and other repairs along the trail. The majority of the repairs are due to vandalism.

Bike Path Maintenance	\$ 5,000
Pump Maintenance (Baker Park)	\$ 1,750
Mulch	\$ 10,000
Sand (Volleyball Ct./Baseball Diamonds)	<u>\$ 4,000</u>
	\$20,750

940 - Equipment Charges **\$11,025**

This account is used to reimburse the Vehicle & Equipment Replacement Fund for future equipment purchases.

962 - Miscellaneous Expense **\$1,000**

This is for miscellaneous items needed to maintain the parks and trail system.

977 - Equipment Purchases **\$500**

This line item is used for the purchase of weed whips and other small equipment needed for maintenance of the parks.

978 - Capital Improvements **\$96,700**

Also budgeted here is for replacement of playground equipment and development for the parks.

Wheelchair Accessible Equipment	\$ 34,000
Volunteer Park Field Development	\$ 25,000
Develop Parking Area @ McHattie Park	\$ 20,000
Playground Equipment @ McHattie Park	\$ 2,000
Paul Baker Park	\$ 5,000
Lafayette Park	\$ 5,000
Columbia Park	\$ 5,000
Bridge Walk	<u>\$ 700</u>

2021-2022 Capital Improvements Expense \$ 96,700

101-732 GENERAL FUND OPERATION							
HISTORICAL DEPOT							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Expenditure	Description	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
702.000	Wages/Salaries	4,275	4,400	4,400	4,400	4,400	4,400
801.000	Professional Services (Weddings)	975	2,400	2,400	975	2,400	2,400
802.000	Contractual Services	3,462	2,870	2,870	3,500	3,500	3,500
910.000	Insurance & Bonds	856	900	900	900	900	900
920.000	Utilities	5,468	7,000	7,000	7,000	7,000	7,000
931.000	Building Maintenance	8,087	12,500	12,500	6,000	6,000	6,000
962.000	Miscellaneous Expense		350	350	350	350	350
940.100	Equipment Rental						
970.000	Capital Improvements						
974.000	Land Improvements	826	6,000	6,000	11,000	11,000	-
	TOTAL	23,950	36,420	36,420	34,125	35,550	24,550
Printed:	6/29/2021						

Historical Depot

Due to the COVID pandemic, the museum complex was shut down most of 2020. Nevertheless, we got a few projects done. We replaced the gazebo floor (FY 2019-2020 budget); and we hope to rebuild the gazebo handicap ramp within the 2020-21 fiscal year. We were also lucky to have an Eagle Scout project in which the scouts stained the new gazebo floor, painted the gazebo, and installed lattice around the outside that hides the understructure. The Eagle Scouts also built shelving in the storage garage. The Historical Society plans to paint the school exterior and replace its front door during the 2020-21 fiscal year.

702 – Wages and Salaries **\$4,400**

Included in this line item is wages for custodial services.

801-Professional Services **\$975**

Included in this line item is a provision for a wedding coordinator. The actual expense Comes out of the rental fee paid to the City. It is not a commission expense, but the item has traditionally been pinned to our budget.

802 – Contractual Services **\$3,500**

This category covers lawn fertilizing, bug control in the buildings, lawn sprinkler service, and WOW and CSC alarm monitoring services.

D & G Lawn Service	\$ 230
D & G Critter Control	\$ 420
Lawn Sprinkler Service	\$ 350
Alarm and Video Monitoring (WOW Business)	\$ 2,250
Alarm and Video Monitoring (CSC)	\$ <u>250</u>
	\$ 3,500

910 – Insurance and Bonds **\$900**

This is for the insurance premium for the Historic Village and grounds.

920 – Utility Expense **\$7,000**

This category includes water, sewer, electric and heating.

931 – Building Maintenance**\$6,000**

This is the amount budgeted for maintenance, repairs and minor improvements to the buildings. This year we would like to add a fire sprinkler alarm (Fire Department recommendation) and replace the ancient computer in the office. We have a few smaller projects on our agenda, which are detailed on the budget proposal sheet. A lot of projects are completed by volunteers, and these do not appear in the budget as separate line items unless there is significant material expense. The furnace/AC/alarm provision is for unforeseen repairs. There are four furnaces and AC units, and they are all old. It has been suggested that we replace these on a schedule to forestall failure.

Misc. Supplies (Martin's Hardware, etc.)	\$	500
Furnace/AC/Alarm Maintenance & Repair	\$	2,500
Brick sidewalk repair	\$	1,000
New Computer	\$	1,000
Add fire suppression system flow alarm	\$	<u>1,000</u>
	\$	6,000

962 – Miscellaneous**\$350**

This item was originally budgeted to repay the MPSC lighting grant, but we have never been billed for it. We continue to show a reduced amount in this category as a provision for other expenses which might not fit in any other category.

974 – Land Improvements**\$11,000**

This is for improvements to the grounds. Last year we replaced the shrubs at the west end of the deck, and this year we would like to do the east end. All of the gardening is done by volunteers. In addition, we have added \$10K for foundation work for a barn.

101-800 GENERAL FUND OPERATION							
Cable Commission							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Expenditure	Description	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
702.000	Wages/Salaries	310	3,500	3,500	3,500	3,500	3,500
715-20	Fringe Benefits	-					
740.000	Operating Expense	-	25	25	25	25	25
801.000	Professional Services	590					
802.000	Contractual Services	-					
807.000	Auditor	-					
880.000	Community Promotion	-					
900.000	Printing/Publishing	-	700	700	400	400	400
962.000	Miscellaneous Expense	-					
970.000	Capital Expenditure	3,399					
977.000	Equipment Purchases	-	4,750	4,750	10,000	-	-
	TOTAL	4,299	8,975	8,975	13,925	3,925	3,925
Printed:	6/29/2021						

CABLE COMMISSION

702 — Wages and Salaries

\$3,500

This line item covers wages for camera operators. We will continue to capture and archive community events and make them accessible to the community through the City's access channel.

Camera operators will record events through the year including, but not limited to:

- Spotlight on South Lyon interviews
- Memorial Day parade
- Cool Yule
- Pumpkinfest parade and events
- Veterans Day ceremony
- Historical Society speakers and Depot Days
- Cultural Arts events
- Library expansion, events, and speakers
- Michigan War Dog Memorial K-9 Veterans Day and ceremonies
- Relay for Life
- Pint Size Marathon
- Kensington Valley Chamber Annual Awards
- Kensington Valley Chamber Blues and Brats
- Stories of local businesses
- Stories of long-time residents
- Summer music series in McHattie Park

740 – Operating Expense

\$25

Fees for Google Storage will be charged here

900 – Printing/Publishing

\$400

Design and printing of promotional materials and signage for schools and local non-profit organizations. Similar to the Cultural Arts material, create and distribute a trifold brochure for placement in key locations within the community: City Hall, libraries, schools, local businesses, and local non-profit organizations. This is meant to increase awareness of SLACTV as a mechanism to drive community event promotion and encourage organizations to utilize South Lyon Area Community Television and the corresponding YouTube channel as a conduit of local multimedia content to our community.

977 – Equipment Purchases

\$10,000

In the past, money was budgeted for a playback system (which to-date has not been purchased) and miscellaneous equipment. This year the Cable Commission is requesting to purchase a new playback system that will allow the remote connection to play recordings.

- Playback System \$10,000

101-802 GENERAL FUND OPERATION							
CULTURAL ARTS							
Expenditure	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2022-2023	Proposed 2023-2024
702.000	Wages/Salaries	0					
727.000	Office Supplies	-					
740.000	Operating Expense	-					
801.000	Professional Services	-					
802.000	Contractual Services	600	4,000	4,000	1,000	1,000	1,000
880.000	Community Promotions	1,189	1,350	1,350	1,200	1,200	1,200
910.000	Insurance & Bonds	-					
920.000	Utilities	-					
962.000	Miscellaneous Expense	517	450	450	775	775	775
970.000	Capital Improvements						
977.000	Equipment Purchases						
	TOTAL	2,306	5,800	5,800	2,975	2,975	2,975
Printed:	6/29/2021						

CULTURAL ARTS COMMISSION

802 – Contractual Services

\$1,000

This line item is for items used by the Commission for projects in the community. This year there is a \$1,000 allocation for grants to bring murals to the community.

880 - Community Promotion

\$1,200

This line item is for flyers, posters, and other advertising necessary for the different art programs.

962 – Misc. Expense

\$775

This line item is used for purchasing smaller items (artwork, supplies, brochures, etc.) for the gallery openings and shows.

Veterans Memorial Project

974 – Land Improvements

\$9,000

Improvement planning this year includes \$5,000 for electrical work and \$4,000 in labor and materials for a new water line to the monument area. The water line cost will be paid for by a City contribution. The electrical work will be funded by donations.

202 MAJOR STREETS OPERATIONS							
REVENUES							
Revenue	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2022-2023	Proposed 2023-2024
569.000	Federal Grant						
574.000	State Shared Rev Gas & Wgt Tax	662,201	693,265	693,265	685,893	704,666	718,760
664.000	Interest Income	18,132	24,000	24,000	1,000	1,000	1,000
669.200	Metro Authority	33,470	30,000	30,000	30,000	30,000	30,000
676.101	Contribution-General Fund						
676.401	Contribution-Capitol Improvement						
692.100	Road Grant Oakland County				15,000		
694.000	Other Revenue-Tri Party						
698.000	Sundry						
699.000	Transfers In						
	TOTAL REVENUES	713,803	747,265	747,265	731,893	735,666	749,760
	BEGINNING FUND BALANCE	2,392,479	2,776,729	2,776,729	3,018,679	3,034,453	3,331,168
	TOTAL FISCAL YEAR REVENUES	713,803	747,265	747,265	731,893	735,666	749,760
	TOTAL EXPENDITURES	329,553	437,296	505,315	506,188	438,951	446,909
	ENDING FUND BALANCE	2,776,729	3,086,699	3,018,679	3,244,384	3,331,168	3,634,019
	Printed: 6/29/2021						

202 MAJOR STREETS OPERATION							
EXPENDITURES							
Expenditure	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2022-2023	Proposed 2023-2024
212.000	Accountant						
801.000	Professional Service	3,562	5,600	5,600	5,600	5,600	5,600
	SUBTOTAL	3,562	5,600	5,600	5,600	5,600	5,600
451.000	Street Construction						
715-720	Fringe Benefits	-					
801.000	Professional Services	3,779		2,500			
802.000	Contractual Services (Seal Coat)		10,000	10,000	15,000	15,000	15,000
802.100	Contractual Services (Major Street)		-	65,518	75,000		
802.200	Contractual Services Tri-Party (Signal Marjorie Ann)						
	SUBTOTAL	3,779	10,000	78,018	90,000	15,000	15,000
463.000	Street Routine Maintenance						
702.000	Wages/Salaries	64,600	83,027	83,027	73,394	75,229	77,109
715-720	Fringe Benefits	31,038	51,533	51,533	41,948	42,997	44,072
740.000	Operating Expense	2,369	5,000	5,000	8,500	8,713	8,930
801.000	Professional Services						
910.000	Insurance & Bonds	54	60	60	60	60	60
930.000	Repair & Maintenance	9,470	25,500	25,500	25,500	26,138	26,791
940.000	Equipment Charges	14,000	12,000	12,000	12,000	12,300	12,608
	SUBTOTAL	121,532	177,120	177,120	161,402	165,436	169,570
474.000	Traffic Services						
702.000	Wages/Salaries	2,365	2,127	2,127	2,435	2,496	2,558
715-720	Fringe Benefits	1,117	1,413	1,413	1,463	1,499	1,537
740.000	Operating Expense	1,306	5,000	5,000	25,000	25,625	26,266
924.000	Traffic Signals	3,523	10,200	10,200	10,200	10,455	10,716
	SUBTOTAL	8,311	18,739	18,740	39,097	40,075	41,077
478.000	Snow Plowing						
702.000	Wages/Salaries	24,306	33,102	33,102	25,022	25,648	26,289
715-720	Fringe Benefits	11,043	21,987	21,987	15,032	15,408	15,793
740.000	Operating Expense	34,939	44,500	44,500	44,500	45,613	46,753
930.000	Repair & Maintenance						
940.000	Equipment Charges	12,500	10,000	10,000	10,000	10,250	10,506
	SUBTOTAL	82,787	109,589	109,589	94,554	96,918	99,341
479.000	Snow Removal						
702.000	Wages/Salaries	3,321	5,331	5,331	5,419	5,555	5,693
715-720	Fringe Benefits	1,591	733	733	2,174	2,228	2,284
	SUBTOTAL	4,912	6,064	6,064	7,593	7,783	7,977
485.000	Transfer Between Funds						
969.203	Contribution-Local Streets	100,000	100,000	100,000	100,000	100,000	100,000
	SUBTOTAL	100,000	100,000	100,000	100,000	100,000	100,000
491.000	Storm Sewer						
702.000	Wages/Salaries	2,331	3,656	3,656	2,400	2,460	2,521
715-720	Fringe Benefits	1,429	2,428	2,428	1,442	1,478	1,515
740.000	Operating Expense	910	4,100	4,100	4,100	4,203	4,308
	SUBTOTAL	4,670	10,184	10,184	7,941	8,140	8,343
	TOTAL EXPENDITURES	329,553	437,296	505,315	506,188	438,951	446,909
Printed:	6/29/2021						

MAJOR STREET OPERATION

451 Construction

802 – Contractual Services **\$15,000**

This is a cost to do the crack sealing within the City on Major Streets.

802.100 Contractual Services – Major Streets **\$75,000**

Repairs to Liberty Street between Washington and S. Lafayette.

463 Street Routine Maintenance

702 - Wages/Salaries **\$73,394**

This is the projected wage cost of maintaining the City's Major Street system. The increase in this amount is due to the inclusion of a portion of Administrative wages based on estimated involvement.

715-720 - Fringe Benefits **\$41,948**

This account covers all payroll taxes, retirement contributions, insurance premiums, cost of living payments, etc. It is directly related to wages and salaries, and the benefits are based upon payroll data. Also included is a portion of Administrative fringe benefits based on estimated involvement.

740 - Operating Expense **\$8,500**

Operating expenses include sand, gravel, seed, topsoil, mulch and any other material needed to make repairs. Equipment rental has also been included in this line item. This amount will be split 50/50 with Local Streets 740 Operating Expense.

910 - Insurance & Bonds **\$60**

Covers Property and Liability insurance.

930 - Repair & Maintenance **\$25,500**

These funds are for the maintenance of the City's Major Streets. Included tasks are sweeping, striping, cold and hot patching, and crack sealing.

CSX Railroad Signal Repair:	\$2,140
Street Sweeping Disposal:	\$7,000
Leaf & Brush Disposal :	\$10,000
Striping:	\$3,000
Misc.:	\$3,360
	\$25,500

The street sweepings must be disposed of at the landfill as they are considered "Special Non-Hazardous Waste" by the MDEQ. The annual disposal cost is estimated to be \$7,000 which will be divided equally between Major and Local Streets. The estimated annual cost for leaf and brush disposal is \$10,000 which will be divided equally between Major and Local Streets.

940 - Equipment Charges **\$12,000**

This account is used to reimburse the Vehicle & Equipment Replacement Fund for future equipment purchases.

474 Traffic Services

Traffic services include maintenance on signposts, regulatory signage, and street name signage. It also involves implementing temporary signage when power goes out for the traffic signals in town. The DPW will continue to upgrade signs on the Major Street system to comply with federal regulations.

702 - Wages/Salaries **\$2,435**

This is the projected wage cost for sign and signpost repairs and replacement.

715-720 - Fringe Benefits **\$1,463**

This account covers all payroll taxes, retirement contributions, insurance premiums, cost of living payments, etc. It is directly related to wages and salaries, and the benefits are based upon payroll data.

740 - Operating Expense **\$25,000**

Operating expenses are for signposts, signs, street name signs, nuts and bolts. The DPW will continue to upgrade the regulatory signs and posts on the City's Major Streets. Due to regulatory changes, all signs must now meet the "High Intensity" standard. The cost of these signs has increased; however, the lifespan of these signs has increased as well. Most of these signs will last 10 years; however, the east/west signs have a little shorter life span due to the UV rays from the sun. The cost of the sign depends on the size and the reflective material used. The crosswalk at N. Lafayette St. and Whipple St. is going to have electronic signage installed for higher visibility and improved safety.

924 - Traffic Signals **\$10,200**

Oakland County charges the City for the operation, maintenance and repair of the following traffic signals:

- Nine Mile Road and Pontiac Trail
- Reynold Sweet Parkway and S. Lafayette Street (33.3%)
- Reynold Sweet Parkway and E. Lake Street
- S. Lafayette Street and McHattie Street

Costs for the maintenance and repair for the following traffic lights are borne entirely by Oakland County:

Lake Street and Lafayette Street
N. Lafayette Street and Eleven Mile Road

478 Snow Plowing

Funds in this account are for the removal of snow and ice on Major Streets. This figure varies depending on the snow season. These streets are the first to be maintained during a snow/ice event and are kept open at all times.

702 - Wages/Salaries **\$25,022**

This is the proposed wage cost to keep the Major Streets plowed and salted.

715-720 - Fringe Benefits **\$15,032**

This account covers all payroll taxes, retirement contributions, insurance premiums, cost of living payments, etc. It is directly related to wages and salaries and the benefits are based upon payroll data.

740 - Operating Expense **\$44,500**

Operating expenses include the cost of salt for the streets, cost of replacement blades for the plows, brine and any other expense related to the cost of snow removal. The cost of road salt is split between Major (65%) and Local (35%) Streets.

Salt 500 Tons x \$68.02:	\$34,000
Additive:	\$4,000
Plow Blades:	\$6,500
	\$44,500

940 - Equipment Charges **\$10,000**

This account is used to reimburse the Vehicle & Equipment Replacement Fund for future equipment purchases.

479 Snow Removal

When there is a snowfall of 6" or more, the snow must be removed from the downtown area. The accumulated snow is plowed or swept from the sidewalks and parking spaces in the CBD and then hauled away. This amount will change based on the number of snowfalls that are 6" or greater.

702 - Wages/Salaries **\$5,419**

This is the proposed wage cost for the removal of snow in the downtown area.

715-720 - Fringe Benefits

\$2,174

This account covers all payroll taxes, retirement contributions, insurance premiums, cost of living payments, etc. It is directly related to wages and salaries and the benefits are based upon payroll data.

485 Transfer Between Funds

969.203 Contribution – Local Streets

\$100,000

The account is used for Administrative transfer of funds if needed. The 2021-2022 budget is transferring \$100,000 to Local Streets. The amount of money the City receives in Act 51 funds for Local Streets is not enough to cover basic services.

491 Storm Sewer

This account covers the maintenance and repair of the storm sewers within the Major Street system. The most common tasks are cleaning the system, catch basin repair or rebuilding, storm line repairs and mosquito control.

702 - Wages/Salaries

\$2,400

This is the proposed wage cost to maintain the storm sewer system and implement mosquito control.

715-720 - Fringe Benefits

\$1,442

This account covers all payroll taxes, retirement contributions, insurance premiums, cost of living payments, etc. It is directly related to wages and salaries, and the benefits are based upon payroll data.

740 - Operating Expense

\$4,100

This expense includes the cost of material used to rebuild or repair catch basins. Materials consist of cement and mortar, block, sand, frames and lids. Supplies for mosquito control are also included.

Mosquito Briquettes:	\$1,000
Brick & Mortar:	\$2,500
Miscellaneous:	<u>\$600</u>
	\$4,100

203 LOCAL STREET OPERATIONS							
REVENUES							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Revenue	Description	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
574.000	Gas & Wgt. Tax	286,285	251,868	251,868	369,327	379,436	387,024
626.100	Major & Local Misc. Revenue						
664.000	Interest Income	2,561	3,500	3,500	500	500	500
676.101	Contribution-General Fund						
676.202	Contribution-Major Street	100,000	100,000	100,000	100,000		
676.401	Contribution-Capital Improvement						
692.100	Grant - Oakland County						
694.000	Other Revenue-Tri Party						
698.000	Proceeds from Sale of Bonds						
	TOTAL	388,846	355,368	355,368	469,827	379,936	387,524
	BEGINNING FUND BALANCE	417,116	583,059	631,560	680,061	889,427	1,003,633
	TOTAL FISCAL YEAR REVENUES	388,846	355,368	355,368	469,827	379,936	387,524
	TOTAL EXPENDITURES	222,903	306,867	306,867	260,461	265,729	262,625
	ENDING FUND BALANCE	583,059	631,560	680,061	889,427	1,003,633	1,128,533
Printed: 6/29/2021							

203 LOCAL STREET OPERATION							
EXPENDITURES							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Expenditure	Description	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
212.000	Accountant						
801.000	Professional Services	3,562	5,600	5,600	5,600	5,600	5,600
	SUBTOTAL	3,562	5,600	5,600	5,600	5,600	5,600
451.000	Construction						
801.000	Professional Services	2,035	10,000	10,000	15,000	15,000	15,000
802.000	Contractual Services						
	Contract. Services N. Hagadorn						
	SUBTOTAL	2,035	10,000	10,000	15,000	15,000	15,000
463.000	Street Routine Maintenance						
702.000	Wages/Salaries	67,995	86,131	86,131	75,889	77,786	79,731
715-720	Fringe Benefits	32,054	53,595	53,595	44,248	45,354	46,488
740.000	Operating Expense	4,928	8,500	8,500	8,500	8,713	
801.000	Professional Services						
910.000	Insurance & Bonds	54	65	65	65	65	65
930.000	Repair & Maintenance	25,668	9,500	9,500	9,500	9,738	9,981
940.000	Equipment Charges	15,480	12,000	12,000	5,000	5,125	5,253
	SUBTOTAL	146,179	169,791	169,791	143,202	146,780	141,518
474.000	Traffic Services						
702.000	Wages/Salaries	1,426	2,054	2,054	2,468	2,530	2,593
715-720	Fringe Benefits	673	1,364	1,364	934	957	981
740.000	Operating Expense	1,340	3,200	3,200	3,200	3,280	3,362
	SUBTOTAL	3,439	6,618	6,618	6,602	6,767	6,936
478.000	Snow Plowing						
702.000	Wages/Salaries	19,798	32,921	32,921	21,381	21,488	22,026
715-720	Fringe Benefits	8,886	21,866	21,866	12,501	12,814	13,134
740.000	Operating Expense	20,396	29,500	29,500	29,500	30,238	30,993
940.000	Equipment Charges	13,500	12,000	12,000	12,000	12,000	12,000
	SUBTOTAL	62,579	96,288	96,287	75,382	76,539	78,153
491.000	Storm Sewer						
702.000	Wages/Salaries	2,215	3,953	3,953	2,280	2,337	2,396
715-720	Fringe Benefits	1,196	3,593	3,593	1,370	1,404	1,439
740.000	Operating Expense	1,367	8,025	8,025	8,025	8,226	8,431
930.000	Repair & Maintenance	332	3,000	3,000	3,000	3,075	3,152
	SUBTOTAL	5,110	18,571	18,571	14,675	15,042	15,418
	TOTAL EXPENDITURES	222,903	306,867	306,867	260,461	265,729	262,625
Printed: 6/29/2021							

LOCAL STREETS

451 Construction

801 – Professional Services **\$15,000**

This is the cost to do the crack sealing within the City on Local Streets.

463 Street Routine Maintenance

702 - Wages/Salaries **\$75,889**

This is a projected wage cost for maintaining the Local Streets.

715-720 - Fringe Benefits **\$44,248**

All payroll taxes, retirement contributions, insurance premiums, cost of living payments, etc., are included in this account. The total amount is directly related to wages and salaries, and the benefits are based upon payroll data.

740 - Operating Expenses **\$8,500**

Operating Expenses include cold patch material as well as sand, gravel, topsoil, grass seed, mulch and any other material needed to make repairs. Equipment rental has also been combined with this line item. The DPW continues to fill in low areas along the roads to help reduce breeding areas for mosquitoes. This requires gravel as fill material. The amount will be split 50/50 with Local Streets 740 Operating Expense.

910 - Insurance & Bonds **\$65**

The total amount varies depending on current work and equipment.

930 - Repairs and Maintenance **\$9,500**

Funds in this account are utilized for the repair and maintenance of the City's street system.

Street Sweeping Disposal:	\$ 2,500
Leaf & Brush Disposal:	<u>\$ 7,000</u>
	\$ 9,500

940 - Equipment Charges **\$5,000**

This account is used to reimburse the Vehicle & Equipment Replacement Fund for future equipment purchases.

474 Traffic Services

The DPW is responsible for the installation and maintenance of signs, signposts, street name signs and regulatory signs on city property. Each year signs that are beyond their useful life or that have been damaged are replaced. Temporary Stop signs are displayed when needed due to power outages. Federal regulatory changes now make a sign reflectivity program mandatory, and all street name signs must be upgraded to this new standard. The DPW will upgrade the necessary signs during the next few years.

702 - Wages/Salaries

\$2,468

This is a projected wage cost for maintaining the Local Street signs.

715-720 - Fringe Benefits

\$934

This account covers all payroll taxes, retirement contributions, insurance premiums, cost of living payments, etc. It is directly related to wages and salaries, and the benefits are based upon payroll data.

740 - Operating Expense

\$3,200

Operating expenses are for signposts, signs, street name signs, nuts, and bolts. Signs which meet the new reflectivity standard are more expensive; however, they have a longer useful life over current signage.

478 Snow Plowing

Funds in this account are intended for plowing the entire Local Street system.

702 - Wages/Salaries

\$21,381

This is a projected wage cost for plowing the Local Street system. This amount may change due to the severity of the winter season. This figure is difficult to establish as the snow season differs from year to year.

715-720 - Fringe Benefits

\$12,501

This account covers all payroll taxes, retirement contributions, insurance premiums, cost of living payments, etc. It is directly related to wages and salaries, and the benefits are based upon payroll data.

740 - Operating Expense

\$29,500

Operating expense includes salt, plow blades and other items pertaining to the plowing of the Local Streets. The total is dependent upon the bid the State receives from salt suppliers, how frequently the cutting plow cutting edges require replacement and the amount of snow received. The cost of road salt is split between Local (35%) and Major (65%).

Salt 350 Tons x \$68.02:	\$24,000
Additive:	\$ 2,000
Blades:	<u>\$ 3,500</u>
	\$29,500

940 - Equipment Charges

\$12,000

This account is used to reimburse the Vehicle & Equipment Replacement Fund for future equipment purchases.

491 Storm Sewer

This account covers the maintenance and repairs of the City's storm sewer system. The most common repair is the cleaning and rebuilding of the catch basin structures. The amount in this account has increased due to the additional inspections required for the City's Phase II storm water program.

702 - Wages/Salaries

\$2,280

This is the projected wage cost for maintenance of the Local Street storm sewer system. Due to the Phase II program, additional work is required to examine and clean the storm system and document and compare the system to the existing GIS system. Mosquito control is also added to catch basins which have sumps in them that hold water.

715-720 - Fringe Benefits

\$1,370

This account covers all payroll taxes, retirement contributions, insurance premiums, cost of living payments, etc. It is directly related to wages and salaries and the benefits are based upon payroll data.

740 - Operating Expense

\$8,025

This expense includes the cost of material used to rebuild or repair catch basins. Materials consist of cement and mortar, block, sand, frames, and lids. Supplies for mosquito control are also included.

Mosquito Briquettes:	\$1,500
Brick & Mortar:	\$3,500
Miscellaneous:	\$1,000
Drain Content Disposal:	<u>\$2,025</u>
	\$8,025

930 - Repair & Maintenance

\$3,000

Maintenance of the drainage system is funded with this account. It includes video inspection, cleaning, and replacement of small portions of the system and catch basins as needed.

209 CEMETERY PERPETUAL CARE							
Revenue	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2022-2023	Proposed 2023-2024
402.000	Current Property Tax						
446.000	Penalties & Interest						
646.000	Sale of Lots	30,900	37,000	66,300	37,000	37,000	37,000
664.000	Interest Income	2,713	1,700	1,700	1,700	1,700	1,700
	TOTAL REVENUES	33,613	38,700	68,000	38,700	38,700	38,700
Expenditure	Description	Audited 2018-2019	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2022-2023	Proposed 2023-2024
969.101	Transfer to General Fund	50,000	50,000	50,000	49,500	49,459	47,340
970.000	Capital Improvements	6,625	75,000	75,000	25,000	17,500	17,500
	TOTAL EXPENDITURES	56,625	125,000	125,000	74,500	66,959	64,840
	BEGINNING FUND BALANCE	775,268	752,256	752,256	695,256	659,456	631,197
	TOTAL FISCAL YEAR REVENUES	33,613	38,700	68,000	38,700	38,700	38,700
	TOTAL EXPENDITURES	56,625	125,000	125,000	74,500	66,959	64,840
	ENDING FUND BALANCE	752,256	665,956	695,256	659,456	631,197	605,057
Printed: 6/29/2021							

Cemetery Perpetual Care

969 – Transfer to General Fund

\$49,500

The charge back to the General Fund is to pay for cemetery perpetual care (work performed by staff at the cemetery) which includes wages, maintenance, etc. This number is 7.5% of the outstanding fund balance. Charging a percentage instead of a flat fee will ensure that the fund balance will always have a positive balance.

970 – Capital Improvements

\$25,000

The funds will pay for plot design, layout and cost of the monuments in the cemetery in the newly developed Section #11, the repair of the roof at the maintenance building, and signage at the cemetery.

265 DRUG FORFEITURE							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
Revenue	Description	2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2023-2024
447.000	Drug Forfeiture Funds			68,555			
447.100	DEA Foreiture Funds						
664.100	Interest Income	137	100	17	50	50	50
698.000	Miscellaneous Income						
	TOTAL REVENUES	137	100	68,572	50	50	50
Expenditure	Description	Audited	Adopted	Amended	Adopted	Proposed	Proposed
		2019-2020	2020-2021	2020-2021	2021-2022	2022-2023	2022-2023
702.000	Wages/Salaries						
715-20	Fringe Benefits						
740.000	Operating Expense						
964.000	Capital Expenditures	114	4,200	14,059	34,000	-	-
960.000	Miscellaneous Expenditures						
	TOTAL EXPENDITURES	114	4,200	14,059	34,000		-
	BEGINNING FUND BALANCE	27,353	27,376	27,376	81,889	47,939	47,989
	TOTAL FISCAL YEAR REVENUES	137	100	68,572	50	50	50
	TOTAL EXPENDITURES	114	4,200	14,059	34,000		-
	ENDING FUND BALANCE	27,376	23,276	81,889	47,939	47,989	48,039
Printed: 6/29/2021							

**POLICE DEPARTMENT
Fiscal Year 2021-2022
Expenditures**

**Drug Forfeiture Funds
Line Item: 265-000.000-002.500
Balance: \$17,056.30**

**DEA Drug Forfeiture Funds
Line Item: 265-000.000-002.002
Balance: \$64,830.62**

There are two bank accounts designated for Drug Forfeiture Assets. The first contains the money received from Drug Enforcement Administration (DEA) seizures, an equitable sharing program during the time Officer John Tomanek was assigned to one of their Task Force teams. That account currently contains **\$64,830.62**. The second account contains money from local narcotic seizures which contains **\$17,056.30**. Between the two accounts, there is a fund balance of **\$81,886.92**.

According to the Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (July 2018), one of the permissible uses for drug forfeiture funds is law enforcement equipment—Costs associated with the purchase, lease, maintenance (including repairs or service agreements), or operation of law enforcement equipment for use by law enforcement personnel that supports law enforcement activities. Examples include furniture, file cabinets, office supplies, telecommunications equipment, copiers, safes, fitness equipment, computers, computer accessories and software, body armor, uniforms, firearms, radios, cellular telephones, electronic surveillance equipment, vehicles (e.g., patrol and unmarked vehicles), and animals and animal-related expenses.

I am requesting the following purchases be made during FY 2021-22 and be paid for utilizing Drug Enforcement Administration (DEA) forfeiture funds:

Bldg. Equipment: In-House Surveillance/Interview Room Cameras

Estimated Date of Completion: FY 2021-2022

Estimated Cost: \$14,000

Estimated City Share of Cost: 100%

Funding Source: DEA Forfeiture Funds

Description: The Police Department will be replacing the in-house surveillance cameras and interview room recording systems with a higher quality and more user-friendly system.

Vehicle: Ford Utility Truck

Estimated Date of Completion: FY 2021-2022

Estimated Cost: \$20,000

Estimated City Share of Cost: 100%

Funding Source: DEA Forfeiture Funds

Description: The Police Department will purchase a utility truck for various tasks.

274-COMMUNITY DEVELOPMENT BLOCK GRANT							
Revenue	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2022-2023	Proposed 2023-2024
529.100	Fed. Grant - County CDBG Program	-	29,552	29,552	29,787		
	Contributing Fed. Revenue Sharing						
676.401	Contribution-Capital Improvement Fund						
676.203	Contribution-Local Streets						
	TOTAL REVENUES	-	29,552	29,552	29,787	-	-
Expenditure	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2021-2022	Proposed 2022-2023
802.110	Chester St. Drain						
802.140	Senior Center	25,652	24,552	24,552	24,787		
802.230	HAVEN	-	5,000	5,000	5,000		
969.101	Transfer to General Fund						
	TOTAL EXPENDITURES	25,652	29,552	29,552	29,787	-	-
Printed: 6/29/2021							

CDBG

802 – Senior Center/HAVEN

\$29,787

Community Development Block Grant (CDBG) Program funds that are received by the Federal Government and administered via Oakland County. This year's funds will be allocated and used for the Senior Center Services and HAVEN in Pontiac.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The DDA is under the day-to-day direction of the Executive Director, currently an employee of the City of South Lyon, with the title "DDA & Economic Development Director." The DDA operates according to PA 57 of 2018 (formerly Public Act 197 of 1975) as the management organization of the historic core downtown and the South Lyon DDA District. The purpose of the DDA is to manage the downtown and DDA district by utilizing a comprehensive, community involved, transparent program known as "Main Street." The Main Street Program is a trademarked program of the National Trust for Historic Preservation. The DDA shall make recommendations to the City on all issues/projects in the DDA District. The DDA Board of Directors is appointed by the Mayor and approved by the City Council. The DDA budget is prepared by the DDA Executive Director and the DDA Board of Directors.

The Main Street approach is a four-point management strategy including:

- **Organization** – Having an organization (the DDA) whose sole focus is ongoing management of the Downtown/DDA District while also building the capacity staff and board with the resources to further the mission of the DDA.
- **Design** – Adhering to a set of design principles and guidelines which protect and preserve the unique sense of place which defines downtown South Lyon through ongoing respect for its historic architecture. Conformance with the City's overall Community Master Plan, Zoning Ordinance, *National Main Street Design Guidelines*, and the *U.S. Secretary of the Interior's Standards for Historic Preservation Projects with Guidelines for Applying Standards*. Respect for the existing historic buildings is a key element of maintaining the City's unique sense of place which is now recognized as a major component of economic development in communities across America.
- **Promotion** – Providing a wide range of promotional and marketing activities which include, but are not limited to, special events and business promotions (old and new), including use of social media, websites, printed materials (print media, brochures, posters, billboards, magazine advertising, and editorials), broadcast media, networking, organizational partnerships, volunteer outreach, etc.
- **Economic Vitality** – Defines and understands the following items which include, but are not limited to: demographics of the City and surrounding communities; detailed market data of the City's market area that is regularly updated, which supports different specific types of businesses for retention, expansion, and recruitment; collecting and publishing annual benchmarking statistics to measure success which include: buildings sold, sale price, buildings rehabilitated, cost of rehabilitation, square footage of buildings rehabilitated, costs of associated rehabilitation, new and expanded construction, data on all existing buildings including square footage, age of the building, types of use, zoning and master plan designation, jobs retained, jobs created, and other indicators of private and public investment in the DDA District. Also, a knowledge of economic development programs and incentives available for developers of new buildings and for rehabilitation of existing buildings at the local, county, state, national, and private levels.

Thus, the DDA budget includes items which relate to all four of the comprehensive management components noted above.

DDA REVENUE

402 – Current Property Taxes (Captured) **\$51,705**

Tax increment financing (TIF) revenue is generated by the increase in value of the district (from the base year 2000) from all tax jurisdictions and all properties within the boundary of the DDA district. Oakland County Equalization will have a final estimate for TIF increase and total TIF revenue for 2021/2022 at the end of March after all Board of Review activity.

570 – State Shared Revenues **None**

664 - Interest Income **\$100**

The final amount of estimated interest on TIF tax capture to be determined after receipt of final information from Oakland County Equalization.

674.300 – Contribution – Gift Certificates **\$500**

Revenue generated by individuals purchasing downtown gift certificates. This revenue will be used to reimburse businesses for gift certificates that are redeemed in their store.

675 – Contribution – Private Sources **None**

675.100 – Contribution – FM Sponsorship Fees **\$7,350**

Revenue from Farmers Market sponsorship fees. Sponsorship planning is currently in progress by the Farmers Market Manager and the DDA Executive Director for the 2021 market season (May – October 2021). An amount of \$350 will be sought to host music at the farmers market on a once per month basis.

675.200 – Contribution – Winter Events **\$2,000**

Revenues expected from local business sponsors for overhead lighting across E. Lake St. (Lafayette to Wells Street) and Cool Yule Activities.

675.300 – Contribution – Ladies Night Out Sponsorship Fees **\$2,000**

Revenues from Ladies Night Out sponsorship fees for May and November.

675.410 – Contribution – FM Vendor Fees **\$6,000**

Revenue from vendor fees at the Farmers Market. Projected revenues for 2021-2022.

675.900 – Contribution – Murals **\$5,000**

Private donations will be sought for the installation of murals in the downtown.

676.101 – Transfer In – General Fund **\$4,000**

\$4,000 donation from the General Fund toward the Cool Yule winter event.

692 – Grant Funds **\$5,500**

Revenue expected to be received for grant funding, which includes \$500 from Oakland County for a placemaking grant approved in 2020 and funds from DTE for the *Charging Forward* program.

698.110 – Contribution – Business Directory **\$500**

Revenues expected from at least two different local business sponsors for the annually updated brochure.

DDA Expenditures

702.200 – Wages/Salaries **\$12,500**

Farmers market Manager hourly wages are based upon the high quality, professional and creative work ethic of the current Market Manager.

740 – Operating Expenses **\$1,000**

Purchase of supplies and materials for events and projects.

740.200 – Seasonal Improvements **\$7,700**

Holiday Greens, lighting, cornstalks, and pumpkins:

- Flowers purchased for light poles and sidewalk planters: \$ 4,250
- Corn stalks and pumpkins: \$ 750
- DDA winter garland for placement on all DDA light poles: \$ 2,700
\$ 7,700

801 – Professional Services Contractual **\$5,500**

Consultants for the DDA for promotions and marketing, design (window display and store interior merchandising, etc.), business improvement, business recruitment, and to assist with the development of 390 S. Lafayette St.

880 – Community Promotion **\$2,500**

Miscellaneous promotional expenses for DDA projects and programs, other than major events, including ribbon cuttings, etc. Funds for training provided through Main Street Oakland County or other downtown related educational opportunities.

880.100 – Community Promotion CBD Winter **\$2,000**

New lighting in trees within the DDA streetscape along Lake and Lafayette Streets, in addition to lighting on the pedestrian light poles.

880.200 – Community Promotion Design **\$7,500**

- Professional graphic design of promotional materials: \$ 1,000
- Sign Grants (50% of total sign cost up to a maximum of \$500 each): \$ 1,500
- Downtown Murals (2 at estimated cost of \$2,500 per mural): \$ 5,000
\$ 7,500

880.400 – Community Events **\$8,850**

Ladies Night Out in May and November, Kids Trick or Treat, Cool Yule, South Lyon Eve:

- Ladies Night Out – May: \$ 1,000
 - Ladies Night Out – November: \$ 1,000
 - Kids Trick or Treat – October: \$ 500
 - Cool Yule/South Lyon Eve: \$ 6,000
 - Farmers Market Monthly Music: \$ 350
- \$ 8,850

880.500 – Community Promotion – Gift Certificates **\$500**

Reimbursement to downtown businesses for gift certificates.

888-Grant Expenditures **\$5,500**

Funds to be spent from grants. \$5,000 from DTE Charging Forward Rebate. \$500 from Flagstar/MSOC Placemaking Grant.

900 – Printing/Publishing **\$5,600**

Advertising/promotion for major DDA projects and events including the Downtown Business Directory annual update, Holiday Gift Guide, Events Guide, over-the-road banner pole hardware, and other related items:

- Downtown business directory, annual update: \$1,200
 - Holiday Gift Guide, Lyon Today, and overrun: \$3,300
 - Events guide: \$ 500
 - Downtown gift certificate printing: \$ 100
 - Over-the-road banner hardware*: \$ 500
- \$5,600

*Hardware utilized to improve the installation of banners.

957 – Education and Training **\$4,000**

Continuing education for the DDA/Economic Development Director, Farmers Market Manager and DDA board members including workshops, conferences and professional organizations such as: the Michigan Downtown Association, Michigan’s Farmers Market Association and Main Street America.

962 – Miscellaneous Expense

\$1,000

Items such as parking shuttle for events, supplies for events, etc.

970 – Capital Expenditures

\$15,000

Holiday lighting for streetscape trees and over E. Lake St., and new holiday lighting on trees in downtown:

- Lights over E. Lake St. and cable (Lafayette to Wells Street): \$ 3,000
 - Fall and holiday lights for trees: \$ 2,000
 - Electrical Power Enhancements for the Wells St. Parking Lot: \$10,000
- \$15,000**

2003 Wastewater Treatment Plant Bonds

REVENUE

402 – Current Property Tax **\$1,251,431**

Funds collected through property taxes assessed at 3 Mill per \$1,000 of valuation.
Collected through property taxes.

664 – Interest Income **\$1,000**

Revenue earned for funds held in money market account at bank.

EXPENSES

990.100 - Debt-Principal **\$975,000**

The funds allocated within this account are designated for payment of the annual principal balance due on the bond.

995.100 - Debt-Interest **\$115,872**

The funds allocated within this account are designated for payment of the biannual interest due on the bond.

999 - Paying Agent Fees **\$750**

The fees associated with the collection and distribution of the bond funds.

CAPITAL IMPROVEMENT FUND

REVENUES

402 – Current Property Tax **\$417,144**

General Fund Operation property taxes assigned 1 mill per \$1,000 of valuation.
Collected through property taxes.

664 – Interest Income **\$1,500**

Revenue earned for funds held in money market account at bank.

EXPENDITURES

802.190 – Cont. Svcs. - Safe Routes to School **\$35,000**

The funds allocated in this account will be for the improvements in crosswalks in the area of Marjorie Ann and Pontiac Trail.

802.500 – Prof. Svcs. - DPW - Yard Paving **\$250,000**

The funds allocated in this account will be for the improvements in crosswalks in the area of Marjorie Ann and Pontiac Trail.

802.600 – Cont. Svcs – Pathways/Trailway Improvement **\$80,000**

The funds allocated in this account will be for the improvements to the trailways system in South Lyon.

509 LAND ACQUISITION							
Revenue	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2022-2023	Proposed 2023-2024
402.000	Current Property Tax						
446.000	Penalties & Interest						
570.000	State Shared Revenues						
664.000	Interest Income	386	300	300	50	50	50
668.400	Rental Properties	1,525					
676.101	Transfer In		50,000	50,000	30,000		
698.000	Miscellaneous Income						
668.400	Rental Income						
	TOTAL REVENUES	1,911	50,300	50,300	30,050	50	50
Expenditure	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Draft 2021-2022	Proposed 2022-2023	Proposed 2023-2024
740.000	Operating Expense	150	-	-	-	-	-
971.000	Land Acquisition		50,000	50,000	-		
	Transfer Out						
931.000	Building Maintenance	-	-	-			
995.000	Debt-Interest						
999.000	Agent Fees						
	TOTAL EXPENDITURES	150	50,000	50,000	-	-	-
	BEGINNING FUND BALANCE	129,189	130,950	130,950	131,250	161,300	161,350
	TOTAL FISCAL YEAR REVENUES	1,911	50,300	50,300	30,050	50	50
	TOTAL EXPENDITURES	150	50,000	50,000	-	-	-
	ENDING FUND BALANCE	130,950	131,250	131,250	161,300	161,350	161,400
Printed: 6/29/2021							

LAND ACQUISITION

REVENUES

664 – Interest Income

\$50

Revenue earned for funds held in money market account at bank.

676.101 – Transfer In - 318 W. Lake Street

\$30,000

The funds received in revenue will be from the sale of 318 W. Lake Street.

EXPENDITURES

592 WATER AND SEWER OPERATIONS							
REVENUES							
Revenue	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2022-2023	Proposed 2023-2024
370.000	Tap-In Fees						
401.000	Property Tax						
529.000	Federal Grant Research						
570.000	State Shared Revenues						
607.000	Refuse Collection	546,517	540,402	540,402	573,400	584,868	596,565
635.100	Fixed Charges	88,414	88,000	88,000			-
640.000	Analytical System						
642.100	Sale of Wastewater	1,375,143	1,423,888	1,423,888	1,394,140	1,443,074	1,493,727
642.200	Sale of Water	829,151	1,063,997	1,063,997	1,092,726	1,191,441	1,299,074
642.300	Tube Mill Treatment Water	235,174	299,359	299,359	200,000	195,000	195,000
643.000	Ready to Serve Charge - Water				140,904	144,520	148,257
644.000	Ready to Serve Charge - Sewer				258,460	265,073	271,911
655.000	Fines & Forfeitures	28,896	40,000	40,000			
664.000	Interest Income	42,735	38,650	38,650	6,730		-
668.100	Hydrant Rental	-	2,500	2,500	2,500		-
672.000	Inspection - Tap-in	630	1,500	1,500			-
675.400	Contrib. Cap. - Builder Donated	220,335			250,000	250,000	250,000
676.641	Contribution - Equip. Replacement	-					
676.101	Contribution - General Fund	-					
694.000	Other Revenues	22,034	30,000	30,000	5,000	5,000	5,000
698.400	Sale of Bonds						
966.000	Trans-Restricted Assets						
	Trans-Restricted Assets-Debt						
	TOTAL	3,389,028	3,528,296	3,528,296	3,923,860	4,078,976	4,259,533
	BEGINNING NET POSITION	9,551,119	9,636,791	9,636,791	6,682,503	3,198,694	2,653,040
	TOTAL FISCAL YEAR REVENUES	3,389,028	3,528,296	3,528,296	3,923,860	4,078,976	4,259,533
	TOTAL EXPENDITURES	3,350,990	6,194,924	6,482,584	7,407,668	4,624,631	4,728,920
	ENDING NET POSITION	9,636,791	6,970,163	6,682,503	3,198,694	2,653,040	2,183,653
* Current Cash on hand:							
	Operating	\$ 1,139,816					
	Water Rep.	\$ 1,612,745					
	Sanitary Sewer Rep	\$ 5,571,023					
					*as of 3/31/2021		
Printed:	6/29/2021						

**WATER AND WASTEWATER DEPARTMENT
2021-2022**

REVENUES

607 - Refuse Collection

\$573,400

This reflects revenue, which is received from garbage collection in the City. There are currently 3,933 chargeable units. The single home rate is \$12.59 per month/\$50.36 per quarter and the multiple unit rate is \$11.05 per month/\$44.20 per quarter.

642.100 & 642.200 - Sale of Water and Wastewater

\$2,486,866

The current rate charged for water is \$2.68 per 1,000 gallons and \$4.68 for wastewater per 1,000 gallons based on water usage. In the summer quarter, the three (3) previous quarters are averaged for wastewater usage. Water and sewer rates increased on December 1, 2020 as adopted by Council on November 9, 2020. The new rates will be reflected in the April, 2021 water bill.

642.300 - Tube Mill Treatment Water

\$200,000

This is revenue brought in from the sale of untreated water to the Tube Mill. This untreated water is supplied from a dedicated main running from McHattie Park to the Tube Mill. The Tube Mill is billed monthly for water usage. The current rate \$1.34 per 1000 gallons of untreated water.

643 - Ready to Serve Charge – Water & Sewer

\$399,364

This revenue is received by collecting a set fee to pay for operating costs incurred by the Water and Sewer Department. The fee is based on the size of the meter and is calculated as follows:

<u>Water – Ready to Serve</u>		<u>Sewer- Ready to Serve</u>	
Meter Size: ¾" or 1"	\$8.40/Quarter	Meter Size ¾" or 1"	\$15.41/Quarter
1 ½"	\$16.80/Quarter	1 ½"	\$30.83/Quarter
2"	\$26.89/Quarter	2"	\$49.32/Quarter
3"	\$53.77/Quarter	3"	\$98.64/Quarter
4"	\$84.02/Quarter	4"	\$154.13/Quarter

664 - Interest Income

\$6,730

This is revenue which is earned on restricted and operational earned income held in money market accounts.

668.100 - Hydrant Rental

\$2,500

An amount of \$2,500 is reflected as revenue into the Water Department budget from the Fire Department.

675.400 – Contributed Capital – Builder Donated

\$250,000

This account reflects the tap-in fees the City collects for water and wastewater. The amount charged is \$7,000 for a single residential tap (water = \$2800, sewer = \$4200). Commercial establishments are charged according to square footage or type of use.

694 - Other Revenues

\$5,000

This is a small sum of revenue which is earned from the sale of bulk water from the fire hydrants to private companies. Also included are other incidental sources of income.

592 WATER AND SEWER OPERATIONS EXPENDITURES							
Expenditure	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2022-2023	Proposed 2023-2024
557	Wastewater System						
702.000	Wages/Salaries	353,292	394,351	394,351	413,350	423,684	434,276
715-720	Fringe Benefits	184,174	217,136	217,136	220,955	226,479	232,141
721.000	Uniforms	1,397	3,500	3,500	3,800	3,895	3,992
725.000	OPEB Retiree Health Care Trust		9,340	22,965	9,432	9,668	
727.000	Office Supplies	946	1,500	1,500	1,500	1,538	1,576
740.000	Operating Expense	120,894	125,000	125,000	125,000	128,125	131,328
801.000	Professional Service	96,506	70,045	70,045	125,000	128,125	131,328
802.000	Contractual Services	39,839	45,000	45,000	47,000	48,175	49,379
807.000	Auditor	6,916	10,000	10,000	10,200	10,455	10,716
820.000	Computer	1,201	4,507	4,507	2,550	2,614	2,679
830.000	Memberships & Dues	270	500	500	510	523	536
853.000	Telephone	4,055	4,000	4,000	4,080	4,182	4,287
860.000	Gas & Oil	3,302	5,500	5,500	6,500	6,663	6,829
861.000	Transportation & Mileage	449	500	500	510	523	536
863.000	Vehicle Maintenance	-					
900.000	Printing	413	500	500	510	523	536
910.000	Insurance & Bonds	13,075	15,000	15,000	15,300	15,683	16,075
920.000	Utilities	243,150	215,000	215,000	219,300	224,783	230,402
931.000	Building Maintenance	111,400	127,000	127,000	262,000	268,550	275,264
957.000	Education & Training	1,519	4,000	4,000	4,000	4,100	4,203
962.000	Miscellaneous Expense	4,614	7,000	7,000	7,000	7,175	7,354
963.000	Bad Debt Expense						
968.000	Depreciation Expense	749,620					
969.000	Transfer to Debt Fund	(1,082,590)					
970.000	Capital Improvements	7,455	295,000	295,000	1,565,000	744,000	949,000
977.000	Equipment Miscellaneous	9,964	47,000	47,000	90,000		-
988.000	Pre-Paid Financial Cost						
995.100	Debt - Interest	157,590					
998.000	Replacement Wastewater						
	SUBTOTAL	1,029,451	1,601,379	1,615,004	3,133,498	2,259,460	2,492,437
550	Sanitary Sewer Repair						
702.000	Wages/Salaries	43,773	61,426	61,426	55,063	56,440	57,851
715-720	Fringe Benefits	17,521	40,800	40,800	29,771	30,516	31,278
740.000	Operating Expense	3,489	9,750	9,750	13,950	14,299	14,656
801.000	Professional Services	-	2,500	2,500	2,500	2,563	2,627
802.000	Contractual Services	5,817	500	500	510	523	536
930.000	Repairs & Maintenance	7,964	55,000	55,000	45,900	47,048	48,224
940.000	Equipment Charges	32,000	25,000	25,000	25,500	26,138	26,791
956.000	Miscellaneous	-	6,500	6,500	6,630	6,796	6,966
	SUBTOTAL	110,563	201,476	201,476	179,824	184,320	188,928
555	Solid Waste Collection						
818.100	Refuse Collection	526,241	540,402	599,734	573,400	584,868	596,565
	SUBTOTAL	526,241	540,402	599,734	573,400	584,868	596,565
	TOTAL	3,350,990	6,194,924	6,482,584	7,407,668	4,624,631	4,728,920
Printed:	6/29/2021						

**WASTEWATER DEPARTMENT
2021-2022**

EXPENDITURES

452 - Water and Sewer Construction:

801 – Professional Service **\$40,000**

Engineering fees associated with Water Tank construction project.

802 - Contractual Service – Water Storage Tank **\$1,500,000**

To be completed this year/EST. Substantial Completion Date - 2022

- Valve Vault Construction
- Piping and Valves
- Overflow pipe to sanitary
- Tank 2 Level Sensor and electrical (Hatch alarm etc.)
- Tank 2 (new) brought online (INF/EFF completed)
- Tank 1 Restoration
- Horizontal Pressure Filter (6) – Complete Refurbishment
- Earthwork (finish grade)
- Permanent Fencing

556 - Water Distribution System:

702 – Wages **\$268,421**

This line item covers wages for nine (9) Water and Wastewater employees as well as a portion of certain Administration personnel based on a percentage of time spent working on water department functions.

715-720 - Fringe Benefits **\$147,861**

This covers FICA, medical, dental, life and optical insurance, retirement, disability, Workers Compensation and Longevity Pay for Water and Wastewater personnel, as well as a portion of Administration. This is divided between Water and Wastewater depending on actual time worked by employees, which typically averages 37% Water and 63% Wastewater.

721 – Uniforms **\$3,300**

This line item includes uniforms, embroidering of uniforms, and safety boots. Employees are allowed up to two pairs of safety shoes/boots per year. This line item is divided between the Water and Wastewater Departments.

725 – OPEB Retiree Health Care Trust

\$6,288

\$1,800 per (7) active Water & Sewer Department employees with funds placed into a Trust to pay future retiree health care obligations. 40% of total difference split with Wastewater Department account. \$960 for service split of DPW/Water & Sewer Superintendent and Deputy DPW/Water & Sewer Superintendent. \$288 for service split of Accounting/Utility Billing Clerk.

727 - Office Supplies

\$1,500

This line item covers the necessary purchasing of all general office supplies such as copy paper, pens, etc.

740 - Operating Expense

\$61,000

This covers general operation of the Water Department. The major expenditures are for treatment chemicals used (chlorine, fluoride and phosphate). Operating expenses include, but are not limited to:

▪ Chlorine, fluoride and phosphate	\$33,500
▪ Consumer Confidence Report	\$7,000
▪ Lab supplies	\$9,500
▪ DEQ and private lab monitoring and misc. expense	\$11,000
	\$61,000

801 - Professional Services

\$150,000

This covers engineering services associated with the Water Department. This includes the observation and construction of the new storage tank and refurbishment of the old storage tank. This will also cover the engineering cost associated with the design of a new emergency power supply (generator and switchgear).

801.111 - Vulnerability Assessment

\$12,500

Funding here will address security issues in the City water distribution system. The study and plan was developed in 2005 and since then the security of the entire pumping and distribution system has been upgraded. This year the department has budgeted \$10,000 to continue to protect and secure the source and distribution of the entire water system per new EPA guidelines that take effect in 2021.

801.211 - Wellhead Protection

\$7,500

Funding here is meant to cover the Wellhead Protection Plan. This is an educational and implementing program that is chaired by a committee of residents and business leaders from the community. Quarterly meetings are used to gather information and map strategies to help protect the source of the City's water.

802 – Contractual Services**\$49,557**

Included in this line item are costs related to equipment contracts and service agreements. These include, but are not limited to:

▪ Copier Lease/Meter Charge	\$ 2,000
▪ IT Right/CPU service agreement	\$ 5,557
▪ Generator Maint. Agreement	\$ 4,000
▪ Dumpster Pickup	\$ 2,000
▪ Badger Meter Maintenance	\$ 300
▪ DEQ Permits	\$12,000
▪ Internet Service	\$ 1,000
▪ CSX Rail Crossing Annual Fee	\$ 1,200
▪ Water/Sewer Inspections	\$ 8,000
▪ Water Cross Connection Program	\$10,000
▪ Hach Service Agreement	\$ 2,500
▪ Misc.	\$ 1,000
	\$49,557

807 – Auditor**\$10,000**

This amount is the portion the Water Department pays toward the City's yearly audit by Plante & Moran.

820 – Computer**\$1,200**

This covers the purchase and upgrading of computers for the Water Department. The water billing is performed quarterly, with yearly software upgrades.

830 – Membership & Dues**\$850**

This pays for department memberships in various professional organizations (MRWA, MWEA, and AWWA).

853 – Telephone**\$2,800**

This covers the department's entire phone system and phone maintenance program including local, long distance and cellular services. Our current phone carrier is Windstream.

860 - Gas & Oil**\$8,200**

This covers the purchase of oil and gas for all of the departments in the City. This line item is then reimbursed back from each department.

861 – Transportation/Mileage**\$500**

This line item is for expenses incurred when an employee uses his/her personal vehicle for City business (e.g., training classes/seminars).

863 - Vehicle Maintenance **\$17,000**

Repair and preventive maintenance of all Water Department vehicles is covered here.

900 – Printing **\$500**

This line item includes the cost of printing utility billing items such as water/sewer bills and meter work order forms. Also included are the costs of printing requisition forms, letterhead, business cards, etc.

910 - Insurance & Bonds **\$15,000**

This covers insurance for Water Department buildings, plant equipment and all department vehicles.

920 - Public Utilities **\$100,000**

This covers DTE and Consumer Energy expenses for our five (5) well houses along with the pumps at the Water Plant located on Dorothy Street.

▪ Electric – DTE (92%)	\$ 92,000
▪ Gas – Consumers Energy (8%)	\$ 8,000
	\$100,000

931 - Building and Equipment Maintenance **\$94,000**

This account is the main source of funding in the Water Department. The switchgear needs refurbishment which will need to be addressed this year. Funding here is for Building and Equipment Maintenance such as, but not limited to:

▪ Instrumentation calibration and controls	\$15,000
▪ Well and pump maintenance	\$46,000
▪ Generator Building Repairs	\$15,000
▪ Misc.	\$ 8,000
▪ SCADA controls (Well Houses)	\$10,000
	\$94,000

957 - Education & Training **\$3,500**

This is used to cover employee education and training. Classes are required to earn CEU's for accreditation of licenses. Also provided are in-house safety classes for MIOSHA compliance.

962 - Miscellaneous Expense **\$7,500**

These funds address miscellaneous items and miscellaneous SCADA software upgrades.

970 - Capital Improvement**\$674,000**

The amount budgeted here is for the purchase and upkeep of the water system.

FY 2021-2022

▪ Purchase and upkeep of entire City's water meters and accessories (i.e., reading equipment)	\$90,000
▪ SCADA system improvements (these are our system improvements that interpret and deliver information/alarms)	\$14,000
▪ Generator replacement	\$500,000
▪ Security	\$25,000
▪ Switchgear (complete refurbishment)	\$30,000
▪ Landscape improvements for new Storage Tanks (Privacy fence)	\$15,000
	\$674,000

977 – Equipment Miscellaneous**\$15,000**

This amount is budgeted for the purchase of special equipment, and for servicing the induced draft aerator.

990.111 – Debt-Principal**\$125,000**

The funds allocated within this account are designated for payment of the annual principal balance due on the DWRF loan.

995.100 – Debt-Interest**\$46,750**

The funds allocated within this account are designated for payment of the biannual interest due on the DWRF loan.

999 – Paying Agent Fees**\$750**

The fees associated with the collection and distribution of the DWRF loan.

540 - Water Repair:

The Department of Public Works (DPW) is also responsible for repairs and inspections to the water system. Water Department personnel respond to main breaks and leaking curb stops. The City has been upgrading the infrastructure where needed as it is upgrading the road system, eliminating old cast iron water mains that have caused problems in the past. The minimum size of new watermain installation is 8" HDPE main which provides sufficient fire protection. During the late fall, inspections are made on public hydrants to ensure that they are properly drained and to check for any that may be in need of repair or other maintenance.

702 - Wages/Salaries **\$55,860**

The proposed figure here is wages for repairs and maintenance to the water system. This varies from year to year.

715-720 - Fringe Benefits **\$30,250**

This account covers all payroll taxes, retirement contributions, insurance premiums, uniforms, boots, cost of living payments, etc. It is directly related to wages and salaries and the benefits are based upon payroll data.

740 - Operating Expense **\$5,610**

This line item covers the expense of maintaining and repairing the water main system.

Paint/Flags:	\$1,810
Pipe & Fittings:	<u>\$3,800</u>
	\$5,610

801 - Professional Services **\$1,530**

This covers upgrades to the GIS system for the water system or other professional services related to the water system.

802 - Contractual Services **\$510**

This amount is divided three ways between water repair, sewer repair and DPW for Miss Dig fees.

861 - Transportation/Mileage **\$100**

This is to cover the travel expense for classes and testing for water licenses.

930 - Repairs & Maintenance

\$25,500

This account includes expenses for professional assistance in working with the water system such as emergency line stopping, valve insertion or valve replacement, the installation of gate wells, and for making taps larger than 2" where specialized equipment and services are needed. Items used to make the repairs include copper, gate valves, fittings, repair sleeves, corporations, curb stops, curb stop boxes, special fittings needed such as when connecting from a copper service line to a galvanized line, or other items needed to work with the water system. Also included are items such as sand, gravel, topsoil, seed, mulch, and other repairs and equipment rental related to the water system. \$10,000 has been added to cover repairs to the GIS computer system.

940 - Equipment Rental

\$25,500

This account is used to reimburse the Vehicle & Equipment Replacement Fund for future equipment purchases.

956 - Miscellaneous Expense

\$5,610

This is for items such as lights, pumps and specialized tools for repairs to the water system.

557 - Wastewater System:

At the time of budget preparation there are no projects planned for sewer construction.

702 – Wages \$413,350

This line item covers wages for nine (9) Water and Wastewater employees as well as a portion of certain Administration personnel based on a percentage of time spent working on Wastewater Department functions. The total considers contractual wage increase and overtime.

715-720 - Fringe Benefits \$220,955

This covers FICA, medical, dental, life and optical insurance, retirement, disability, Workers Compensation and Longevity Pay for Water and Wastewater personnel as well as a portion of Administration. This is divided between Water and Wastewater depending on actual time worked by employees which typically averages 37% Water and 63% Wastewater.

721 – Uniforms \$3,800

This line item includes uniforms, embroidering of uniforms, and safety boots. Employees are allowed up to two pairs of safety shoes/boots per year. Per the 2020-2024 AFSCME union contract. This line item is divided between the Water and Wastewater Departments.

725 – OPEB Retiree Health Care Trust \$9,432

\$1,800 per (7) active Water & Sewer Department employees with funds placed into a Trust to pay future retiree health care obligations. 40% of total difference split with Wastewater Department account. \$1,440 for service split of DPW/Water & Sewer Superintendent and Deputy DPW/Water & Sewer Superintendent. \$432 for service split of Accounting/Utility Billing Clerk.

727 - Office Supplies \$1,500

This line item covers the necessary purchasing of all general office supplies such as copy paper, pens, etc.

740 - Operating Expense \$125,000

This covers general operation of the Wastewater Department. The major expenditures here are for treatment chemicals used (polymer and aluminum sulfate). Operating expenses include, but are not limited to:

▪ Polymer and aluminum sulfate	\$ 93,000
▪ Private lab monitoring	\$ 9,000
▪ Lab supplies	\$ 18,000
▪ Miscellaneous	\$ 5,000
	\$125,000

801 - Professional Services **\$125,000**

This covers engineering services associated with the Wastewater Department. This will include the cost of engineering services to assist in the creation of a Capital Improvement Plan for the Clean Water Plant and Sanitary Sewer CCTV inspection for 3 of 4 quadrants in the City.

802 – Contractual Services **\$47,000**

Included in this line item are costs related to equipment contracts and service agreements. These include, but are not limited to:

▪ Copier Lease/Meter Charge	\$2,000
▪ Computer Service Agreements/IT Right	\$6,000
▪ Generator Maint. Agreement	\$7,000
▪ HVAC Maint. Inspections	\$5,000
▪ Dumpster Pickup	\$2,100
▪ DEQ Permits	\$13,800
▪ Internet Service	\$750
▪ Crane Inspection	\$2,100
▪ Badger Meter Maintenance (split with Water)	\$500
▪ CSX Rail Crossing Annual Fee	\$4,750
▪ Hach Maint. Agreement	\$2,000
▪ Misc.	\$1,000
	\$47,000

807 – Auditor **\$10,200**

This amount is the portion the Wastewater Department pays toward the City's yearly audit by Plante & Moran. Due to previous year shortfall, this line item has increased.

820 – Computer **\$2,550**

This covers the purchase and upgrading of computers for the Wastewater Department. The water billing is performed quarterly, with yearly software upgrades.

830 – Memberships & Dues **\$510**

This item pays for department memberships in various professional organizations (MRWA, MWEA, and AWWA).

853 – Telephone **\$4,080**

This covers our entire phone system and phone maintenance program including local, long distance and cellular services. Our current phone carrier is Windstream.

860 – Gas & Oil **\$6,500**

This covers the purchase of oil and gas for all of the departments in the City. This line item is then reimbursed back from each department.

861 – Transportation & Mileage **\$510**

This line item is for expenses incurred when an employee uses his/her personal vehicle for City business (e.g., training classes/seminars).

900 – Printing **\$510**

This line item covers the cost of printing utility billing items such as water/sewer bills and meter work order forms. Also included is the cost of printing requisition forms, letterhead, business cards, etc.

910 – Insurance & Bonds **\$15,300**

This covers insurance for Wastewater Department buildings, plant equipment and all department vehicles.

920 – Public Utilities **\$219,300**

This covers DTE Energy and Consumers Energy for the eight (8) sewage lift stations along with the utilities for the entire Clean Water Plant on Dixboro Road. The department is continuously working to lower energy cost at the plant.

▪ Electric – DTE (70%)	\$158,100
▪ Gas – Consumers Energy (30%)	\$61,200
	\$219,300

931 – Building and Equipment Maintenance **\$262,000**

This account is the main source of funding in the Wastewater Department. Funding is for Building and Equipment Maintenance such as, but not limited to:

▪ Sludge hauling	\$ 86,000
▪ Instrumentation controls, actiflow screen and calibration	\$ 10,000
▪ Laboratory equipment	\$ 10,000
▪ Roof Repair	\$ 150,000
▪ Miscellaneous	\$ 6,000
	\$262,000

957 – Education and Training **\$4,000**

This is used to cover education and training. Classes are required to earn CEU's for accreditation of licenses. Also provided are in-house safety classes for MIOSHA compliance.

962 – Miscellaneous Expense**\$7,000**

This is here to address miscellaneous items and expenses attributed to the wastewater system:

▪ Ace Unit (SCADA information receiving)	\$ 6,000
▪ Misc.	\$ 1,000
	\$ 7,000

970 – Capital Improvements**\$1,565,000**

The amount budgeted here is for the purchase and upkeep of the metering system. The cost for long-term improvements and equipment is split between the Water and Wastewater Departments. The Wastewater Department portion is as follows:

FY 2021-2022

▪ Purchase and upkeep of entire City's water meters and accessories (i.e., reading equipment)	\$75,000
▪ SCADA system improvements (this is our system that interprets and delivers information/alarms)	\$15,000
▪ Kaeser Blowers - repair	\$15,000
▪ Replace Sludge Pumps (ongoing)	\$75,000
▪ Refurbish Actiflow Cell (tertiary treatment) 1 of 3	\$35,000
▪ New Switchgear	\$50,000
▪ Final Tanks Refurbish	\$50,000
▪ Hydro Cyclone	\$20,000
▪ Slurry Pump	\$20,000
▪ VFD Repairs	\$25,000
▪ Aeration Refurbish	\$75,000
▪ New Generator	\$500,000
▪ Sanitary Sewer Installation at Railroad Crossing	\$610,000
	\$1,565,000

977 – Equipment Miscellaneous**\$90,000**

This is here to purchase special equipment. \$10,000 is budgeted to maintain and return activated sludge pump. \$20,000 is budgeted per year to replace lift station pumps.

▪ Lift station pump replacement	\$20,000
▪ Effluent Pump Rebuild	\$17,000
▪ RAS Pump Repair	\$10,000
▪ Raw Sewage Pump Replacement	\$25,000
▪ Pump Controls (SCADA)	\$18,000
	\$90,000

550 - Sanitary Sewer Repair

This is for repairs to the sanitary sewer system and the services when they fall within the city right-of-way. The City is responsible for the sewer main and the service line from the main to the property line.

702 - Wages/Salaries **\$55,063**

This line is the anticipated cost for the DPW to perform maintenance and repairs on the sanitary sewer system.

715-720 - Fringe Benefits **\$29,771**

This account covers all payroll taxes, retirement contributions, insurance premiums, uniforms, boots, cost of living payments, etc. It is directly related to wages and salaries, and the benefits are based upon payroll data.

740 - Operating Expense **\$13,950**

This is for paint and flags used for marking sewer lines when we are called to do a Miss Dig survey. Also included are materials, fittings and all items pertaining to sanitary sewer work, topsoil, sand, fill dirt, grass seed and mulch. The expense for upkeep on the sewer camera and videotapes for recording service lines is included.

Paint/Flags	\$2,000
Line Tracer	\$4,200
Pipe & Fittings	\$2,050
Nozzles – Jet	\$2,600
Misc.	<u>\$3,100</u>
Operating Expense	\$13,950

801 - Professional Services **\$2,500**

This is for GIS utility upgrades.

802 - Contractual Services **\$510**

This amount is divided three ways between Water Repair, Sewer Repair and DPW for Miss dig fees.

930 - Repairs & Maintenance

\$45,900

This is for items such as televising main lines to inspect for internal integrity of the system and costs to correct potential problems as needed. This is a proactive approach to sewer maintenance. \$10,000 has been added to cover repairs to GIS computer system.

Plumber's Service Cabling service lines:	\$10,900
Special Cabling of targeted sewers:	\$20,000
GIS Repair and Upgrade:	\$10,000
Miscellaneous:	<u>\$5,000</u>
Repair & Maintenance Expense:	<u>\$45,900</u>

940 - Equipment Charges

\$25,500

This account is used to reimburse the Vehicle & Equipment Replacement Fund for future equipment purchases. The amount is based on vehicle usage for this department.

956 - Miscellaneous Expenses

\$6,630

This is for items relating to sewer maintenance and repair, such as the sewer camera and hose for the sewer truck. When needed, specialized tools for working with sewage such as pumps, plugs, etc., are paid for from this account. \$5,000 is budgeted here for mini-excavator attachments and \$1,630 for miscellaneous purchases.

555 – SOLID WASTE COLLECTION

818.100 – Refuse Collection

\$573,400

Funds allocated to pay monthly expenditures to GFL U.S.A. for the collection of 3,933 chargeable units within the City.

641 VEHICLE/EQUIPMENT REPLACEMENT							
REVENUES							
Revenue	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Amended 2021-2022	Proposed 2022-2023	Proposed 2023-2024
664.000	Interest	1,491					-
668.101	Rental General Fund-DPW	10,000	10,000	10,000	10,200	10,455	10,716
668.202	Rental Major Streets	26,500	22,000	22,000	22,000	22,550	23,114
668.203	Rental Local Streets	28,980	24,000	24,000	17,000	17,125	17,253
676.102	Proceeds From Long Term Debt						
676.276	Rental Cemetery	4,600		4,600	4,600	4,715	4,833
676.592	Rental Water & Sewer Oper.	71,000		50,000	51,000	52,275	53,582
676.690	Rental Parks & Recreation	11,025	11,025	11,025	4,600	11,301	11,583
	Charges for Services						
	TOTAL	153,596	67,025	121,625	109,400	118,421	121,081
	BEGINNING FUND BALANCE	441,618	344,351	344,351	422,934	419,292	537,713
	TOTAL REVENUES	153,596	67,025	121,625	109,400	118,421	121,081
	TOTAL EXPENDITURES	250,863	43,042	43,042	113,042	-	-
	ENDING FUND BALANCE	344,351	368,334	422,934	419,292	537,713	658,794
EXPENDITURES							
Expenditure	Description	Audited 2019-2020	Adopted 2020-2021	Amended 2020-2021	Adopted 2021-2022	Proposed 2022-2023	Proposed 2023-2024
959.000	Ex-Mark Zero Turn						
959.100	Leaf Vac/Chipper						
959.300	F350 Pickup w/plow	40,239					
959.400	4 X 4 Truck/Street Sweeper	43,042	43,042	43,042	43,042	-	-
959.500	5 yard Dump/Salt Truck	167,582					
959.600	Backhoe						
959.700	Attachment - Remote Easement Machine				50,000		
959.800	Mowing Equipment - 16' Mower Deck				20,000		
	TOTAL	250,863	43,042	43,042	113,042	-	-
	Printed: 6/29/2021						

Equipment Fund

959.400 – Street Sweeper Payment **\$43,042**

The funds allocated within this account are designated for the final installment payment of the Street Sweeper.

959.700 – DPW Remote Easement Machine **\$50,000**

The funds allocated within this account are designated for the purchase of an attachment for the Remote Easement Machine.

959.800 – Mowing Equipment – 16' Mower Deck **\$20,000**

The funds allocated within this account are designated for the purchase of a replacement 16' mower deck (flex mower) for use in the City parks.