

# CITY OF SOUTH LYON



Mayor

Daniel L. Pelchat

Council Members

Lisa Dilg

Alex Hansen

Stephen Kennedy

Glenn Kivell

Margaret J. Kurtzweil

Lori Mosier

City Manager

Paul C. Zelenak

Clerk/Treasurer

Lisa Deaton

335 S Warren

South Lyon, MI 48178

Phone: 248-437-1735

Fax: 248-486-7054

www.southlyonmi.org

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

WHEREAS, on June 27, 2022 the City Manager submitted to City Council a proposed budget for the fiscal year July 1, 2022 through June 30, 2023, 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 2022-2023 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 \$8,092,005.

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.**

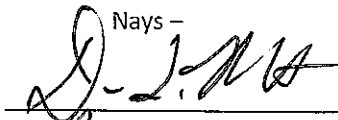
Major Street Operation	202
Local Street Operation	203
Community Development Block Grant	274
Combined Water/Sewer Operation	592
Equipment Replacement Fund	642
Capital Improvement Fund	401
Land Acquisition	509
Downtown Development Authority	248
<b>General Debt Service</b>	
2003 G.W. WW Treatment/Bond G.O.	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 –

Nays –



Daniel L. Pelchat, Mayor



Lisa Deaton, City Clerk

# CITY OF SOUTH LYON



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

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 2022-2023, the following amounts, based on taxable value \$448,557,530.

1. At the rate of 12.3500 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 16.7869 mills, of which 15.3500 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 2022 Tax Roll.

RESOLVED FURTHER, that the millage for the entire fiscal year 2022-2023 budget not to exceed 15.3500 mills.

MOTION To approve the 2022-2023 proposed budget

VOTE: Roll Call: Ayes -

Nays -

D. L. Pelchat

Daniel L. Pelchat, Mayor

Lisa Deaton

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 27<sup>th</sup> day of June 2022.

Lisa Deaton

Lisa Deaton, City Clerk

Adopted: 6/27/2022

Published:

## Mayor

Daniel L. Pelchat

## Council Members

Lisa Dilg

Alex Hansen

Stephen Kennedy

Glenn Kivell

Margaret J. Kurtzweil

Lori Mosier

## City Manager

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# CITY OF SOUTH LYON



FY 2022 – 2023 Budget

<b>101 GENERAL FUND REVENUES</b>							
<b>Revenue</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
	<b>TAXES</b>						
402.000	Current Property Tax	4,574,926	5,198,610	5,198,610	5,526,585	5,637,379	5,750,389
432.000	Service fee in lieu of taxes	-	-	-	-	-	-
434.000	Mobile Home Park	1,104	1,100	1,100	1,100	1,100	1,100
445.000	Penalties and Interest	14,451	12,000	12,000	12,000	12,000	12,000
	<b>Total</b>	<b>4,590,481</b>	<b>5,211,710</b>	<b>5,211,710</b>	<b>5,539,685</b>	<b>5,650,479</b>	<b>5,763,489</b>
	<b>LICENSES &amp; PERMITS</b>						
476.000	Licenses & Business Permits	2,895	2,000	2,000	3,000	3,000	3,000
490.000	Building Permits	506,633	270,000	582,836	405,000	300,000	300,000
490.100	Plumbing and Mechanical Permits	40,232	30,000	30,000	35,000	35,000	35,000
490.200	Electrical Permits	47,719	35,000	35,000	38,000	38,000	38,000
	<b>Total</b>	<b>597,479</b>	<b>337,000</b>	<b>649,836</b>	<b>481,000</b>	<b>376,000</b>	<b>376,000</b>
	<b>INTERGOVERNMENTAL REVENUES</b>						
528.000	Other Federal Grants	70,388	250,000	250,000	-	600,000	639,777
573.000	State Shared Rev-Comm. Stabilization	240,317	100,000	100,000	100,000	100,000	100,000
574.000	State Shared Revenues	1,092,871	1,063,276	1,063,276	1,192,780	1,200,720	1,203,722
	<b>Total</b>	<b>1,403,576</b>	<b>1,413,276</b>	<b>1,413,276</b>	<b>1,292,780</b>	<b>1,900,720</b>	<b>1,943,499</b>
	<b>CHARGES FOR SERVICES</b>						
447.000	Property Tax Admin Fees	102,293	101,500	101,500	102,250	102,250	102,250
491.000	Board of Appeals	1,800	1,350	1,350	1,500	1,500	1,500
491.100	Rezoning Fees	-	-	-	-	-	-
634.000	Grave Openings & Foundations	49,445	40,000	40,000	35,000	35,500	36,000
635.000	W & S Administration	-	-	-	-	-	-
668.200	Property Rental-Cable	134,161	125,000	125,000	125,000	125,000	125,000
671.300	Lease-Antenna	41,802	38,000	38,000	40,000	40,000	40,000
671.500	Property Rentals	-	-	-	-	-	-
	<b>Total</b>	<b>329,501</b>	<b>305,850</b>	<b>305,850</b>	<b>303,750</b>	<b>304,250</b>	<b>304,750</b>
	<b>FINES &amp; FORFEITURES</b>						
655.301	Parking Violations	340	150	150	150	154	158
659.000	Local Court Fines	14,899	15,000	15,000	15,000	15,000	15,000
	<b>Total</b>	<b>15,239</b>	<b>15,150</b>	<b>15,150</b>	<b>15,150</b>	<b>15,154</b>	<b>15,158</b>
	<b>MISCELLANEOUS REVENUES</b>						
592.200	Oakland Together CVT COVID Funding	215,368	-	-	-	-	-
665.000	Interest Income	2,300	15,500	15,500	1,200	1,230	1,255
665.200	Equalization & Contingency Interest	70	100	100	25	25	25
665.751	Park and Rec Interest	-	-	-	-	-	-
666.220	MMRMA Dividends	70,012	60,000	60,000	60,000	60,000	60,000
673.000	Sale of Fixed Assets	-	10,000	10,000	20,000	-	-
674.209	Contribution-Perpetual Care	50,000	49,500	49,500	48,110	45,427	44,877
675.200	Contribution - Winter Events	-	4,000	4,000	-	-	-
675.751	Contribution - Parks & Rec	-	-	-	100,000	-	-
675.802	Donations to Cultural Arts Comm.	280	300	300	300	300	300
675.820	Contribution - Veterans Memorial Project	8,200	7,500	7,500	5,000	-	-
680.000	Miscellaneous	43,733	75,000	75,000	45,000	45,500	46,000
680.210	Wedding Proceeds	650	1,950	1,950	1,950	1,950	1,950
680.301	Police Miscellaneous	56,234	55,000	55,000	153,474	55,000	55,000
680.336	Fire Miscellaneous	9,883	4,500	4,500	4,500	4,500	4,500
680.703	Prior Year's Property Tax	6,035	5,800	5,800	5,000	5,100	5,200
682.000	Grant Money - Other	-	-	-	-	-	-
682.301	Grant Monies - Police Dept.	-	5,000	5,000	10,000	5,000	5,000
682.336	Grant Monies - Fire Dept.	5,018	5,000	5,000	10,000	5,000	5,000
682.802	Grant Monies - Cultural Arts	-	-	-	-	-	-
683.300	Payment of Sidewalk by Residential	3,425	6,250	6,250	10,000	10,000	10,000
687.230	SMART Credits	586	5,000	5,000	500	500	500
	<b>Total</b>	<b>471,793</b>	<b>310,400</b>	<b>310,400</b>	<b>475,059</b>	<b>239,532</b>	<b>239,606</b>

<b>TOTAL FISCAL YEAR REVENUES</b>	7,408,070	7,593,386	7,906,222	8,107,425	8,486,135	8,642,502	
<b>BEGINNING FUND BALANCE</b>	4,564,487	5,347,414	5,347,414	5,581,406	5,596,826	5,825,163	
<b>COMBINED REVENUES &amp; FUND BALANCE</b>	11,972,557	12,940,800	13,253,636	13,688,831	14,082,961	14,467,665	
<b>TOTAL EXPENDITURES</b>	6,625,143	7,072,392	7,672,230	8,092,005	8,257,798	8,452,621	
<b>ENDING FUND BALANCE</b>	5,347,414	5,868,408	5,581,406	5,596,826	5,825,163	6,015,043	
Printed: 8/23/2022							

<b>MILLAGE &amp; ASSESSED</b>						
<b>VALUATION COMPARISON</b>						
	Audited	Adopted	Amended	Adopted	Proposed	Proposed
	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
General Fund Operation	12.4938	12.4938	12.4938	12.3500	12.3500	12.3500
Debt Service - Sewer G.O.	3.0000	3.0000	3.0000	3.0000	3.0000	3.0000
<b>TOTAL</b>	<b>15.4938</b>	<b>15.4938</b>	<b>15.4938</b>	<b>15.3500</b>	<b>15.3500</b>	<b>15.3500</b>
General Fund Operation	4,985,544	5,211,710	5,211,710	5,539,685	5,650,479	5,763,489
Debt Service - Sewer G.O.	1,197,124	1,251,431	1,251,431	1,345,673	1,372,586	1,400,038
<b>TOTAL</b>	<b>6,182,668</b>	<b>6,463,142</b>	<b>6,463,142</b>	<b>6,885,358</b>	<b>7,023,065</b>	<b>7,163,527</b>
<b>STATE EQUALIZED VALUES/TAXABLE VALUES*</b>						
	Audited	Adopted	Amended	Adopted	Proposed	Proposed
	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
Residential	348,755,510	365,328,540	365,328,540	391,619,610	399,452,002	407,441,042
Commercial	35,149,000	36,145,260	36,145,260	39,430,260	40,218,865	41,023,243
Industrial	11,498,220	4,442,880	4,442,880	4,651,780	4,744,816	4,839,712
Personal	3,638,680	11,227,050	11,227,050	12,855,880	13,112,998	13,375,258
Development						
IFT						
CFT						
<b>TOTAL</b>	<b>399,041,410</b>	<b>417,143,730</b>	<b>417,143,730</b>	<b>448,557,530</b>	<b>457,528,681</b>	<b>466,679,254</b>
1 Mill of General Fund Operation Assigned to Capital Improvement						
Printed: 8/23/2022						

<b>GENERAL FUND OPERATION</b>							
<b>SUMMARY OF EXPENDITURES</b>							
<b>Expenditure</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
222	Administration	1,738,289	1,535,992	1,914,708	1,760,522	1,786,974	1,819,834
301	Police	2,734,968	2,884,688	2,887,688	3,279,633	3,368,563	3,456,567
336	Fire	761,323	1,008,331	1,223,403	1,165,896	1,201,693	1,225,049
346	Ambulance	2,304	5,680	5,680	5,680	5,680	5,680
441	Public Works	913,455	1,025,197	1,025,197	1,056,462	1,085,043	1,114,404
567	Cemetery	121,662	144,910	147,960	201,241	207,017	212,961
596	Public Transportation	91,060	87,076	87,076	90,000	91,800	94,095
751	Parks & Recreation	225,016	320,493	320,493	462,365	474,193	486,334
800	Cable	1,044	13,925	13,925	13,925	3,425	3,425
802	Cultural Arts	623	2,975	2,975	5,200	5,200	5,200
803	Historical	25,900	34,125	34,125	43,580	28,210	29,073
820	Veterans Memorial Project	9,498	9,000	9,000	7,500	0	0
	<b>Totals</b>	<b>6,625,143</b>	<b>7,072,392</b>	<b>7,672,230</b>	<b>8,092,005</b>	<b>8,257,798</b>	<b>8,452,621</b>
	Printed: 8/23/2022						

<b>101-222 GENERAL FUND OPERATION</b>							
<b>ADMINISTRATION</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
<b>Expenditure</b>	<b>Description</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
702.000	Wages/Salaries	419,979	385,129	385,129	403,172	413,252	423,583
715-720	Fringe Benefits	161,103	164,889	164,889	195,249	200,130	205,133
725.000	OPEB Retiree Health Care Trust	31,983	17,880	17,880	16,560	17,000	17,500
727.000	Office Supplies	5,712	5,600	5,600	5,600	5,600	5,600
740.000	Operating Expense	38,833	44,900	44,900	48,000	49,200	50,430
740.100	Cash Drawer +/-	379	-	-	-	-	-
801.000	Professional Services	513,726	316,590	626,590	466,290	470,000	470,000
802.000	Contractual Services	102,594	105,539	129,000	121,271	118,903	121,876
807.000	Auditor	30,720	40,000	40,000	45,000	46,125	47,278
817.000	Planning Consultant	54,029	40,000	65,000	55,000	56,375	57,784
818.000	Elections	40,533	17,000	27,090	17,000	17,425	17,861
820.000	Computers	18,873	21,000	21,000	15,000	15,375	15,759
826.000	Legal Fees	67,135	70,000	70,000	75,000	76,875	78,797
827.000	Insurance & Bonds	51,351	57,000	57,000	57,000	58,425	59,886
830.000	Memberships & Dues	12,894	13,380	13,380	13,380	13,715	14,057
853.000	Telephone	15,145	12,835	23,000	16,000	16,400	16,810
861.000	Transportation & Mileage	398	5,600	5,600	5,000	5,125	5,253
863.000	Vehicle Maintenance	-	-	-	500	513	525
880.000	Community Promotions	68,574	94,500	94,500	96,000	98,400	100,860
888.000	Grant Expenditures	27,549	-	-	-	-	-
900.000	Printing	4,551	7,000	7,000	7,000	7,175	7,354
900.100	Publishing	5,709	6,000	6,000	11,000	11,275	11,557
920.000	Utilities	28,970	26,650	26,650	27,000	27,675	28,367
931.000	Building Maintenance	3,532	3,000	3,000	3,000	3,075	3,152
957.000	Education/Training	2,451	7,000	7,000	6,000	6,150	6,304
962.000	Miscellaneous Expense	418	1,000	1,000	1,000	1,025	1,051
969.000	Contribution to Community Schools	1,119	-	-	-	-	-
969.200	Contribution-Solid Waste	25,466	43,000	43,000	43,000	44,075	45,177
969.300	Contribution-Comm Schools--A/V Equip.	-	20,000	20,000	-	-	-
971.100	Beautification	2,866	6,000	6,000	5,000	5,125	5,253
972.000	Capital Improvements	1,697	-	-	-	-	-
974.100	Rental Properties	-	-	-	-	-	-
977.000	Equipment Miscellaneous	-	500	500	2,500	2,563	2,627
995.248	Transfer Out to D.D.A.	-	4,000	4,000	4,000	-	-
	<b>TOTAL</b>	<b>1,738,289</b>	<b>1,535,992</b>	<b>1,914,708</b>	<b>1,760,522</b>	<b>1,786,974</b>	<b>1,819,834</b>
Printed:	8/23/2022						



## Administrative

### **702 – Wages/Salaries**

**\$403,172**

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

### **715-720 – Fringe Benefits**

**\$195,249**

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

### **725 – OPEB Retiree Health are Trust**

**\$16,560**

\$500 per month insurance payment toward retiree health care costs for one former employee. \$1,600 per (6) active administrative employees with funds placed in a Trust to pay future retiree health care obligations. \$960 for 60% service split of Accounting/Utility Billing Clerk costs.

### **727 – Office Supplies**

**\$5,600**

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

### **740 – Operating Expense**

**\$48,000**

Operating Expense covers all purchases such as 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. Also included in this line item is postage for various mailings.

### **801 – Professional Services**

**\$466,290**

Professional Services include, but are not limited to:

▪ 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
▪ Video taping 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	\$ 450,000
▪ Bank fees	\$ 1,200
	<b>\$ 466,290</b>

**802 – Contractual Services****\$ 121,271**

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 rental: \$230.85 per month	\$ 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 \$ .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 current contract expires 6/30/2022 and calls for a payment of \$15.16 for each real property and \$12.42 for each personal property. The City currently has 3970 real properties and 368 personal properties. In addition, the City pays \$6.24 per unit at Colonial Acres which has approximately 840 units. The new contract is expected to increase by 4%.	\$ 72,800
	\$ 7,000
▪ Municode	
▪ Arbor Springs	\$ 1,534
▪ Terminix	\$ 1,270
▪ Wow Cable	\$ 660
▪ D&G Nature's Way Lawn Care	\$ 424
	\$ 121,271

**807 – Auditor****\$45,000**

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. The fee is based on the time required to complete the work plus any related costs. Within the FY 2022-2023 budget, we are expecting to have a Single Audit conducted based on meeting the federal grant monies threshold.

**817 – Planning Consultant****\$55,000**

The City contracts with CIB Planning, the monthly retainer is \$600. Includes office hours for in house Planning Consultant.

**818 – Elections** **\$17,000**

The 2022 Election cycle will consist of an August Primary Election and a November General Election. Expenditures include ballot printing and programming of equipment, absentee applications and ballot mailing, election inspector pay, etc. The current rate of pay for Inspectors is \$12 per hour and Chairpersons is \$14.00 an hour.

**820 – Computers** **\$15,000**

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

**826 – Legal Professional Service** **\$75,000**

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

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

The City is under contract with the Michigan Municipal Risk Management Authority (MMRMA) for property and liability insurance including City Hall and equipment, general liability, Treasurer’s bond and public errors and omissions.

**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
▪ Chamber of Commerce	\$ 345
▪ Munetrix (Dashboard)	\$ 2,985
▪ City Manager’s associations, City Clerk and Treasurer’s associations, etc.	\$ 1,100
	<b>\$ 13,380</b>

**853 – Telephone** **\$16,000**

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. This line item includes, Comcast phones, fax lines, internet line and ATT&T Mobile

**861 – Transportation/Mileage** **\$5,000**

Monthly car allowance for the City Manager at a rate of \$450 per month is budgeted here, as well as 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.

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

This line item includes maintenance for our Ordinance Officer's vehicle, such as oil changes, and minor repairs.

**880 – Community Promotions****\$96,000**

This line item provides for contributions to the following:

<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	\$ 13,000
<ul style="list-style-type: none"> <li>▪ 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 including medicare counseling, legal counseling, tax aid, monthly health screenings, as well as special workshops and educational classes for city 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.</li> </ul>	\$ 43,000
<ul style="list-style-type: none"> <li>▪ HAVEN: The purpose of HAVEN is to provide crisis intervention, shelter, advocacy and counseling for victims of domestic violence, sexual assault and child abuse. From time to time the South Lyon Police Department provides information about HAVEN as a resource, and the City does monitor information as to the number of residents and approximate location or quadrant of the City that is serviced by this organization (confidentiality is maintained by the Agency). Council approved \$5,000 for fiscal year 2019 using CDBG Funds</li> </ul>	\$ 5,000
<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	\$ 26,000
<ul style="list-style-type: none"> <li>▪ Concerts in the Park</li> </ul>	\$ 9,000
	\$ 96,000

**900 – Printing****\$7,000**

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

**900.100 – Publishing** **\$11,000**

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

**920 – Utilities** **\$27,000**

Utility costs including Consumers Energy and DTE 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 shared portion, 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** **\$6,000**

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 and for things such as uniforms for the ordinance officer, and shirts for employees and council.

**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 \$ .85 per capita contribution for General Administration and an additional \$ .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.

**971.100 – Beautification** **\$5,000**

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** **\$2,500**

Funds to replace the office chairs in City Hall.

**995.248 – Transfer out to D.D.A.**

**\$4,000**

Contribution from City to D.D.A. for winter event.



## **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**

**\$124,249**

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.

### **715-720 - Fringe Benefits**

**\$47,517**

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>
	<b>\$8,950</b>

### **801 - Professional Services**

**\$1,000**

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

### **802 - Contractual Services**

**\$1,500**

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



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

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

**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).

**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** **\$4,500**

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. Additionally, the purchase of a John Deere 42" mower.

<b>101-596 PUBLIC TRANSPORTATION</b>							
<b>OPERATING FUND</b>							
<b>Expenditure</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
802.000	Contractual Services	91,060	87,076	87,076	90,000	91,800	94,095
	<b>TOTAL</b>	91,060	87,076	87,076	90,000	91,800	94,095
Printed: 8/23/2022							

## Transportation

### **802 – Contractual Services**

**\$90,000**

The funds allocated within this account are designated for payment to People's Express Inc. to provide assistance to citizens of South Lyon who require low-cost transportation.

<b>101-301 GENERAL FUND OPERATION</b>							
<b>POLICE</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
<b>Expenditure</b>	<b>Description</b>	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
702.000	Wages/Salaries	1,488,021	1,598,409	1,598,409	1,783,938	1,837,457	1,883,393
715-720	Fringe Benefits	766,244	821,791	821,791	973,720	1,002,931	1,033,019
721.000	Uniforms & Cleaning Allowance	21,263	20,700	20,700	26,700	21,218	21,748
722.000	Tuition Reimbursement	621	3,200	3,200	4,000	3,280	3,362
725.000	OPEB Retiree Health Care Trust	56,970	39,000	39,000	41,900	39,975	40,974
727.000	Office Supplies	4,155	4,500	4,500	4,500	4,613	4,728
740.000	Operating Expense	21,565	25,175	25,175	25,175	25,804	26,449
745.000	Ammunition	5,525	5,500	5,500	5,500	5,638	5,778
801.000	Professional Services	7,368	16,784	16,784	16,500	17,204	17,634
802.000	Contractual Services	145,082	146,834	146,834	153,205	150,505	154,267
803.000	Prisoner Board	-	50	50	50	51	53
810.000	Animal Collection	-	300	300	300	308	315
820.000	Computer Expense	13,905	9,000	9,000	9,000	9,225	9,456
826.000	Legal Fees	21,865	39,000	39,000	30,000	39,975	40,974
827.000	Insurance & Bonds	23,251	26,000	26,000	25,000	26,650	27,316
830.000	Memberships & Dues	460	945	945	945	969	993
851.000	Radio Maintenance	96	700	700	700	718	735
853.000	Telephone	16,745	12,000	12,000	12,000	12,300	12,608
860.000	Gas & Oil	18,491	25,000	25,000	25,000	25,625	26,266
861.000	Transportation & Mileage	-	100	100	100	103	105
863.000	Vehicle Maintenance	20,658	20,000	20,000	21,000	20,500	21,013
920.000	Utilities	13,877	14,000	14,000	14,000	14,350	14,709
930.000	Repairs & Maintenance	216	1,000	1,000	1,000	1,025	1,051
931.000	Building Maintenance	6,596	10,000	10,000	10,000	10,250	10,506
957.000	Training	5,665	8,000	8,000	19,000	8,200	8,405
958.100	Witness Fees	9	200	200	200	205	210
972.000	Capital Improvements	21,022	30,000	30,000	20,700	30,750	31,519
977.000	Equipment Purchases	6,444	6,500	9,500	6,500	9,738	9,981
978.000	Capital Equipment	48,853	-	-	49,000	49,000	49,000
	<b>TOTAL</b>	<b>2,734,968</b>	<b>2,884,688</b>	<b>2,887,688</b>	<b>3,279,633</b>	<b>3,368,563</b>	<b>3,456,567</b>
Printed:	8/23/2022						

## **POLICE DEPARTMENT**

**702 - Wages and Salaries** **\$1,783,938**

This line item includes salaries and wages for a chief, lieutenant, five sergeants, ten police officers; including a school resource officer, 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** **\$973,720**

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** **\$26,700**

This line item is used to pay for uniform and cleaning allowances that are mandated by labor agreements.

**722 - Tuition Reimbursement** **\$4,000**

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 \$4,000 would cover the expense of five semesters for continuing education during the contract year.

**725 - OPEB Retiree Health Care Trust** **\$41,900**

\$700 per month insurance payment toward retiree health care costs for one former police employee. \$1,600 per (17) active police employees with funds placed into a trust to pay future retiree health care obligations. 1 estimated retiree at \$900 (for 7 months).

**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.

**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.

**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.

**801 - Professional Services** **\$16,500**

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.).

**802 - Contractual Services** **\$153,205**

This line item includes dispatch services, lock-up, copier leases and maintenance agreements, computer service agreements, software agreements, and other services requiring contracts. The amount reflects a 4% increase in the contractual agreement with the City of Novi for dispatch, an increase in PowerDMS, the software for the accreditation process, and cloud storage costs for the speed radar signs.

**803 - Prisoner Board** **\$50**

This line item is used to pay for prisoner meals as required.

**810 - Animal Collection** **\$300**

This line item is used to pay for animal control expenses over and above those services provided by Oakland County.

**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.

**826 - Legal Fees** **\$30,000**

The City Attorney serves as the prosecutor for all local ordinance violations. The budgeted amount 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.

**827 - Insurance and Bonds** **\$25,000**

This line item is used to pay for the police department's portion of the insurance costs of the City. The amount includes building insurance, fleet insurance, and professional liability insurance.

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

This line item is used to pay for department memberships in a variety of professional organizations.

**851 - Radio Maintenance** **\$700**

This line item is used to pay for repairs to Police Department radio and electronic equipment.

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

This line item is used to pay for department telephones and cellular telephone service.

**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.

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

This line item is used to reimburse staff for the use of personal vehicles on department business.

**863 - Vehicle Maintenance** **\$21,000**

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.

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

This line item is used to pay for the cost of Consumers Power, DTE, and the South Lyon Water Department.

**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.

**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.

**957 - Training****\$19,000**

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 mandated training required by accreditation standards, driver training mandated by our insurance carrier, limited conference expenses, sponsoring a qualified cadet to attend the police academy, and annual in-service training for officers in addition to several advanced training classes.

**958.100 - Witness Fees****\$200**

This line item is used to pay witness fees and mileage for civilians subpoenaed to court on the City's behalf.

**972 - Capital Improvements****\$20,700**

This line item is used to pay for improving the life of existing assets. The proposed amount reflects the cost to improve the following items: Garage door replacement with commercial grade hardware (\$5,400); gutter replacement on the main police station building (\$3,300); replace worn out carpet in the main police station building with vinyl plank flooring (\$8,000); replacement of two failing urinals, plumbing in the main police station building men's room (\$2,500); and RPZ backflow preventer replacement and hose bib replacements (\$1,500).

**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.

**978 - Capital Equipment****\$49,000**

This line item is dedicated to the purchase of vehicles and larger equipment items. The proposed amount covers the cost of one (1) replacement patrol vehicle, required equipment, graphics, and changeover expenses.



<b>101-336 GENERAL FUND OPERATION</b>							
<b>FIRE</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
<b>Expenditure</b>	<b>Description</b>	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
702.000	Wages/Salaries	415,710	401,515	401,515	464,221	475,826	487,722
715-720	Fringe Benefits	44,261	68,941	68,941	106,809	109,479	112,216
721.000	Uniforms & Cleaning Allowance	13,940	19,000	19,000	19,475	19,962	20,461
725.000	OPEB Retiree Health Care Trust	-	-	-	1,600	1,640	1,681
727.000	Office Supplies	1,545	5,300	5,300	5,300	5,433	5,568
740.000	Operating Expense	9,752	13,260	13,260	14,590	14,955	15,329
802.000	Contractual Services	52,418	44,181	44,181	45,286	46,418	47,579
820.000	Computers	4,602	6,617	6,617	8,482	8,694	8,911
827.000	Insurance & Bonds	21,974	24,480	24,480	25,092	25,719	26,362
830.000	Memberships & Dues	5,163	5,500	5,500	6,100	6,253	6,409
851.000	Radio Maintenance	2,442	2,081	2,081	2,133	2,186	2,241
853.000	Telephone	4,394	1,428	9,500	8,000	8,200	8,405
860.000	Gas & Oil	6,633	6,732	6,732	6,900	7,073	7,249
863.000	Vehicle Maintenance	22,388	25,500	25,500	30,000	30,750	31,519
880.000	Community Promotions	621	1,632	1,632	1,673	1,715	1,758
920.000	Utilities	8,563	12,240	12,240	12,000	12,300	12,608
930.000	Repairs & Maintenance	3,761	4,100	4,100	4,203	4,308	4,416
931.000	Building Maintenance	11,178	17,505	17,505	17,943	18,392	18,851
944.000	Hydrant Rental	2,500	2,601	2,601	2,666	2,733	2,801
957.000	Education/Training	18,093	24,000	24,000	24,600	25,215	25,845
972.000	Capital Improvements	2,840	-	-	69,917	85,000	87,125
977.000	Equipment Purchases	34,215	40,718	247,718	21,472	22,009	22,559
978.000	Capital Equipment	74,330	281,000	281,000	-	-	-
991.000	Debt-Principal	-	-	-	238,809	244,278	249,872
993.000	Debt-Interest	-	-	-	28,625	23,156	17,562
	<b>TOTAL</b>	<b>761,323</b>	<b>1,008,331</b>	<b>1,223,403</b>	<b>1,165,896</b>	<b>1,201,693</b>	<b>1,225,049</b>
Printed: 8/23/2022							

## FIRE DEPARTMENT

I am pleased to present the proposed budget for fiscal year 2022-2023. This budget enables your South Lyon Fire Department to provide a high level of fire suppression, fire prevention, medical first response, and public education through a prudent proposal that supports long-term fiscal integrity of the Fire Department and City.

### **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/shift 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.

	<b>2 Firefighters Current Model</b>	<b>1 Firefighter Proposed Addition</b>
<b>Sunday</b>	7am - 5pm	9pm - 7am
<b>Monday</b>	7am - 5pm	9pm - 7am
<b>Tuesday</b>	7am - 5pm	9pm - 7am
<b>Wednesday</b>	7am - 5pm	9pm - 7am
<b>Thursday</b>	7am - 5pm	9pm - 7am
<b>Friday</b>	7am - 5pm   7pm - 7am	
<b>Saturday</b>	9am - 5pm   7pm - 7am	

Currently, when a basic level EMS incident is dispatched at night, firefighters know there is no one at the fire station to respond. With them not immediately knowing if there is a response to the incident, this feeling encourages multiple firefighters to respond from home to ensure the incident has coverage. With a firefighter on shift at night, it will be understood there is someone at the station to respond. Many times, this will result in only the one on-shift firefighter, and not multiple firefighters, to respond to a basic incident at night. Consequently, this will reduce the frequency the City is compensating for multiple firefighters at a basic incident during the night.

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.

## FIRE DEPARTMENT

- 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.

### **FY23 Major proposed purchases:**

1. Place Rescue Task Force (RTF) supplies on each apparatus: \$4,702 (101-336-977)
2. Purchase a smoke generator for training: \$4,000 (101-336-977)
3. Purchase one Thermal Imaging Camera: \$5,500 (101-336-977)
4. Install trench drains under E1 and L1: \$5,000 (101-336-972)
5. Patch/repair, grind, polish, and seal the Apparatus area floors: \$38,435 (101-336-972)
6. Station water treatment system: \$9,982 (101-336-972)
7. Update Fire Station restrooms: \$10,000 (101-336-972)
8. Crushed asphalt materials for pad around burn building, installed by South Lyon DPW: \$6,500 (101-336-972)

# FIRE DEPARTMENT

## **702 – Wages and Salary**

**\$ 464,221**

Fire Chief & Deputy Chief salary, firefighter compensation for responding to incidents, training, public education, maintenance, day shift staffing, hydrant inspections, and related activities.

This budget request includes the following:

- Increase Trainee I from \$10.23/hour to \$12.00/hour & Trainee II from \$11.02/hour to \$14.00/hour
  - Introductory compensation rates need to be increased to be competitive with other local entry level jobs.
- 2.5% wage increase for staff beginning July 1, 2022
  - A 2.5% increase for firefighters is necessary to keep SLFD competitive with surrounding fire departments for staff retention.
- Include the addition of one 10-hour, 9:00 pm to 7:00 am shift, firefighter from Sunday through Thursday: \$53,768.
  - Having a firefighter on duty, in station, will reduce response times at night.
  - Will reduce the number of firefighters responding to basic incidents at night.

## **715-720 - Fringe Benefits**

**\$106,809**

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 & Cleaning Allowance**

**\$19,475**

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: \$6,475

## **725 – OPEB Retiree Health Care Trust**

**\$1,600**

Funds placed into a Trust to pay future retiree health care obligations for Fire Chief.

## FIRE DEPARTMENT

**727 - Office Supplies** **\$5,300**

Consumable office and station supply.

**740 - Operating Expense** **\$14,590**

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.): \$9,590

**802 - Contractual Services** **\$45,286**

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 (\$144,188, of which 85% is paid by the Police Department and 15% is paid by the Fire Department): \$21,628 (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): \$3,300
- IT Right: \$3,550
- Annual increases and additional services: \$8,583

**820 – Computers** **\$8,482**

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
- PowerDMS: \$1,700
- Additional Services: \$3,282

**827 - Insurance and Bonds** **\$25,092**

MMRMA insurance for the vehicles, building, and liability.

# FIRE DEPARTMENT

## **830 - Membership and Dues**

**\$6,100**

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.

- Blue Card Subscription: \$385
- Blue Card: \$125
- IAFC: \$215
- MAFC: \$245
- Michigan State Firemens Association: \$75
- CFO: \$375
- WAMAA: \$1,000
- OAKLAND COUNTY MABAS: \$3,300
- Michigan Fire Inspector Society: \$30
- NFPA Membership: \$175
- Mi Dept. Health & Human: \$175

## **851 - Radio Maintenance**

**\$2,133**

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

- Minitor repairs: \$1,000
- Radio repairs: \$1,133

## **853 – Telephone**

**\$8,000**

Landline telephones.

## **860 - Gas and Oil**

**\$6,900**

Fuel and oil.

## **863 - Vehicle Maintenance**

**\$30,000**

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: \$25,000

## **FIRE DEPARTMENT**

### **880 – Community Promotions**

**\$1,673**

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.: \$973

### **920 – Utilities**

**\$12,000**

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

### **930 - Repair and Maintenance**

**\$4,203**

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: \$2,203

### **931 - Building Maintenance**

**\$17,943**

Routine repair and maintenance to the facility and grounds.

- Generator PPM: \$1,200
- HVAC PPM: \$1,000
- Building repairs: \$15,743

### **944 - Hydrant Rental**

**\$2,666**

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

### **957 - Education and Training**

**\$24,600**

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 props and supplies: \$8,000
- 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 EMS continuing education, \$135 x 15: \$2,025
- SLFD Tuesday trainings: \$8,275

## FIRE DEPARTMENT

### **972 – Capital Improvements**

**\$69,917**

Building improvements and updates:

- Station water treatment: \$9,982
- Replace two fire station floor drains: \$5,000
- Patch/repair, grind, polish, and seal the Apparatus area floors: \$38,435
- Crushed asphalt materials installed by South Lyon DPW for training building: \$6,500
- Update fire station restrooms: \$10,000

### **977 - Equipment Purchases**

**\$21,472**

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

- Rescue task force (RTF) casualty care packs for each apparatus: \$4,702
  - Two RTF kits on each: Ladder 71, Engine 71, and Engine 72
  - Each kit treats 6 patients
- MSA Altair 4x Gas Detector/Air Monitor: \$1,000
- Traffic Cones: \$300
- Class A Foam: \$400
- Large Diameter Hose: \$850
- Miscellaneous hose tools and valves: \$3,050
- Smoke Generator: \$4,000
- Rescue Dummy and Mannequin: \$1,670
- One Thermal Imaging Camera: \$5,500

### **991 – Debt – Principal**

**\$238,809**

The funds allocated within this account are designated for payment of the annual principal balance due on the Equipment Lease Purchase of the 2021 Spartan/Smeal 100' MM Platform aerial truck.

### **993 – Debt – Interest**

**\$28,625**

The funds allocated within this account are designated for payment of the annual interest due on the Equipment Lease Purchase.



<b>101-346 GENERAL FUND OPERATION</b>							
<b>AMBULANCE</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
<b>Expenditure</b>	<b>Description</b>	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
727.000	Office Supplies	-	-	-	-	-	-
740.000	Operating Expense	-	-	-	-	-	-
760.000	Medical Supplies	-	-	-	-	-	-
801.000	Professional Services	-	-	-	-	-	-
827.000	Insurance & Bonds	74	80	80	80	80	80
851.000	Radio Maintenance	-	-	-	-	-	-
853.000	Telephone	-	-	-	-	-	-
860.000	Gas & Oil	-	-	-	-	-	-
863.000	Vehicle Maintenance	-	-	-	-	-	-
920.000	Utilities	2,230	4,600	4,600	4,600	4,600	4,600
930.000	Repairs & Maintenance	-	1,000	1,000	1,000	1,000	1,000
977.000	Equipment Purchases	-	-	-	-	-	-
	<b>TOTAL</b>	<b>2,304</b>	<b>5,680</b>	<b>5,680</b>	<b>5,680</b>	<b>5,680</b>	<b>5,680</b>
Printed: 8/23/2022							

## **Ambulance**

**827 – 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.

<b>101-441 GENERAL FUND OPERATION</b>							
<b>DEPARTMENT OF PUBLIC WORKS</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
<b>Expenditure</b>	<b>Description</b>	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
702.000	Wages/Salaries	198,508	300,241	300,241	275,556	283,823	292,337
715-720	Fringe Benefits	164,342	189,122	189,122	158,433	163,186	168,082
721.000	Uniforms & Cleaning Allowance	7,912	8,267	8,267	8,533	8,747	8,965
725.000	OPEB Retiree Health Care Trust	62,986	25,200	25,200	25,733	26,377	27,036
727.000	Office Supplies	1,353	1,326	1,326	1,366	1,400	1,435
740.000	Operating Expense	20,906	19,890	19,890	20,486	20,998	21,523
801.000	Professional Services	30,662	5,100	5,100	8,769	8,988	9,213
802.000	Contractual Services	22,724	23,157	23,157	23,610	24,200	24,805
820.000	Computer	2,048	1,530	1,530	2,200	2,255	2,311
827.000	Insurance & Bonds	13,834	15,300	15,300	14,000	14,350	14,709
830.000	Memberships & Dues	396	880	880	880	902	925
853.000	Telephone	6,894	5,100	5,100	7,850	8,046	8,247
860.000	Gas & Oil	22,838	25,500	25,500	26,265	26,922	27,595
861.000	Transportation & Mileage	70	408	408	408	418	429
863.000	Vehicle Maintenance	99,391	122,400	122,400	126,072	129,224	132,454
920.000	Utilities	17,238	17,850	17,850	17,500	17,938	18,386
923.000	Street Light Expenditures	138,614	117,300	117,300	110,300	113,058	115,884
930.000	Repairs & Maintenance	1,516	6,500	6,500	6,500	6,663	6,829
931.000	Building Maintenance	27,624	20,000	20,000	110,000	112,750	115,569
935.000	NPDES Phase II Stormwater	15,145	42,126	42,126	43,400	44,485	45,597
940.000	Equipment Charges	10,000	10,200	10,200	10,200	10,455	10,716
957.000	Education/Training	1,747	4,800	4,800	4,900	5,023	5,148
974.000	Land Improvements	40,104	47,500	47,500	52,500	53,813	55,158
977.000	Equipment Purchases	6,604	15,500	15,500	1,000	1,025	1,051
978.000	Capital Equipment	-					
	<b>TOTAL</b>	<b>913,455</b>	<b>1,025,197</b>	<b>1,025,197</b>	<b>1,056,462</b>	<b>1,085,043</b>	<b>1,114,404</b>
Printed:	8/23/2022						

## **DEPARTMENT OF PUBLIC WORKS**

The Department of Public Works (DPW) provides a wide variety of functions and services to the Community. The DPW will continue to upgrade all areas such as sidewalk maintenance, tree care, roads within our Major/Local Streets system, park areas, the cemetery, water, sanitary and storm systems.

### **Cemetery**

Personnel maintaining the cemetery consists of part-time employees who mow, trim, clean up and perform light landscaping. DPW employees perform all grave openings and closings. Heavy landscaping and installing monument foundations are completed by full-time DPW employees.

### **Maintenance of Grounds**

DPW personnel perform the mowing, snow removal and maintenance on City easements and sidewalks, two rental homes, Fire Station, Police buildings and all other City buildings. The City's parks are also maintained by the DPW. Employees also put-up Christmas decorations in the downtown area and maintain the ice-skating rink.

### **Parks**

There are 8 parks located throughout the City that we maintain as well as the trail system.

McHattie Park has 17 acres which are all maintained. This park includes a playscape, gazebo, volleyball court, skating rink, sledding hill and ball diamond. A comfort station is located near the north side of the park and port-a-johns are utilized in other areas. The trail system runs through the park along the north boundary.

Paul Baker Park consists of 1 developed acre. This park contains a fountain, gazebo, several benches and lighting. There is also a flower garden on this site.

Oak Creek Park has 17 acres which are mostly undeveloped. A large portion of the park is a wetland area and has a major gas main running through it. A portion of the trail system passes through the park. There is no play equipment at this park. Only the approximately 4-acre portion outside the wetland area is maintained by the DPW.

Columbia Park has 3.5 acres and is located at the southern end of the Hunters' Creek Subdivision. This park has tennis courts and a parking lot and is fully maintained.

Carriage Trace Park is located in the Carriage Trace subdivision. This park consists of trails with bridges and a gazebo. The DPW maintains all 13.5 acres.

Clark's Crossing Park has 1.5 acres developed. The trail system passes through and there is a small park area that the DPW maintains. Another part of this park is a 2-acre parcel in the southwest corner of the property that is an undeveloped wooded area.

Volunteer Park has 25 acres that have been developed and are currently maintained. This park contains two soccer fields and two baseball fields. A building containing controls for the sprinkler system sits in the park as well as a pavilion and a volleyball court. There are no permanent bathroom facilities but there are port-a-johns on site. The rest of the site is undeveloped.

Martindale Estates Park is off of Martindale Road just north of Ten Mile. This site does not have any playground equipment or other structures. There are trees and a sidewalk that must be maintained. This park is 10,500 square ft. in size.

During the mowing season, DPW personnel mow close to 47 acres per week. This includes areas in the cemetery and other out lots that the city owns.

### **Street Maintenance**

The DPW maintains both Local and Major Streets as well as alleys that include drainage. Employees perform pothole filling; sweeping; brush and leaf pickup; storm sewer cleaning and repair; water main repair; sanitary sewer cleaning and repair; sidewalk repair and pedestrian walkway upgrades; shoulder repairs on streets without curb and gutter; asphalt repairs and striping and installation of street signage. Tree care on new trees, which includes light pruning, feeding and watering, is also done by the DPW.

As of January 2022, the street system consists of:

Major Streets: 4.43 miles

Local Streets: 23.50 miles

Total Streets: 27.93 miles

### **Snow Plowing**

The DPW is responsible for the removal of snow on the City's street system which includes both Major and Local Streets and alleys. The DPW also plows the snow from the public parking areas, the trail system that is nearly 5 miles in length, cemetery and park areas. Parking lots at the Police and Fire Department buildings, all parks and the Witches Hat Depot are plowed. Employees also plow parking lots on Wells Street, Whipple Street, Lafayette Street and at the Veteran's Memorial. Approximately 110 miles of streets are kept free of snow and ice.

The City will attempt to clear the parking spaces along Lake Street from Detroit to Liberty and Lafayette Street from Wells to Washington after the county has plowed the traveled portion of the downtown roadways. The property owners are expected to shovel the snow into the parking areas. City crews will plow the parking areas within 24-48 hours after the snow event. If sufficient accumulation occurs in the curb area causing pedestrian traffic difficulty, arrangements will be made for the removal of the snow within these boundaries.

### **Storm Sewer System**

The DPW maintains the storm sewer system within the City. This includes repair to structures, cleaning and repair of the main lines, removing debris during storms and the wet season, removing leaves in the fall season, and ensuring runoff flows to the catch basins during the winter and spring seasons.

## **Water System**

The DPW maintains the water distribution system. Personnel repair water main breaks, leaks, leaking curb stops, inspect service leads when they are connected into the City's mains, and maintain valves and fire hydrants located on public property. Site plans are reviewed on proposed water systems for location of valves, types of valves used, and hydrants that are to be supplied. Service connection locations are reviewed for interference with other utilities. Recommendations are incorporated into the final site plan. Approximately 58 miles of water main is maintained. Additional tasks are listed under the Water Repair heading in the Water/Wastewater Budget.

## **Sanitary Sewer System**

The City's sanitary sewer system is also maintained by the DPW. Employees respond to calls of sewer problems from businesses and residents. The sewer mains are inspected to ensure they are working and a plumbing service is called to open the service line if necessary. Service lines may be inspected via video camera to locate problems and make necessary repairs when a problem is located within the City right-of-way. Televising of a service is done when recommended by the plumbing service or when a home or business has repeated problems. Additional information may be found under the Sanitary Sewer Repair heading in the Water/Wastewater Budget.

## **Expenditures**

### **702 - Wages and Salaries**

**\$275,556**

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

- DPW Director
- DPW Operations Manager
- Clerk
- Foreman
- Crew Leader
- Mechanic
- Laborers (7)

The department responds to emergencies after working hours and 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, and 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**

**\$158,433**

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.

**721 - Uniforms**

**\$8,533**

This account is contained in the Fringe Benefit line item. The funds are for uniforms and safety boots. Each person is allowed two pairs of safety boots and 5 sets of work uniforms per year. Per the 2020-2024 AFSCME union contract: Uniforms - \$400.00/person, one pair of safety shoes and one pair of safety boots (boots max. of \$150.00) per person.

**725 - OPEB Retiree Health Care Trust**

**\$25,733**

\$500 per month insurance payment toward retiree health care costs for one former DPW employee. \$1,600 per (12) active DPW employees with funds placed into a Trust to pay future retiree health care obligations. \$533 for 1/3 service cost split of DPW/Water & Sewer Director.

**727 - Office Supplies**

**\$1,366**

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

**740 - Operating Expense**

**\$20,486**

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 Services**

**\$8,769**

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

**802 - Contractual Services**

**\$23,610**

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

NEC (Phone)	\$ 360
IT Right	\$3,300
MiDeal (State)	\$ 450
WOW	\$2,400
Copier	\$3,700
MML (Drug)	\$2,450
Dumpster Disposal	\$7,950
Miss Dig	\$2,000
ESRI	<u>\$1,000</u>
	<u>\$23,610</u>

**820 – Computer** **\$2,200**

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

**827 - Insurance & Bonds** **\$14,000**

This figure is for liability and property insurance.

**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	\$ 65
	<u>\$880</u>

**853 – Telephones** **\$7,850**

The total in this account includes the T1 line, the regular phone service, and the cellular service for the on-call employee and supervisors.

**860 - Gas & Oil** **\$26,265**

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.

**863 - Vehicle Maintenance** **\$126,072**

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/Waste Water, Fire, 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 includes new tracks for the mini excavator.

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 Service Truck 4X4	(T0)	2020	(2yr)
F250 4x4 Pickup	(T1)	2009	(13 yrs.)
F350 4x4 Pickup	(T2)	2015	(7 yrs.)
F350 Dump	(T3)	2015	(7 yrs.)
Ford F350 1-ton Dump 4 x 4	(T4)	2009	(13 yrs.)
Ford F350 Service Truck 4x4	(T5)	2008	(14 yrs.)
Ford F350 1-ton Dump	(T6)	2007	(15 yrs.)
Freightliner Large Dump	(T10)	2016	(6 yrs)
Freightliner Large Dump	(T12)	2019	(3 yrs.)
Sterling Large Dump	(T7)	2003	(19 yrs.)
Sterling Large Dump	(T8)	2006	(16 yrs.)
Sterling Large Dump	(T9)	2006	(16 yrs.)
Ford Service Truck 4 x 4	(T11)	2010	(12 yrs.)
Caterpillar Backhoe		2018	(4 yrs.)
Sewer Truck (Vactor)		2008	(14 yrs.)
Sweeper		2016	(6 yr.)
Tool Cat		2011	(11 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.

### **920 - Utility Expense**

**\$17,500**

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. Due to lighting upgrades performed in 2010, this expense has been decreasing.

### **923 - Street Lighting Expense**

**\$110,300**

This cost is for the street lights 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 - Repairs 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 downtown area.

**931 - Building Maintenance** **\$110,000**

This fund is used to maintain City structures at the DPW complex. Items included are structures for equipment storage on existing concrete pads such as installation of a pole barn style structure to protect our equipment from the elements. Installation of gutters over entry doors and maintenance of all garage doors.

**935 - NPDES Phase II Storm Water** **\$43,400**

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, in order 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>\$12,100</u>
	<u>\$43,400</u>

**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** **\$4,900**

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** **\$52,500**

Land Improvements includes all improvements of City property and easements 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 11,746) This line item also funds the City Sidewalk 50/50 Program.

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

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

<b>101-751 GENERAL FUND OPERATION</b>							
<b>PARKS &amp; RECREATION</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
		2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
<b>Expenditure</b>	<b>Description</b>						
702.000	Wages/Salaries	89,743	80,130	80,130	108,941	112,209	115,576
715-720	Fringe Benefits	26,827	48,138	48,138	61,199	62,729	64,297
740.000	Operating Expense	1,212	5,000	5,000	5,000	5,125	5,253
801.000	Professional Services	50,981	50,200	50,200	55,200	56,580	57,995
827.000	Insurance & Bonds	899	1,000	1,000	1,000	1,025	1,051
860.000	Gas & Oil	3,016	4,000	4,000	4,000	4,100	4,203
880.000	Community Promotions	-	1,200	1,200	1,200	1,230	1,261
920.000	Utilities	541	850	850	850	871	893
930.000	Repairs & Maintenance	6,924	20,750	20,750	20,750	21,269	21,800
940.000	Equipment Charges	11,025	11,025	11,025	11,025	11,025	11,025
962.000	Miscellaneous Expense	774	1,000	1,000	1,000	1,025	1,051
977.000	Equipment Purchases	-	500	500	500	513	525
978.000	Capital Improvements	33,075	96,700	96,700	191,700	196,493	201,405
	<b>TOTAL</b>	<b>225,016</b>	<b>320,493</b>	<b>320,493</b>	<b>462,365</b>	<b>474,193</b>	<b>486,334</b>
Printed: 8/23/2022							
* Current Cash on hand:							
	Operating	\$ 169,899.24					
	Capital Park Improvements	\$ 19,750.35		Lion's Club Donations			
				* as of 2/28/2022			

**PARKS AND RECREATION DEPARTMENT**

**702 - Wages & Salaries** **\$108,941**

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

**715-720 - Fringe Benefits** **\$61,199**

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** **\$55,200**

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 464 S Lafayette	\$40,000
Port-a-John Rental	<u>\$ 5,000</u>
	\$55,200

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

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

**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.

**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)	\$ 4,000
	<u>\$20,750</u>

**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**

**\$191,700**

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

Phase I S. Lafayette Park	\$ 45,000
Volunteer Park Field Development	\$100,000
Develop Parking Area @ McHattie Park	\$ 20,000
Equipment @ McHattie Park	\$ 16,000
Paul Baker Park	\$ 5,000
Columbia Park	\$ 5,000
Bridge Walk	\$ 700
	<u>\$191,700</u>

<b>101-803 GENERAL FUND OPERATION</b>							
<b>HISTORICAL DEPOT</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
<b>Expenditure</b>	<b>Description</b>	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
702.000	Wages/Salaries	4,247	4,400	4,400	4,400	4,510	4,623
801.000	Professional Services (Weddings)	650	975	975	2,000	2,000	2,000
802.000	Contractual Services	3,423	3,500	3,500	3,130	3,150	3,150
827.000	Insurance & Bonds	872	900	900	900	900	900
920.000	Utilities	5,733	7,000	7,000	7,000	7,000	7,000
931.000	Building Maintenance	10,618	6,000	6,000	10,300	10,300	11,050
962.000	Miscellaneous Expense	-	350	350	350	350	350
972.000	Capital Improvements	-	-	-	-	-	-
974.000	Land Improvements	357	11,000	11,000	15,500	-	-
	<b>TOTAL</b>	25,900	34,125	34,125	43,580	28,210	29,073
	Printed: 8/23/2022						

## Historical Depot

### **702 – Wages and Salaries** **\$4,400**

Included in this line item is wages for custodial services.

### **801-Professional Services** **\$2,000**

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** **\$3,130**

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	\$ 450
Lawn Sprinkler Service	\$ 350
Alarm and Video Monitoring (WOW Business)	\$ 1,900
Alarm and Video Monitoring (CSC)	\$ <u>200</u>
	\$ 3,130

### **827 – 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** **\$10,300**

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	\$ 2,000
Fireproof Door	\$ 2,000
Ozone Generator	\$ 500
Reglaze windows, replace moldings	\$ 1,300
Alarm/cameras upgrade	\$ <u>4,000</u>
	\$ 10,300

**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****\$15,500**

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 \$14,500 for foundation work for a barn.



<b>101-800 GENERAL FUND OPERATION</b>							
<b>Cable Commission</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
<b>Expenditure</b>	<b>Description</b>	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
702.000	Wages/Salaries	530	3,500	3,500	3,500	3,000	3,000
740.000	Operating Expense	-	25	25	25	25	25
801.000	Professional Services	-	-	-	-	-	-
802.000	Contractual Services	-	-	-	-	-	-
807.000	Auditor	-	-	-	-	-	-
880.000	Community Promotion	-	-	-	-	-	-
900.000	Printing/Publishing	-	400	400	400	400	400
962.000	Miscellaneous Expense	-	-	-	-	-	-
972.000	Capital Improvements	-	-	-	-	-	-
977.000	Equipment Purchases	514	10,000	10,000	10,000	-	-
	<b>TOTAL</b>	<b>1,044</b>	<b>13,925</b>	<b>13,925</b>	<b>13,925</b>	<b>3,425</b>	<b>3,425</b>
Printed:	8/23/2022						

## **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**

Last year money was budgeted for a playback system. This year we budgeting for additional equipment to allow for better playback of our recordings and programming. Including the ability to do Video on Demand.



## CULTURAL ARTS COMMISSION

### **802 – Contractual Services**

**\$2,000**

This line item is for items used by the Commission for projects in the community. This year there is a \$2,000 allocation for grants to bring murals to the community.

### **880 - Community Promotion**

**\$2,000**

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

### **962 – Misc. Expense**

**\$1,200**

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**

**\$ 7,500**

Improvement planning this year includes \$5,000 for electrical work and \$2,500 in labor and materials for a concrete pad for the First Responders Memorial that is located adjacent to the Veterans Memorial. The cost for the concrete and labor will be paid for by the City.

<b>202 MAJOR STREETS OPERATIONS</b>							
<b>REVENUES</b>							
<b>Revenue</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
546.000	State Shared Rev Gas & Wgt Tax	727,118	685,893	685,893	793,540	818,000	823,600
569.202	Metro Authority	34,825	30,000	30,000	30,000	30,000	30,000
592.100	Road Grant Oakland County	32,265	15,000	15,000	-	-	-
665.000	Interest Income	776	1,000	1,000	250	250	250
683.000	Other Revenues	-	-	-	-	-	-
699.000	Transfers In	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>794,984</b>	<b>731,893</b>	<b>731,893</b>	<b>823,790</b>	<b>848,250</b>	<b>853,850</b>
	<b>BEGINNING FUND BALANCE</b>	<b>2,776,728</b>	<b>3,153,418</b>	<b>3,153,418</b>	<b>3,379,122</b>	<b>3,701,110</b>	<b>4,036,780</b>
	<b>TOTAL FISCAL YEAR REVENUES</b>	<b>794,984</b>	<b>731,893</b>	<b>731,893</b>	<b>823,790</b>	<b>848,250</b>	<b>853,850</b>
	<b>TOTAL EXPENDITURES</b>	<b>418,294</b>	<b>506,189</b>	<b>506,189</b>	<b>501,802</b>	<b>512,581</b>	<b>523,649</b>
	<b>ENDING FUND BALANCE</b>	<b>3,153,418</b>	<b>3,379,122</b>	<b>3,379,122</b>	<b>3,701,110</b>	<b>4,036,780</b>	<b>4,366,981</b>
Printed: 8/23/2022							



<b>202 MAJOR STREETS OPERATION</b>							
<b>EXPENDITURES</b>							
<b>Expenditure</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
<b>223.000</b>	<b>Accountant</b>						
801.000	Professional Service	3,910	5,600	5,600	5,600	5,740	5,884
	<b>SUBTOTAL</b>	3,910	5,600	5,600	5,600	5,740	5,884
<b>451.000</b>	<b>Street Construction</b>						
715-720	Fringe Benefits	-	-	-	-	-	-
801.000	Professional Services	10,961	-	-	-	-	-
802.000	Contractual Services (Seal Coat)	7,720	15,000	15,000	20,000	20,500	21,013
802.100	Contractual Services (Major Street)	52,244	75,000	75,000	-	-	-
802.200	Contractual Services Tri-Party (Signal Marjorie Ann)	-	-	-	-	-	-
	<b>SUBTOTAL</b>	70,926	90,000	90,000	20,000	20,500	21,013
<b>463.000</b>	<b>Street Routine Maintenance</b>						
702.000	Wages/Salaries	95,564	73,394	73,394	111,569	114,916	118,364
715-720	Fringe Benefits	42,551	41,948	41,948	61,897	63,444	65,030
740.000	Operating Expense	3,974	8,500	8,500	9,000	9,225	9,456
801.000	Professional Services	-	-	-	-	-	-
827.000	Insurance & Bonds	55	60	60	60	60	60
930.000	Repair & Maintenance	8,106	25,500	25,500	21,000	21,525	22,063
940.000	Equipment Charges	12,000	12,000	12,000	12,000	12,300	12,608
	<b>SUBTOTAL</b>	162,250	161,402	161,402	215,526	221,470	227,580
<b>474.000</b>	<b>Traffic Services</b>						
702.000	Wages/Salaries	2,708	2,435	2,435	3,212	3,308	3,407
715-720	Fringe Benefits	1,236	1,463	1,463	1,846	1,893	1,940
740.000	Operating Expense	1,566	25,000	25,000	33,000	33,825	34,671
924.000	Traffic Signals	2,558	10,200	10,200	12,000	12,300	12,608
	<b>SUBTOTAL</b>	8,068	39,098	39,098	50,058	51,326	52,625
<b>478.000</b>	<b>Snow Plowing</b>						
702.000	Wages/Salaries	18,153	25,022	25,022	21,531	22,176	22,842
715-720	Fringe Benefits	8,249	15,032	15,032	12,379	12,689	13,006
740.000	Operating Expense	22,663	44,500	44,500	45,500	46,638	47,803
930.000	Repair & Maintenance	-	-	-	-	-	-
940.000	Equipment Charges	10,000	10,000	10,000	10,000	10,250	10,506
	<b>SUBTOTAL</b>	59,065	94,554	94,554	89,410	91,753	94,157
<b>479.000</b>	<b>Snow Removal</b>						
702.000	Wages/Salaries	5,512	5,419	5,419	6,537	6,734	6,936
715-720	Fringe Benefits	2,483	2,174	2,174	3,759	3,853	3,949
	<b>SUBTOTAL</b>	7,995	7,593	7,593	10,296	10,587	10,885
<b>485.000</b>	<b>Transfer Between Funds</b>						
969.203	Contribution-Local Streets	100,000	100,000	100,000	100,000	100,000	100,000
	<b>SUBTOTAL</b>	100,000	100,000	100,000	100,000	100,000	100,000
<b>491.000</b>	<b>Storm Sewer</b>						
702.000	Wages/Salaries	3,433	2,400	2,400	4,071	4,193	4,319
715-720	Fringe Benefits	1,528	1,442	1,442	2,341	2,399	2,459
740.000	Operating Expense	1,120	4,100	4,100	4,500	4,613	4,728
	<b>SUBTOTAL</b>	6,080	7,942	7,942	10,912	11,205	11,506
	<b>TOTAL EXPENDITURES</b>	418,294	506,189	506,189	501,802	512,581	523,649
Printed:	8/23/2022						

## MAJOR STREETS OPERATION

### 451 Construction

#### **802 – Contractual Services**

**\$20,000**

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

### 463 Street Routine Maintenance

#### **702 - Wages/Salaries**

**\$111,569**

This is the projected wage cost of maintaining the City's Major Streets system. This includes a portion of Administrative wages based on estimated involvement.

#### **715-720 - Fringe Benefits**

**\$61,897**

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**

**\$9,000**

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.

#### **827 - Insurance & Bonds**

**\$60**

Covers Property and Liability insurance.

#### **930 - Repair & Maintenance**

**\$21,000**

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	\$ 7,500
Leaf & Brush Disposal	\$ 5,000
Striping	\$ 3,000
Miscellaneous Expenses	<u>\$ 3,360</u>
	<u>\$ 21,000</u>

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 will be divided 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 Streets system to comply with federal regulations.

**702 - Wages/Salaries**

**\$3,212**

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

**715-720 - Fringe Benefits**

**\$1,846**

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**

**\$33,000**

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 crosswalks at Liberty and Lafayette, and Wells and Lake St, will be getting electronic signage for increased visibility and safety.

**924 - Traffic Signals**

**\$12,000**

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 of 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** **\$21,531**

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

**715-720 - Fringe Benefits** **\$12,379**

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** **\$45,500**

Operating expense includes the cost of salt for the streets, 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	\$ 35,000
Additive	\$ 4,000
Plow Blades	<u>\$ 6,500</u>
	<u>\$ 45,500</u>

**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** **\$6,537**

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

**715-720 - Fringe Benefits** **\$3,759**

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 FY 2022-2023 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 Streets system. The most common tasks are cleaning the system, catch basin repair or rebuilding, storm line repairs and mosquito control.

**702 - Wages/Salaries**

**\$4,071**

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

**715-720 - Fringe Benefits**

**\$2,341**

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**

**\$4,500**

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	\$ 1,000
	<u>\$ 4,500</u>

<b>203 LOCAL STREETS OPERATION</b>							
<b>REVENUES</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
<b>Revenue</b>	<b>Description</b>	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
546.000	Gas & Wgt. Tax	314,178	369,327	369,327	340,000	350,500	352,975
592.100	Grant - Oakland County	-	-	-	-	-	-
665.000	Interest Income	177	500	500	100	100	100
675.202	Contribution-Major Street	100,000	100,000	100,000	100,000	100,000	100,000
683.000	Other Revenues	-	-	-	-	-	-
	<b>TOTAL</b>	414,355	469,827	469,827	440,100	450,600	453,075
	<b>BEGINNING FUND BALANCE</b>	583,059	746,018	746,018	944,584	1,052,328	1,182,353
	<b>TOTAL FISCAL YEAR REVENUES</b>	414,355	469,827	469,827	440,100	450,600	453,075
	<b>TOTAL EXPENDITURES</b>	251,397	260,461	271,261	332,356	320,575	319,563
	<b>ENDING FUND BALANCE</b>	746,018	955,384	944,584	1,052,328	1,182,353	1,315,865
Printed:	8/23/2022						

<b>203 LOCAL STREETS OPERATION</b>							
<b>EXPENDITURES</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
<b>Expenditure</b>	<b>Description</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>223.000</b>	<b>Accountant</b>						
801.000	Professional Services	3,910	5,600	5,600	5,600	5,740	5,884
	<b>SUBTOTAL</b>	3,910	5,600	5,600	5,600	5,740	5,884
<b>451.000</b>	<b>Construction</b>						
801.000	Professional Services	4,021	15,000	25,800	20,000	-	-
802.000	Contractual Services	1,426	-	-	-	-	-
	Contract. Services N. Hagadorn						
	<b>SUBTOTAL</b>	5,447	15,000	25,800	20,000	-	-
<b>463.000</b>	<b>Street Routine Maintenance</b>						
702.000	Wages/Salaries	93,254	75,889	75,889	108,829	112,094	115,456
715-720	Fringe Benefits	41,070	44,248	44,248	60,321	61,829	63,375
740.000	Operating Expense	6,968	8,500	8,500	9,000	9,225	-
801.000	Professional Services	-	-	-	-	-	-
827.000	Insurance & Bonds	55	65	65	65	65	65
930.000	Repair & Maintenance	17,574	9,500	9,500	12,500	12,813	13,133
940.000	Equipment Charges	12,000	5,000	5,000	5,000	5,125	5,253
	<b>SUBTOTAL</b>	170,921	143,202	143,202	195,715	201,151	197,282
<b>474.000</b>	<b>Traffic Services</b>						
702.000	Wages/Salaries	2,730	2,468	2,468	3,238	3,336	3,436
715-720	Fringe Benefits	1,212	934	934	1,862	1,908	1,956
740.000	Operating Expense	4,490	3,200	3,200	3,500	3,588	3,677
	<b>SUBTOTAL</b>	8,431	6,602	6,602	8,600	8,832	9,069
<b>478.000</b>	<b>Snow Plowing</b>						
702.000	Wages/Salaries	21,358	21,381	21,381	25,332	26,092	26,875
715-720	Fringe Benefits	9,429	12,501	12,501	14,565	14,929	15,302
740.000	Operating Expense	12,249	29,500	29,500	30,000	30,750	31,519
940.000	Equipment Charges	12,000	12,000	12,000	12,000	12,000	12,000
	<b>SUBTOTAL</b>	55,036	75,382	75,382	81,898	83,772	85,696
<b>491.000</b>	<b>Storm Sewer</b>						
702.000	Wages/Salaries	3,905	2,280	2,280	4,631	4,770	4,913
715-720	Fringe Benefits	1,708	1,370	1,370	2,663	2,729	2,798
740.000	Operating Expense	1,521	8,025	8,025	8,250	8,456	8,668
930.000	Repair & Maintenance	518	3,000	3,000	5,000	5,125	5,253
	<b>SUBTOTAL</b>	7,651	14,675	14,675	20,544	21,081	21,631
	<b>TOTAL EXPENDITURES</b>	251,397	260,461	271,261	332,356	320,575	319,563
Printed:	8/23/2022						

## LOCAL STREETS OPERATION

### 451 Construction

#### 801 – Professional Services

**\$20,000**

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

### 463 Street Routine Maintenance

#### 702 - Wages/Salaries

**\$108,829**

This is a projected wage cost for maintaining the City's Local Streets system. This includes a portion of Administrative wages based on estimated involvement.

#### 715-720 - Fringe Benefits

**\$60,321**

This account covers 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 Expenses

**\$9,000**

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.

#### 827 - Insurance & Bonds

**\$65**

The total amount varies depending on current work and equipment.

#### 930 - Repairs and Maintenance

**\$12,500**

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	\$ 5,000
Miscellaneous Expenses	<u>\$ 5,000</u>
	<u>\$ 12,500</u>

#### 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** **\$3,238**

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

**715-720 - Fringe Benefits** **\$1,862**

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** **\$3,500**

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 Streets system.

**702 - Wages/Salaries** **\$25,332**

This is a projected wage cost for plowing the Local Streets 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** **\$14,565**

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**

**\$30,000**

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	\$ 2,500
Blades	<u>\$ 3,500</u>
	<u>\$30,000</u>

**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**

**\$4,631**

This is the projected wage cost for maintenance of the Local Streets 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**

**\$2,663**

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**

**\$8,250**

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 Expenses	\$1,000
Drain Content Disposal	<u>\$2,250</u>
	<u>\$8,250</u>

**930 - Repair & Maintenance**

**\$5,000**

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

<b>248 DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>OPERATING FUND</b>							
<b>Revenue</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
402.000	Current Property Taxes (Captured)	54,862	51,705	51,705	55,083	56,185	57,308
582.100	Patronicity Funds Economic Development	7,183	-	-	-	-	-
665.000	Interest Income	21	100	100	-	-	-
674.300	Contribution - Gift Certificates	-	500	500	500	500	500
675.100	Contribution - FM Sponsorship Fees	6,273	7,350	7,350	7,500	7,500	7,500
675.200	Contribution - Winter Events	-	2,000	2,000	6,000	6,000	6,000
675.300	Ladies Night Out Sponsorship Fees	-	2,000	2,000	4,000	4,000	4,000
675.410	Contribution - FM Vendor Fees	6,721	6,000	6,000	7,500	7,500	7,500
675.700	Contribution - Street Banner	-	-	-	-	-	-
675.900	Contribution - Murals	-	5,000	5,000	5,000	5,000	5,000
675.910	Contribution Business Directory	-	500	500	500	500	500
680.000	Miscellaneous	(7,631)	-	-	-	-	-
682.000	Grant Money	-	5,500	5,500	-	-	-
680.200	Contribution EV Charging Stations	-	-	-	2,200	-	-
699.101	Transfer In - General Fund	-	4,000	4,000	4,000	4,000	4,000
	<b>Total Revenues</b>	<b>67,429</b>	<b>84,655</b>	<b>84,655</b>	<b>92,283</b>	<b>91,185</b>	<b>92,308</b>
<b>Expenditure</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Draft 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
702.200	Wages/Salaries	11,146	12,500	12,500	12,500	12,813	13,133
715.000	Fringe Benefits	-	-	-	-	-	-
740.000	Operating Expense	2,570	1,000	1,000	2,500	2,563	2,627
740.200	Seasonal Improvements	6,139	7,700	7,700	8,250	8,456	8,668
801.000	Professional Services	-	5,500	5,500	6,500	6,663	6,829
880.000	Community Promotion	1,083	2,500	2,500	2,500	2,563	2,627
880.100	Community Prom. CBD Winter	-	2,000	2,000	2,000	2,050	2,101
880.200	Community Promo. Design	-	7,500	7,500	9,000	9,225	9,456
880.400	Community Events	669	8,850	8,850	14,500	14,863	15,234
880.500	Community Promo. Gift Certificate	-	500	500	500	513	525
888.000	Grant Expenditures	11,992	5,500	5,500	-	-	-
900.000	Printing/Publishing	2,945	5,600	5,600	6,500	6,663	6,829
957.000	Education & Training	1,534	4,000	4,000	4,000	4,100	4,203
962.000	Miscellaneous Expense	(4,865)	1,000	1,000	1,000	1,025	1,051
972.000	Capital Improvements	1,955	15,000	15,000	18,700	19,168	19,647
995.101	Transfer to General Fund	-	-	-	-	-	-
	<b>Total Expenditures</b>	<b>35,169</b>	<b>79,150</b>	<b>79,150</b>	<b>88,450</b>	<b>90,661</b>	<b>92,928</b>
	<b>BEGINNING FUND BALANCE</b>	<b>29,399</b>	<b>61,659</b>	<b>61,659</b>	<b>67,164</b>	<b>70,997</b>	<b>71,520</b>
	<b>TOTAL FISCAL YEAR REVENUES</b>	<b>67,429</b>	<b>84,655</b>	<b>84,655</b>	<b>92,283</b>	<b>91,185</b>	<b>92,308</b>
	<b>TOTAL EXPENDITURES</b>	<b>35,169</b>	<b>79,150</b>	<b>79,150</b>	<b>88,450</b>	<b>90,661</b>	<b>92,928</b>
	<b>ENDING FUND BALANCE</b>	<b>61,659</b>	<b>67,164</b>	<b>67,164</b>	<b>70,997</b>	<b>71,520</b>	<b>70,900</b>
	Printed: 8/23/2022						

## **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, volunteer driven 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 budget is prepared by the DDA Executive Director and the DDA Board of Directors. The South Lyon DDA is an Associate Level Member of the Oakland County Main Street Program.

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

- **Organization** – Builds leadership and strong organizational capacity, ensuring broad community engagement, and forging partnerships across sectors.
- **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** – Provides a wide range of promotional and marketing activities which include, but are not limited to, special events and business promotions, including use of social media, websites, printed materials (print media, brochures, posters, billboards, magazine advertising, and editorials), broadcast media, networking, organizational partnerships, volunteer outreach, and marketing the district's defining assets.
- **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 the four points noted above.

## DDA REVENUE

**402 – Current Property Taxes (Captured)** **\$55,083**

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 2022/2023 at the end of March after all Board of Review activity. Current estimate is based on a 6% increase from 2021-2022 fiscal year.

**665 - Interest Income** **None**

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** **\$7,500**

Revenue from Farmers Market sponsorship fees. Sponsorship planning is currently in progress by the Farmers Market Manager and the DDA Executive Director for the 2022 market season (May – October 2022).

**675.200 – Contribution – Winter Events** **\$6,000**

Revenues expected from local business sponsors for the Mardi Gras and Holiday Spectacular events.

**675.300 – Contribution – Ladies Night Out Sponsorship Fees** **\$4,000**

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

**675.410 – Contribution – FM Vendor Fees** **\$7,500**

Revenue from vendor fees at the Farmers Market. Projected revenues for 2022-2023 are a conservative estimate based on a 25% increase in vendor fees along with a 30% discount for seasonal vendors.

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

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

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

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

**680.200 – Contribution – Electric Vehicle Charging Station Fees** **\$2,200**

Projected revenues from the two electric vehicle charging stations at the Wells Street Parking Lot.

**682 – Grant Funds** **None**

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

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

## **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. The current Wages/Salaries for the Farmers Market Manager is based on \$20/hour pay rate.

**740 – Operating Expenses** **\$2,500**

Purchase of supplies and materials for events and projects.

**740.200 – Seasonal Improvements** **\$8,250**

Holiday garland, lighting, cornstalks, and pumpkins:

- Flowers purchased for light poles and sidewalk planters: \$ 4,500
- Corn stalks and pumpkins: \$ 750
- DDA winter garland for placement on all DDA light poles: \$ 3,000
- \$ 8,250**

**801 – Professional Services Contractual** **\$6,500**

Consultants for the DDA for promotions and marketing, design (window display and store interior merchandising, etc.), business improvement, business recruitment, and to create a professional downtown marketing video.

**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** **\$9,000**

- 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
- Pocket Park on E. Lake. St. enhancements (plants, flowers, upkeep) \$ 1,500
- \$ 9,000**



**880.400 – Community Events** **\$14,500**

Mardi Gras in March, Ladies Night Out in May and November, Food Truck Rally in August, Kids Trick or Treat, Holiday Spectacular:

- Ladies Night Out – May: \$ 2,000
- Ladies Night Out – November: \$ 2,000
- Kids Trick or Treat – October: \$ 500
- Holiday Spectacular: \$ 6,000
- Mardi Gras – March: \$ 2,000
- Food Truck Rally – August: \$ 2,000
- \$ 14,500

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

Reimbursement to downtown businesses for gift certificates.

**888-Grant Expenditures** **None**

**900 – Printing/Publishing** **\$6,500**

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: \$ 1,400
- Holiday Gift Guide, Lyon Today, and overrun: \$ 3,500
- Events guide: \$ 500
- Downtown gift certificate printing: \$ 100
- New Banners for DDA light poles: \$ 1,000
- \$ 6,500

**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.

**972 – Capital Improvements**

**\$18,700**

Holiday lighting for streetscape trees and over E. Lake St., new holiday lighting on trees in downtown, new trash cans for downtown, Façade/Building Improvement Program:

- Lights over E. Lake St. and cable (Lafayette to Wells Street): \$ 3,000
- Fall and holiday lights for trees: \$ 2,000
- Trash cans for downtown area: \$ 1,500
- Façade/Building Improvement Program \$ 10,000
- EV Charging Station Fees \$ 2,200
- \$ 18,700

<b>592 WATER AND SEWER OPERATIONS</b>							
<b>REVENUES</b>							
<b>Revenue</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
628.100	Refuse Collection	558,871	573,400	573,400	597,300	621,192	646,040
635.100	Inspection - Tap-in	1,140			1,000	1,000	1,000
642.100	Sale of Wastewater	1,362,622	1,394,140	1,394,140	1,443,074	1,493,727	1,546,157
642.200	Sale of Water	1,040,697	1,092,726	1,092,726	1,191,441	1,299,074	1,416,431
642.300	Tube Mill Treatment Water	202,284	200,000	200,000	240,000	260,000	275,000
643.000	Ready to Serve Charge - Water	86,916	140,904	140,904	144,520	148,262	152,135
644.000	Ready to Serve Charge - Sewer	149,649	258,460	258,460	265,073	271,911	278,984
655.000	Fines & Forfeitures	44,173			35,000	35,000	35,000
665.000	Interest Income	5,467	6,730	6,730	2,650	2,650	2,650
667.100	Hydrant Rental	2,500	2,500	2,500	2,500	2,500	2,500
675.400	Contrib. Cap. - Builder Donated	570,910	250,000	250,000	300,000	300,000	250,000
683.000	Other Revenues	5,262	5,000	5,000	105,000	5,000	5,000
699.642	Contribution - Equip. Replacement						
696.000	Sale of Bonds						
	<b>TOTAL</b>	<b>4,030,490</b>	<b>3,923,860</b>	<b>3,923,860</b>	<b>4,327,558</b>	<b>4,440,316</b>	<b>4,610,897</b>
	<b>BEGINNING NET POSITION</b>	<b>7,793,377</b>	<b>5,591,745</b>	<b>5,591,745</b>	<b>3,787,937</b>	<b>1,314,872</b>	<b>604,433</b>
	<b>TOTAL FISCAL YEAR REVENUES</b>	<b>4,030,490</b>	<b>3,923,860</b>	<b>3,923,860</b>	<b>4,327,558</b>	<b>4,440,316</b>	<b>4,610,897</b>
	<b>TOTAL EXPENDITURES</b>	<b>6,232,122</b>	<b>5,717,668</b>	<b>5,727,668</b>	<b>6,800,623</b>	<b>5,150,755</b>	<b>4,619,799</b>
	<b>ENDING NET POSITION</b>	<b>5,591,745</b>	<b>3,797,937</b>	<b>3,787,937</b>	<b>1,314,872</b>	<b>604,433</b>	<b>595,531</b>
* Current Cash on hand:							
	Operating	\$ 846,824			***Unrestricted Net Position \$3,731,154		*as of 2/28/2022
	Water Rep.	\$ 1,090,058			\$537,107.54 Water Capital Improvement Restricted		
	Sanitary Sewer Rep	\$ 5,894,973			\$1,765,360.79 Sewer Capital Improvement Restricted		
					\$879,247 Debt Service Restricted		
**Net Position include est. lower expenditures from FY2021-2022 Budget							
	592-556.000-970.000	\$ 530,000					
	592-557.000-970.000	\$ 1,160,000					
Printed:	8/23/2022						

**WATER AND WASTEWATER DEPARTMENT REVENUES  
2022-2023**

**Revenues**

**628.100 - Refuse Collection** **\$597,300**

This reflects revenue which is received from garbage collection in the City. There are currently 3,978 chargeable units. The single home rate is \$12.47 per month/\$37.41 per quarter and the multiple unit rate is \$10.92 per month/\$32.76 per quarter. In July, this cost is adjusted based on the contractual increase of 4%.

**635.100 – Inspection Tap-In** **\$1,000**

Funds collected for inspection tap-in to water & wastewater.

**642.100 & 642.200 - Sale of Water and Wastewater** **\$2,634,515**

The current rate charged for water is \$2.92 per 1,000 gallons and \$4.84 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 will increase on December 1, 2022 based on the schedule adopted by Council on November 9, 2020. The new rates will be reflected in the April 2023 utility bill.

**642.300 - Tube Mill Treatment Water** **\$240,000**

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 Mill is billed monthly for water usage. The current rate is \$1.46 per 1000 gallons of untreated water.

**643 & 644 - Ready to Serve Charge – Water & Sewer** **\$409,593**

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"	\$8.65/Quarter	Meter Size ¾" or 1"	\$15.87/Quarter
1 ½"	\$17.30/Quarter	1 ½"	\$31.75/Quarter
2"	\$27.70/Quarter	2"	\$50.80/Quarter
3"	\$55.38/Quarter	3"	\$101.60/Quarter
4"	\$86.54/Quarter	4"	\$158.75/Quarter

**655 – Fines & Forfeitures** **\$35,000**

Penalties and fines assessed to late utility accounts.

**665 - Interest Income**

**\$2,650**

This is revenue which is earned on restricted and operational earned income.

**667.100 - 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**

**\$300,000**

This account reflects the tap-in fees the City collects for water & wastewater. The amount charged is \$7,000 for a single residential tap (water = \$2,800, sewer = \$4,200). Commercial establishments are charged according to square footage or type of use.

**683 - Other Revenues**

**\$105,000**

This is a small sum of revenue which is earned from the sale of bulk water from the fire hydrants to private companies. It includes awards from (2) Oakland County Local Government Critical Infrastructure Planning grants. Also included are other incidental sources of income.

<b>592 WATER AND SEWER OPERATIONS</b>							
<b>EXPENDITURES</b>							
<b>Expenditure</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
<b>557 Wastewater System</b>							
702.000	Wages/Salaries	375,478	413,350	413,350	366,759	377,762	389,095
715-720	Fringe Benefits	228,271	220,955	220,955	205,493	210,630	215,896
721.000	Uniforms	1,342	3,800	3,800	3,520	3,550	3,600
725.000	OPEB Retiree Health Care Trust	21,911	9,432	9,432	7,744	7,938	8,136
727.000	Office Supplies	1,032	1,500	1,500	2,000	2,000	2,000
740.000	Operating Expense	132,144	125,000	125,000	130,000	130,000	130,000
801.000	Professional Service	(15,742)	125,000	125,000	46,000	46,000	46,000
802.000	Contractual Services	31,907	47,000	47,000	48,400	49,610	50,850
807.000	Auditor	9,012	10,200	10,200	10,200	10,455	10,716
820.000	Computer	1,943	2,550	2,550	2,500	2,500	2,500
827.000	Insurance & Bonds	13,317	15,300	15,300	15,500	15,500	15,500
830.000	Memberships & Dues	278	510	510	600	615	630
853.000	Telephone	4,396	4,080	4,080	4,200	4,305	4,413
860.000	Gas & Oil	2,738	6,500	6,500	7,500	7,688	7,880
861.000	Transportation & Mileage	-	510	510	600	615	630
863.000	Vehicle Maintenance	21	-	-	-	-	-
900.000	Printing	418	510	510	600	615	630
920.000	Utilities	225,042	219,300	219,300	225,000	230,625	235,000
931.000	Building Maintenance	103,929	262,000	262,000	117,000	119,925	122,925
957.000	Education & Training	1,896	4,000	4,000	4,500	4,500	4,500
962.000	Miscellaneous Expense	2,549	7,000	7,000	7,500	7,500	7,500
968.000	Depreciation Expense	771,540	-	-	-	-	-
968.100	Bad Debt Expense	-	-	-	-	-	-
972.000	Capital Improvements	29,112	1,565,000	1,565,000	2,209,250	949,000	429,000
977.000	Equipment Miscellaneous	7,058	90,000	90,000	110,000	-	-
988.000	Pre-Paid Financial Cost	-	-	-	-	-	-
993.100	Debt - Interest	133,997	-	-	-	-	-
995.307	Transfer to Debt Fund	-	-	-	-	-	-
	<b>SUBTOTAL</b>	<b>2,083,592</b>	<b>3,133,497</b>	<b>3,133,497</b>	<b>3,524,866</b>	<b>2,181,333</b>	<b>1,687,401</b>
<b>550 Sanitary Sewer Repair</b>							
702.000	Wages/Salaries	55,100	55,063	55,063	65,352	67,313	69,332
715-720	Fringe Benefits	(4,055)	29,771	29,771	37,575	38,514	39,477
740.000	Operating Expense	4,944	13,950	13,950	14,000	14,350	14,709
801.000	Professional Services	-	2,500	2,500	42,500	43,563	44,652
802.000	Contractual Services	780	510	510	600	615	630
930.000	Repairs & Maintenance	5,439	45,900	45,900	42,500	42,500	42,500
940.000	Equipment Charges	25,000	25,500	25,500	25,500	25,500	25,500
956.000	Miscellaneous	-	6,630	6,630	6,500	6,663	6,829
	<b>SUBTOTAL</b>	<b>87,209</b>	<b>179,824</b>	<b>179,824</b>	<b>234,527</b>	<b>239,018</b>	<b>243,629</b>
<b>528 Solid Waste Collection</b>							
804.000	Refuse Collection	599,734	573,400	573,400	597,300	621,204	646,042
	<b>SUBTOTAL</b>	<b>599,734</b>	<b>573,400</b>	<b>573,400</b>	<b>597,300</b>	<b>621,204</b>	<b>646,042</b>
	<b>TOTAL</b>	<b>6,232,122</b>	<b>7,407,668</b>	<b>7,417,668</b>	<b>6,800,623</b>	<b>5,150,755</b>	<b>4,619,799</b>
Printed:	8/23/2022						

<b>592 WATER AND SEWER OPERATIONS EXPENDITURES</b>							
<b>Expenditure</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
<b>452 Water/Sewer Construction</b>							
801.000	Professional Service	-	40,000	40,000	40,000	40,000	40,000
801.100	Professional Service	-	-	-	-	-	-
802.000	Contractual Service-Water Storage Tank	1,641,139	1,500,000	1,500,000	900,000	-	-
<b>SUBTOTAL</b>		1,641,139	1,540,000	1,540,000	940,000	40,000	40,000
<b>556 Water Distribution System</b>							
702.000	Wages/Salaries	232,134	268,421	268,421	244,506	251,841	259,397
715-720	Fringe Benefits	156,166	147,861	147,861	136,995	140,420	143,931
721.000	Uniforms	3,480	3,300	3,300	2,347	2,405	2,465
725.000	OPEB Retiree Health Care Trust	14,609	6,288	6,288	5,163	5,292	5,424
727.000	Office Supplies	1,032	1,500	1,500	2,000	2,000	2,000
740.000	Operating Expense	92,728	61,000	61,000	68,000	69,700	71,443
801.000	Professional Service	27,198	150,000	150,000	105,000	107,625	110,316
801.111	Vulnerability Assessment	-	12,500	12,500	12,500	-	-
801.211	Wellhead Protection	690	7,500	7,500	7,500	7,500	7,500
802.000	Contractual Services	21,895	49,557	49,557	52,357	53,666	55,008
807.000	Auditor	6,008	10,000	10,000	10,000	10,250	10,500
820.000	Computer	857	1,200	1,200	1,500	1,500	1,500
827.000	Insurance & Bonds	13,756	15,000	15,000	15,000	15,000	15,000
830.000	Memberships & Dues	637	850	850	850	850	850
853.000	Telephone	2,264	2,800	2,800	3,200	3,280	3,300
860.000	Gas & Oil	8,905	8,200	8,200	8,500	8,600	8,700
861.000	Transportation/Mileage	76	500	500	500	500	500
863.000	Vehicle Maintenance	11,619	17,000	17,000	18,000	18,000	18,000
900.000	Printing	418	500	500	500	500	500
920.000	Utilities	102,907	100,000	100,000	105,000	107,625	110,316
931.000	Building Maintenance	26,211	94,000	94,000	183,000	183,000	183,000
957.000	Education & Training	1,760	3,500	3,500	4,000	4,000	4,000
962.000	Miscellaneous Expense	3,787	7,500	7,500	8,500	5,000	5,000
968.000	Depreciation Expense	771,539	-	-	-	-	-
972.000	Capital Improvements	41,272	674,000	674,000	51,750	620,000	525,000
977.000	Equipment Miscellaneous	-	15,000	25,000	15,000	-	-
991.100	Debt-Principal	120,000	125,000	125,000	125,000	130,000	135,000
991.999	Paying Agent Fees	-	750	750	750	750	750
993.100	Debt-Interest	49,031	46,750	46,750	43,625	40,500	37,250
<b>SUBTOTAL</b>		1,710,979	1,830,477	1,840,477	1,231,043	1,789,804	1,716,650
<b>540 Water Repair</b>							
702.000	Wages/Salaries	54,491	55,860	55,860	64,629	66,568	68,565
715-720	Fringe Benefits	16,282	30,250	30,250	37,159	38,088	39,040
740.000	Operating Expense	1,482	5,610	5,610	6,500	6,663	6,829
801.000	Professional Service	-	1,530	1,530	102,000	104,550	107,164
802.000	Contractual Services	780	510	510	1,000	1,025	1,051
861.000	Transportation/Mileage	-	100	100	100	103	105
930.000	Repairs & Maintenance	9,469	25,500	25,500	30,000	30,750	31,519
940.000	Equipment Charges	25,000	25,500	25,500	25,500	25,500	25,500
956.000	Miscellaneous Expense	1,964	5,610	5,610	6,000	6,150	6,304
957.000	Education & Training	-	-	-	-	-	-
<b>SUBTOTAL</b>		109,469	150,470	150,470	272,888	279,397	286,077
<b>592 WATER AND SEWER OPERATIONS EXPENDITURES</b>							

**WATER DEPARTMENT EXPENDITURES  
2022-2023**

**Expenditures**

**452 - Water and Sewer Construction**

**801 - Professional Services** **\$40,000**

**802—Contractual Services – Water Storage Tank** **\$900,000**

To be completed this year/EST. Substantial Completion Date - 2022  
Finish earthwork  
Parking lot and perimeter fencing

Funds budgeted here are to be used to fund PHASE 1 of the Capital Improvement Plan.

**556 - Water Distribution System**

**702 – Wages** **\$244,506**

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. The total takes into account a wage increase based on the current AFSCME contract and overtime.

**715-720 - Fringe Benefits** **\$136,995**

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 40% water and 60% wastewater.

**721 – Uniforms** **\$2,347**

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** **\$5,163**

\$1,600 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. \$426 for service split of DPW Water & Sewer Superintendent. \$256 for service split of Accounting/Utility Billing Clerk.



**727 - Office Supplies****\$2,000**

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

**740 - Operating Expense****\$68,000**

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	\$ 37,000
▪ Consumer Confidence Report	\$ 8,500
▪ Lab supplies	\$ 11,500
▪ DEQ and private lab monitoring and misc. expense	\$ 11,000
	\$ 68,000

**801 - Professional Services****\$105,000**

This covers engineering services associated with the Water Department. This will include 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 a Water Reliability Study due to EGLE this year. Funds from this account will also be utilized to conduct an Aquifer Study to investigate possible well production outside of current aquifer.

**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 took 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 Service****\$52,357**

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	\$ 3,600
▪ Dumpster Pickup	\$ 1,000
▪ Badger Meter Maintenance	\$ 1,000
▪ DEQ Permits	\$11,000
▪ Internet Service	\$ 1,000
▪ CSX Rail Crossing Annual Fee	\$ 1,200
▪ Water/Sewer Inspections	\$ 7,000
▪ Water Cross Connection Program	\$10,000
▪ Hach Service Agreement	\$ 2,500
▪ Misc Expenses	\$ 6,500
	\$52,357

**807 – Auditor****\$10,000**

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

**820 – Computer****\$1,500**

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

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

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

**830 - Membership/Dues****\$850**

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

**853 – Telephone****\$3,200**

This covers the department's entire phone system, phone maintenance program, local, long distance and cellular services.

**860 - Gas and Oil****\$8,500**

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****\$500**

This line item is for expenses incurred when an employee uses his/her personal vehicle for City business or training classes/seminars.

**863 - Vehicle Maintenance****\$18,000**

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.

**920 - Public Utilities****\$105,000**

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 (90%)	\$ 95,000
▪ Gas – Consumers Energy (10%)	\$ 10,000
	\$ 105,000

**931 - Building and Equipment Maintenance****\$183,000**

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

▪ Well and pump maintenance	\$ 65,000
▪ Instrumentation calibration & controls	\$ 15,000
▪ Misc. Expenses	\$ 10,000
▪ SCADA controls (Well Houses)	\$ 8,000
▪ Meter replacement (Treatment Plant)	\$ 85,000
	\$ 183,000

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

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****\$8,500**

These funds address miscellaneous items and miscellaneous SCADA software upgrades.

**972 - Capital Improvements****\$51,750**

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

FY 2022-2023

▪ Purchase and upkeep of entire City's water meters and accessories (i.e., reading equipment)	\$ 35,750
▪ SCADA system improvements (These are our system improvements that interpret and deliver information/alarms)	\$ 16,000
	\$ 51,750

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

\$15,000 is budgeted for the purchase of special equipment, and servicing the induced draft aerator.

**991.100 – Debt-Principal****\$125,000**

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

**991.999 – Paying Agent Fees****\$750**

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

**993.100– Debt-Interest****\$43,625**

The funds allocated within this account are designated for payment of the biannual interest due on 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** **\$64,629**

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

**715-720 - Fringe Benefits** **\$37,159**

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** **\$6,500**

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

Paint/Flags	\$1,700
Pipe & Fittings	<u>\$4,800</u>
	\$6,500

**801 - Professional Services** **\$102,000**

This covers upgrades to the GIS system for the water system or other professional services related to the water system. All communities are now required by EGLE to inspect water service leads as a part of an ongoing CDSMI (Complete Distribution System Material Inventory). Per our engineers, we are budgeting \$1,000 per water service lead which the City will contract to have performed this fiscal year. Our goal will be to have 100 leads completed this fiscal year.

**802 - Contractual Services** **\$1,000**

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**

**\$30,000**

This account includes expenses for professional assistance in working with the water system such as emergency line stopping, valve insertion or valve replacement, 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, and other special fittings such as 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 GIS computer system.

**940 - Equipment Charges**

**\$25,500**

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

**956 - Miscellaneous Expense**

**\$6,000**

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

## **557 – Wastewater System**

### **452 - Water and Sewer Construction**

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

### **702 – Wages**

**\$366,759**

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 takes into account a wage increase based on the current AFSCME contract and overtime.

### **715-720 - Fringe Benefits**

**\$205,493**

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 40% Water and 60% Wastewater.

### **721 – Uniforms**

**\$3,520**

This falls under the Fringe Benefit line item and 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**

**\$7,744**

\$1,600 per (7) active Water & Sewer Department employees with funds placed into a Trust to pay future retiree health care obligations. 60% of total difference split with Water Department account. \$640 for service split of DPW Water & Sewer Superintendent. \$384 for service split of Accounting/Utility Billing Clerk.

### **727 - Office Supplies**

**\$2,000**

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

### **740 - Operating Expense**

**\$130,000**

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	\$ 96,000
▪ Private lab monitoring	\$ 11,000
▪ Lab supplies	\$ 18,000
▪ Miscellaneous	\$ 5,000
	<b>\$130,000</b>

**801 - Professional Services****\$46,000**

This covers engineering services associated with the Wastewater Department. This will include the cost of services to complete the final phase (V) of the CCTV for the Sanitary Sewer project.

**802 – Contractual Service****\$48,400**

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	\$ 6,000
▪ HVAC Maint. Inspections	\$ 5,000
▪ Dumpster Pickup	\$ 1,500
▪ DEQ Permits	\$ 12,800
▪ Internet Service	\$ 750
▪ Crane Inspection	\$ 1,100
▪ Badger Meter Maintenance, split with water	\$ 1,500
▪ CSX Rail Crossing Annual Fee	\$ 4,750
▪ Hach Maint. Agreement	\$ 2,000
▪ Miscellaneous Expenses	\$ 5,000
	\$48,400

**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****\$2,500**

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

**827 – Insurance & Bonds****\$15,500**

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

**830 – Membership/Dues****\$600**

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

**853 – Telephone****\$4,200**

This covers our entire phone system, phone maintenance program, local, long distance and cellular services.



**860 – Gas and Oil**

**\$7,500**

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**

**\$600**

This line item is for expenses incurred when an employee uses his/her personal vehicle for City business or training classes/seminars.

**900 – Printing**

**\$600**

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.

**920 – Public Utilities**

**\$225,000**

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 the energy cost at the plant. (Energy Grant payback will be used from this line item.)

▪ Electric – DTE (70%)	\$157,500
▪ Gas – Consumers Energy (30%)	\$ 67,500
	\$225,000

**931 – Building and Equipment Maintenance**

**\$117,000**

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 – possible change*	\$ 91,000
▪ Instrumentation controls, actiflow screen and calibration	\$ 10,000
▪ Laboratory equipment	\$ 10,000
▪ Miscellaneous Expenses	\$ 6,000
	\$ 117,000

**957 – Education and Training**

**\$4,500**

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****\$7,500**

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

▪ Ace Unit (SCADA information receiving)	\$ 6,500
▪ Miscellaneous Expenses	\$ 1,000
	\$ 7,500

**972 – Capital Improvements****\$2,209,250**

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 2022-2023

▪ Purchase and upkeep of entire City's water meters and accessories (i.e., reading equipment)	\$ 29,250
▪ 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
▪ Actiflow Cell (tertiary treatment) 1 of 3	\$ 75,000
▪ Final Tanks Refurbish (1 of 2)	\$ 250,000
▪ Hydro Cyclone	\$ 20,000
▪ Slurry Pump	\$ 20,000
▪ New Generator	\$ 550,000
▪ New Switchgear	\$ 550,000
▪ Sanitary Sewer Installation at Railroad Crossing	\$ 610,000
	\$ 2,209,250

**977 – Equipment Miscellaneous****\$110,000**

This is here to purchase special equipment. Funds also budgeted to maintain activated sludge pump and 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	\$ 45,000
▪ Pump Controls (SCADA)	\$ 18,000
	\$ 110,000

**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**

**\$65,352**

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

**715-720 - Fringe Benefits**

**\$37,575**

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**

**\$14,000**

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	\$ 2,100
Nozzles – Jet	\$ 2,600
Misc. Expenses	<u>\$ 3,100</u>
Operating Expense	\$14,000

**801 - Professional Services**

**\$42,500**

This is for GIS utility upgrades and includes \$15,000 for repairs from previous findings. Another \$15,000 is included for potential repairs in QUADRANT 3 and QUADRANT 4.

**802 - Contractual Services**

**\$600**

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

**930 - Repairs & Maintenance**

**\$42,500**

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.

Plumber’s Service Cabling Service Lines	\$ 15,000
Special Cabling of Targeted Sewers	\$ 17,500
GIS Repair and Upgrade	\$ 5,000
Miscellaneous	<u>\$ 5,000</u>
Repair & Maintenance Expense	\$ 42,500

**940 - Equipment Rental****\$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 Expense****\$6,500**

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. Includes \$1,500 for miscellaneous purchases.

**528 – Solid Waste Collection****804 – Refuse Collection****\$597,300**

Funds allocated to pay monthly expenditures to GFL U.S.A. for the collection of 3,978 chargeable units within the City.

<b>265 DRUG FORFEITURE</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
<b>Revenue</b>	<b>Description</b>	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
659.001	Drug Forfeiture Funds	68,555	-	-	-	-	-
659.002	DEA Foreiture Funds	-	-	-	-	-	-
665.100	Interest Income	18	50	50	10	8	5
680.000	Miscellaneous Income	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	68,573	50	50	10	8	5
<b>Expenditure</b>	<b>Description</b>	Audited	Adopted	Amended	Adopted	Proposed	Proposed
		2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
740.000	Operating Expense	-	-	-	24	24	24
984.000	Capital Expenditures	14,059	34,000	43,500	28,400	-	-
962.000	Miscellaneous Expenditures						
	<b>TOTAL EXPENDITURES</b>	14,059	34,000	43,500	28,424	24	24
	<b>BEGINNING FUND BALANCE</b>	27,376	81,890	81,890	38,440	10,026	10,010
	<b>TOTAL FISCAL YEAR REVENUES</b>	68,573	50	50	10	8	5
	<b>TOTAL EXPENDITURES</b>	14,059	34,000	43,500	28,424	24	24
	<b>ENDING FUND BALANCE</b>	81,890	47,940	38,440	10,026	10,010	9,991
Printed: 8/23/2022							

**POLICE DEPARTMENT  
Fiscal Year 2022-2023  
Expenditures**

**Drug Forfeiture Funds  
Line Item: 265-000.000-002.500**

**DEA Drug Forfeiture Funds  
Line Item: 265-000.000-002.002**

**TOTAL: \$28,400**

I am requesting the following purchases be made during FY 2022-23 and be paid for utilizing Drug Enforcement Administration (DEA) Forfeiture Funds:

**Equipment:** Patrol Rifles (4) and Accessories

**Estimated Date of Completion:** FY 2022-2023

**Estimated Cost:** \$6,400

**Estimated City Share of Cost:** 100%

**Funding Source:** DEA Forfeiture Funds

**Description:** The Police Department will be replacing four patrol rifles that are fifteen years old.

**Communications Equipment:** Two portables and one base radio

**Estimated Date of Completion:** FY 2022-2023

**Estimated Cost:** \$22,000

**Estimated City Share of Cost:** 100%

**Funding Source:** DEA Forfeiture Funds

**Description:** The Police Department will purchase two portables and one base radio to meet the needs of personnel. These radios are in conjunction with the new radio system being introduced by Oakland County.

<b>274-COMMUNITY DEVELOPMENT BLOCK GRANT</b>							
		Audited	Adopted	Amended	Adopted	Proposed	Proposed
<b>Revenue</b>	<b>Description</b>	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
522.000	Fed. Grant - County CDBG Program	25,652	29,787	29,787	30,225	30,830	31,446
	Contributing Fed. Revenue Sharing						
675.401	Contribution-Capital Improvement Fund	-	-	-	-	-	-
699.203	Contribution-Local Streets	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	25,652	29,787	29,787	30,225	30,830	31,446
<b>Expenditure</b>	<b>Description</b>	Audited	Adopted	Amended	Adopted	Proposed	Proposed
		2020-2021	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
802.110	Chester St. Drain	-	-	-	-	-	-
802.140	Senior Center	24,552	24,787	24,787	25,225	-	-
802.230	HAVEN	-	5,000	5,000	5,000	5,000	5,000
	<b>TOTAL EXPENDITURES</b>	24,552	29,787	29,787	30,225	5,000	5,000
Printed: 8/23/2022							

**CDBG**

**802.140 – Senior Center/HAVEN**

**\$30,225**

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.



<b>209 CEMETERY PERPETUAL CARE</b>							
<b>Revenue</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
646.000	Sale of Lots	66,300	37,000	37,000	37,000	37,740	38,495
665.000	Interest Income	1,159	1,700	1,700	350	350	350
	<b>TOTAL REVENUES</b>	67,459	38,700	38,700	37,350	38,090	38,845
<b>Expenditure</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
972.000	Capital Improvements		25,000	100,000	25,000	-	-
995.101	Transfer to General Fund	50,000	49,500	49,500	48,110	45,427	44,877
	<b>TOTAL EXPENDITURES</b>	50,000	74,500	149,500	73,110	45,427	44,877
	<b>BEGINNING FUND BALANCE</b>	752,256	769,715	752,256	641,456	605,696	598,359
	<b>TOTAL FISCAL YEAR REVENUES</b>	67,459	38,700	38,700	37,350	38,090	38,845
	<b>TOTAL EXPENDITURES</b>	50,000	74,500	149,500	73,110	45,427	44,877
	<b>ENDING FUND BALANCE</b>	769,715	733,915	641,456	605,696	598,359	592,327
Printed: 8/23/2022							

## Cemetery Perpetual Care

### **972 – Capital Improvements**

**\$25,000**

The funds will pay for the demolition of the old garage, and the installation of a new small shed / maintenance building. It will also pay for the installation of a new waterline to the back sections of the cemetery.

### **995.101 – Transfer to General Fund**

**\$48,110**

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.



## 2003 Wastewater Treatment Plant Bonds

### REVENUE

**402 – Current Property Tax** **\$1,345,673**

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

**665 – Interest Income** **\$75**

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

### EXPENSES

**991.100 - Debt-Principal** **\$1,000,000**

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

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

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

**993.100 - Debt-Interest** **\$91,184**

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



## CAPITAL IMPROVEMENT FUND

### REVENUES

**402 – Current Property Tax** **\$448,558**

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

**665 – Interest Income** **\$ 750**

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

**675.999 – Contribution** **\$100,000**

Grant revenue for the trailways system.

### EXPENDITURES

**802.190 – Cont. Svcs. - Safe Routes to School** **\$55,000**

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

**802.222 – Cont. Svcs. – City Hall Building Improvements** **\$735,000**

The funds allocated in this account will be for the improvements to the City Hall building. This will be a collaborative effort with South Lyon Community Schools.

**802.441 – Cont. Svcs. - DPW - Yard Improvements** **\$250,000**

The funds allocated in this account will be for the improvements in the DPW Yard, which will include the second phase of the paving project, and the installation of a cold storage structure.

**802.600 – Cont. Svcs – Pathways/Trailway Improvement** **\$200,000**

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

<b>509 LAND ACQUISITION</b>							
<b>Revenue</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
402.000	Current Property Tax	-	-	-	-	-	-
445.000	Penalties & Interest	-	-	-	-	-	-
574.000	State Shared Revenues	-	-	-	-	-	-
665.000	Interest Income	20	50	50	10	10	10
671.500	Rental Properties	650	-	-	-	-	-
680.000	Miscellaneous Income	-	-	-	-	-	-
699.101	Transfer In	-	30,000	30,000	30,000	-	-
	<b>TOTAL REVENUES</b>	<b>670</b>	<b>30,050</b>	<b>30,050</b>	<b>30,010</b>	<b>10</b>	<b>10</b>
<b>Expenditure</b>	<b>Description</b>	<b>Audited 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Amended 2021-2022</b>	<b>Adopted 2022-2023</b>	<b>Proposed 2023-2024</b>	<b>Proposed 2024-2025</b>
740.000	Operating Expense	-	-	-	-	-	-
931.000	Building Maintenance	-	-	-	-	-	-
971.000	Land Acquisition	-	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>BEGINNING FUND BALANCE</b>	<b>130,950</b>	<b>131,620</b>	<b>161,670</b>	<b>191,720</b>	<b>221,730</b>	<b>221,740</b>
	<b>TOTAL FISCAL YEAR REVENUES</b>	<b>670</b>	<b>30,050</b>	<b>30,050</b>	<b>30,010</b>	<b>10</b>	<b>10</b>
	<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>ENDING FUND BALANCE</b>	<b>131,620</b>	<b>161,670</b>	<b>191,720</b>	<b>221,730</b>	<b>221,740</b>	<b>221,750</b>
Printed: 8/23/2022							

## LAND ACQUISITION

### REVENUES

**665 – Interest Income**

**\$10**

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

**699.101 – Transfer In - 318 W. Lake Street**

**\$30,000**

Projected revenue from the sale of 318 W. Lake Street.

### EXPENDITURES





## Equipment Fund

**979.500 – DPW 5 Yard Dump/Salt Truck** **\$195,000**

The funds allocated within this account are designated for the purchase of a 5 Yard Dump/Salt Truck.

**979.900 – Equipment – Bobcat/Toolcat** **\$76,000**

The funds allocated within this account are designated for the purchase of a new Bobcat/Toolcat and accessories for use in the City parks and properties.

- Bobcat/Toolcat \$ 65,000
- 72" Snow V-Blade \$ 5,500
- 62" Combination Bucket \$ 5,500