

Regular City Council Meeting

May 29, 2018

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of Minutes: May 14, 2018
Approval of Bills: None
Approval of Agenda

Public Comment

Discussion- Downtown

I. Old Business –

1. Public Hearing- Budget: Annual budget for Fiscal Year 2018-2019
 - a. Consider approval of Millage Rate Resolution for Fiscal Year 2018-2019
 - b. Consider approval of Annual Budget for Fiscal Year 2018-2019
2. Consider resolution establishing rules of conduct for Public Comment at City Council Meetings

II. New Business-

1. Approval of resignation of Judith Waters from the Housing Commission
2. Consider appointment of John Ward to the Zoning Board of Appeals
3. Consider approval of Pumpkinfest Run
4. Consider approval of Cool Yule Parade and road closures
5. Consider acceptance of donation to Police Department
6. Consider pre-authorization of backhoe purchase
7. Consider approval of cost for pump rebuild
8. Consider approval of vehicle purchase for Fire Department
9. Consider approval of vehicle purchase for Police Department
10. Consider approval of First Reading of Ordinance to repeal the City of South Lyon Code of Ordinances Section 58-53 "disturbance in public place or lawful public meeting" and adopting a new Section 58-53 "Interference with conduct of business; interference with meetings of a public body"
11. Consider approval of 3-year contract with Johnson Rosati Law Firm

III. Budget

IV. Manager's Report

V. Council Comments-

VI. Adjournment

REGULAR CITY COUNCIL MEETING
MAY 14, 2018

Mayor Pelchat called the meeting to order at 7:30 p.m.
Mayor Pelchat led those present in the Pledge of Allegiance

Present: Mayor Pelchat, Councilmembers: Kivell, Kennedy, Kurtzweil, Parisien, Richards and Walton
Also, present: Chief Collins, Attorney Wilhelm, Department Head Boven, Fire Chief Vogel, and Clerk Deaton

MINUTES

Councilmember Parisien stated on page 2, the word supported should be added under the Motion on Agenda.

CM 5-1-18 MOTION TO APPROVE MINUTES AS AMENDED

Motion by Kivell, supported by Kennedy

VOTE:

MOTION CARRIED UNANIMOUSLY

BILLS

CM 5-2-18 MOTION TO APPROVE THE BILLS

Motion by Parisien, supported by Walton

Motion to approve the bills as presented

VOTE:

MOTION CARRIED UNANIMOUSLY

CM 5-3-18 MOTION TO APPROVE THE ATTORNEY BILLS

Motion by Kivell, supported by Walton

Motion to approve attorney bills as presented

VOTE:

MOTION CARRIED UNANIMOUSLY

AGENDA

Chief Collins stated he would like to add New Business #15 to consider rent adjustment for 464 S Lafayette. Councilmember Kurtzweil stated she would like to add New Business #16 to discuss a counter offer regarding Mike Boven. Councilmember Richards stated he would like to postpone Old Business #3 to a future meeting.

CM 5-4-18 MOTION TO APPROVE AGENDA AS AMENDED

Motion by Kennedy, supported by Walton

Motion to approve the agenda as amended

VOTE:

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Judy Keeling of 62180 Arlington Circle stated the Chief of Police is getting a Lifetime Achievement award from the Chamber of Commerce and she would like to congratulate him.

Presentation- Warren Creamer, R.W. Baird & Company- South Lyon Water and Sewer Revenue Test; Recommendation for rate management and structure

Warren Creamer of R.W. Baird & Company stated he was asked to look at the City's water and sewer rates. He stated both funds are very healthy. He further stated we assume all capital improvements will be paid for with existing rates. Mr. Creamer stated for the size of the system the City has, they recommend available cash should be between 9 and 12 months of operation and the City is well beyond that. He stated the City can go quite some time without raising rates if the City wants to draw down the current fund balances. He then stated he was asked to look at water and sewer rates. He explained they look at the reasonableness of the revenue going forward. The City was very helpful getting the information they needed. He explained when you look at the variable of the summer water usage and the sale of untreated water of MST. He stated the sewer is based on the average of the preceding 3 quarters. Mr. Creamer stated this provides a way to predict future revenue. He stated they went through the budget, the components of the revenue and everything looks good. He stated going forward the billable flow assumptions were very good, and the MST assumption was very good as well. Mr. Creamer stated the sewer by itself is easy to predict. He further stated right now, the cash flow with all the assumptions and the detail he has provided results. He then stated if not using funds on hand, there will need to be an increase in the water rates of 6.92% and 13% for sewer in 2019. Councilmember Kivell asked if this is driven for operation, no capital improvement. Mr. Creamer stated this is based on operational only. Councilmember Kivell stated his concern is the capital improvement, we will be having some big bills from a sewage issue, if there is an area that seems more vulnerable to deal with a replacement situation on an emergency basis is an awful lot more funds than operational. Mr. Creamer stated for the most part, the funds are in good standing, but if you want to put away a few dollars into a repair fund, that is possible. He then stated it is pay now or pay later, and it is always more expensive if you pay later. He then stated he needs some direction from Council. Mr. Creamer stated over the years the City has very strong cash balances and he believes the City should continue doing that and that could be the repair fund. Mr. Creamer stated the City has a lot of flexibility. He stated the commodity charges is where the revenue comes from. He further stated the City has already rebuilt much of the system. Councilmember Richards asked if the fund balance for sewer and processed water is strictly to be used in repairs, as opposed to a storm water repair. Mr. Creamer stated it depends if it was a closed loop system, which means all net revenues stays in the sewer fund, and all net revenue in the water fund. Councilmember Richards stated we are in the 4th quarter fiscally, he asked if we measure the water flow in the first 3 quarters to make projections. Mr. Creamer stated a lot of the water used in summer are for pools and such, and the sewer flow should be based on the average of the first 3 months and remove the summer variable. A good portion of it does not go back into the sewer system. He thinks that is a fair way to bill people, many other communities do that. Mr. Creamer stated the City has a good basis for projecting revenues going forward. Councilmember Kivell stated the summer rate has come up many times, if it is a wet summer, they don't pay more, and if it is dry they don't pay more, so if people want to use their water more, they pay for it. Councilmember Kurtzweil asked what is funding our repair fund currently? Mr. Creamer stated it wasn't broken out in the budget, but there was a line item for capital outlay. He further stated the City has a healthy fund balance. The fund balance is almost 2 times the expenditures. We would like to see 9-12 months of reserves. Councilmember Kurtzweil stated if you increase the water and sewer rates it will go into the repair fund. It is better to save some here and there. Mr. Creamer stated you have the money for some expenditures and then you wouldn't add the interest to the bond payment. Councilmember Kurtzweil stated we are tied up for the next 10 years, because that mill is being serviced by the bond. She then asked if he would suggest paying off the bond early. Mr. Creamer stated you would not want to pre-pay them because the rate is so low, and the cost to finance the new improvements would be more expensive than you are spending now. He stated if you were currently going to finance a long-term project, you would be paying 4% rather than the 2% for financing.

*There was some discussion if Council needed to enter into closed session and moving it after Council Comments if closed session was necessary.

Discussion- Downtown

Bob Donohue, the Director of Economic Development stated he has a letter he has given to Council that Superb Fabricating is pulling their request for an IFT and IFT District. They are putting the project on hold for the time being. Mr. Donohue stated he is moving forward with an overall event calendar for all events in the City, which will be on the website as well. Councilmember Richards asked if there will be a publication regarding the fees for the over the road banners, he doesn't think the public knows that. Mr. Donohue stated there will be guidelines and an application process, no cost to the City.

OLD BUSINESS

1. Consider renewal of motion to approve the second reading of the 1/22/18 version of the proposed liquor license ordinance

Councilmember Kennedy stated this has been discussed many times. He further stated approval of the second reading provides the best processes for the City's last liquor license. He stated he believes it is reasonable and prudent for the applicant to provide information such as hours of operation, menu, proposed seating capacity, background of applicant and business plan. He stated this isn't governmental meddling, or unfriendly to business. He further stated the city's representatives should be willing to demonstrate their commitment to and the stewardship of the City's assets. Councilmember Kennedy stated this is far too valuable for the City to just provide to any site or to the first person that requests it. He further stated it is our last Class C license and it should be used as a draw for a large establishment that will be a significant benefit to the City and its residents. He further stated basically it is the responsibility of the City to look out for ourselves. He stated as it stands right now, it doesn't affect any of the current businesses. He further stated if we find something isn't working out, we can always change it.

Councilmember Kivell stated he agrees, we can always make an amendment if necessary. This puts us in a good position to protect the City's asset.

Councilmember Parisien stated she has been doing extensive research to similar size of communities, and Milford's license renewal/application system is over 300 pages, as well as Lyon Township. They are very restrictive. Howell has a very restrictive ordinance as well. Based on the other communities having more restrictive Liquor License Ordinance, she is in favor of this.

Councilmember Kurtzweil stated she has also done extensive research to underdeveloped communities such as South Lyon and she found the liquor license ordinance dated January 22, 2018 appears to be far too restrictive. The other communities that have much more text to their ordinances are more developed communities. She believes the ordinance dated May 10, 2018 is more business friendly and adaptable for the development that we want to attract to the City. We could always become stricter if necessary. She further stated she is in favor of a liquor license ordinance, but a more lenient one.

Councilmember Richards stated he is favor of this if they follow the guidelines and we have some controls. He stated his opinion there are things that have not been addressed, such as the transfer of licenses.

CM 5-5-18 MOTION TO APPROVE SECOND READING OF LIQUOR LICENSE ORDINANCE

Motion by Kivell, supported by Kennedy

Motion to approve the second reading of 1/22/18 version of the liquor license ordinance

VOTE:

MOTION CARRIED

2. Consider leaf disposal

Department Head Boven stated dumping in Volunteer Park will be too costly and it would be an uphill battle. He stated there is a clause in the contract with GFL that states if they go into December there is an

additional cost of \$28.44 per customer, and there are 2,729 single family units in the City. He further stated the added cost total for GFL to pick up leaves would be \$77,612.76 and that is just to add December. Department Head Boven then stated their contract does state unlimited yard waste pick up, but they said that was with the consideration of the City doing leaf pick up as well. Councilmember Kivell stated at the same cost, the only difference is asking the residents for their sweat equity. He then stated if we stop in November, there will be unexpected consequences such as drains being clogged with leaves, and the unexpected consequences. Councilmember Kennedy thanked Boven for looking into this. He then stated the leaves could be choking the storm sewers, and killing the lawn, and he wants to continue providing this service and he suggests we continue having the DPW handle leaf pick up as we have.

Councilmember Richards asked if there is an area of the City that is more expensive for pick up than other areas. He then asked if we found a place outside of the City and they granted us a lease to allow us to dump them, we could save money. Department Head Boven stated we still have to get licenses through the State and it will be expensive. Councilmember Richards stated we could possibly dump them in Livingston County.

CM 5-6-18 MOTION TO DIRECT DPW TO CONTINUE LEAF PICK UP

Motion by Kennedy, supported by Parisien

Motion to direct DPW to continue the current curbside leaf pick-up program

VOTE:

MOTION CARRIED UNANIMOUSLY

3. Consider creation of Cemetery Commission- removed, postponed to future meeting

NEW BUSINESS

1. Consider approval of downtown road closures for Pumpkinfest

Kathy Swan, the President of the Pumpkinfest Committee stated she is here if anyone has any questions. Councilmember Kurtzweil stated she does an incredible job.

CM 5-7-18 MOTION TO APPROVE ROAD CLOSURES FOR PUMPKINFEST

Motion by Kurtzweil, supported by Walton

Resolved That Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permits to conduct the Pumpkinfest Downtown Event from September 28, 2018 until September 30, 2018 and the related road closures: Lafayette Street between Liberty Street and Whipple Street; Lake Street between Wells Street and Washington Street; from 12:00 p.m. on September 28, 2018 until 8:00 p.m. on September 30, 2018; South Lyon in the County of Oakland, Michigan will faithfully fulfill all permit requirements, and shall save harmless, indemnify, defend and represent the Board against any and all claims for bodily injury or property damage, or any other claim arising out of or related to operations authorized by such permits as issued.

VOTE:

MOTION CARRIED UNANIMOUSLY

2. Consider approval of road closures for Pumpkinfest Parade

Ms. Swan stated they are now starting from Centennial Middle School on 9 mile to Pontiac Trail. We are shortening the route to make it better for everyone.

CM 5-8-18 MOTION TO APPROVE ROAD CLOSURES FOR PUMPKINFEST PARADE

Motion by Kurtzweil, supported by Walton

Resolved That Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permit to conduct the Pumpkinfest Parade on September 29, 2018 at 10:00 a.m. and the related street closure:

Pontiac Trail from 9 Mile Road to Liberty Street And that the City of South Lyon in the County of Oakland, Michigan will faithfully fulfill all permit requirements, and shall save harmless, indemnify, defend, and represent the Board against any and all claims for bodily injury or property damage, or any other claim arising out of or related to operations authorized by such permits as issued. Be it further resolved that West Liberty St. from Lafayette St. to Warren St.; Warren St. from West Liberty St. to Bartlett Elementary School shall be closed on Saturday, September 29, 2018 from 10:00 a.m. to 12:00 p.m.

VOTE: MOTION CARRIED UNANIMOUSLY

CM 5-9-18 MOTION THE BLOCK PARTY APPLICATION FOR PUMPKINFEST BE APPROVED WITH BLOCK OFF TIME BEGINNING AT NOON ON SEPTEMBER 28, 2018

Motion by Kurtzweil, supported by Walton

Motion to approve the block party application for Pumpkinfest be approved with block off time beginning at Noon on September 28, 2018

VOTE: MOTION CARRIED UNANIMOUSLY

3. Consider approval of road closures for Memorial Day Parade

CM 5-10-18 MOTION TO APPROVE ROAD CLOSURES FOR MEMORIAL DAY PARADE

Motion by Kurtzweil, supported by Walton

Resolved That Lisa Deaton, City Clerk/Treasurer is hereby authorized make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permits to conduct the 2018 Memorial Day Parade on May 28, 2018 at 9:00 a.m. and the related road closures: Lake Street between Warren Street and Reynold Sweet Parkway and that the City of South Lyon in the County of Oakland, Michigan will faithfully fulfill all permit requirements, and shall save harmless, indemnify, defend and represent the Board against any and all claims for bodily injury or property damage, or any other claim arising out of or related to operations authorized by such permits as issued.

VOTE: MOTION CARRIED UNANIMOUSLY

4. Acceptance of resignations from Housing Commission

Mayor Pelchat thanked Randy Clark and Bob Martin for their years of service to the City.

CM 5-11-18 MOTION TO ACCEPT RESIGNATIONS

Motion by Richards, supported by Walton

Motion to accept resignations of Robert Martin and Randy Clark with thanks for their years of service

VOTE: MOTION CARRIED UNANIMOUSLY

5. Consider appointment to Board of Ethics- Suzanne Muscat

Councilmember Kivell stated he enjoyed her application and it was very comprehensive.

Councilmember Parisien stated she will be an asset and thanked her for volunteering.

Councilmember Kivell asked why the ordinance states the Board of Ethics members do not have to abide by the ethics ordinance. Attorney Wilhelm stated he will look into it, the ordinance was not written by his firm.

CM 5-12-18 MOTION TO APPOINT SUZANNE MUSCAT TO THE BOARD OF ETHICS

Motion by Walton, supported by Richards

Motion to appoint Suzanne Muscat to the Board of Ethics

VOTE: MOTION CARRIED UNANIMOUSLY

6. Consider appointment to Board of Ethics- Don Beagle

Councilmember Kennedy stated there could be a possible conflict of interest because his brother and Don Beagle's brother are both Councilmembers in Wixom, and their relationship has been challenging over the years, but he feels he will be objective and it will not affect his vote.

Councilmember Parisien stated Mr. Beagle has been in the community for decades and has always volunteered. Based on the merit of his application and his references, she is happy to have him as a Board of Ethics member.

Councilmember Walton stated she has trouble with Mr. Beagle because of his behavior at a previous meeting with him yelling and it made her very uncomfortable. She would rather him be on another board, not the Board of Ethics.

Councilmember Kurtzweil stated she agrees with Ms. Walton. The rage she saw at that meeting was frightening. She doesn't mind people being angry at the microphone, but he was about an inch away from Chief Collins' face and his anger was out of control. It was threatening and she was scared and no one did anything in the room to control the situation. He was only 3 ½ feet from Chief Collins. She has seen that rage when he was on the school board and she was horrified then as she was last month. She spoke with another police department and he told her anytime someone approaches a police officer with that kind of anger and is not under control, the individual should have been removed. She was afraid he was going to reach for his gun. All she heard was heard someone say, hurry up and get out of here and that is what she did. She further stated she hasn't spoke to him for about 7 years. Councilmember Kurtzweil stated she is angry Chief didn't control the situation.

Chief Collins stated his perspective was different, he was much closer to Mr. Beagle. His comments were directed at him, at no time did he feel threatened and at no time did he feel anyone else was threatened. He never felt the situation was out of control. If Officer Stevens had perceived a threat he would have moved to his assistance. He never felt threatened. Part of their training is when someone approaches us; we turn our side with our weapon away from them. With that said, the comments of the conversation were, Mr. Beagle urged him to do a check to see if he had a concealed pistol license as some people have stated. Chief Collins stated in anticipation of this, he checked and Mr. Beagle does not possess a concealed weapon license in the State of Michigan.

CM 5-13-18 MOTION TO APPOINT DON BEAGLE TO THE BOARD OF ETHICS

Motion by Kivell, supported by Parisien

Motion to appoint Don Beagle to the Board of Ethics

VOTE: MOTION CARRIED

7. Consider purchase of property at 501 McMunn

Councilmember Kivell stated the price suggested was just barely under 10% of its assessed value. He further stated the Zestimate was \$185,600. He stated he would like to wait until the new City Manager starts and allow them to weigh in on this. He further stated he loves the idea of enhancing the abutting properties of McHattie Park, but he would like to wait.

Pat Allen of 11672 Crooked Lane stated he spoke with Parks and Recreation and they liked the idea. He further stated he is promoting to put a snow machine on the sled hill so it can be used more often. He stated he is selling this property whether the City buys it or not. He understands waiting for a City Manager. He further stated he is always getting letters from investors that want to buy his property. Councilmember Kurtzweil stated the City could give you a deposit and ask for the first right to refusal.

She further stated if Mr. Allen receives an offer, the City would have to make a decision. She stated the term could be negotiated, possibly a year. Mr. Allen stated that is a possibility, he will have to have his attorney look into it. Councilmember Kurtzweil stated the only thing is that he will have to disclose the agreement to a potential buyer. Mayor Pelchat stated he thinks the City should look into this, and he has no problem waiting for the new City Manager to begin. Councilmember Kurtzweil stated we don't have to have a City Manager to enter into an agreement for first right of refusal. Councilmember Richards stated the City has missed the opportunity to buy other properties near the park. He would hate for the City to lose this opportunity. He further stated if someone else buys it, it could be rezoned and end up being industrial. He further stated it will be a disaster if the City doesn't buy it. He agrees that the right of first refusal, but he is ok with giving him a 10% deposit. Councilmember Kennedy stated there seems to be interest to purchase this property, and there are things that need to be investigated and it will behoove us to have our Interim City Manager to begin the process of the right of first refusal. Councilmember Kurtzweil stated the City Attorney should handle this, it is a very sophisticated document.

CM 5-14-18 MOTION TO DIRECT THE INTERIM CITY MANAGER TO BEGIN NEGOTIATIONS WITH PROPERTY OWNER OF 501 MCMUNN

Motion by Kennedy, supported by Parisien

Motion to direct Interim City Manager to begin negotiations with the property owner to purchase the property and coordinate the investigation with Parks and Recreation and to begin the discussion to identify what it would take to purchase it

VOTE:

MOTION CARRIED UNANIMOUSLY

8. Consider recognition of Baseball Boosters as a non-profit organization for charitable gaming license

CM 5-15-18 MOTION TO RECOGNIZE THE BASEBALL BOOSTERS AS A NON-PROFIT ORGANIZATION

Motion by Kurtzweil, supported by Walton

Motion to recognize the Baseball Boosters as a non-profit organization for a charitable gaming license

VOTE:

MOTION CARRIED UNANIMOUSLY

9. Consider Youth Assistance Agreement

CM 5-16-18 MOTION TO AUTHORIZE THE INTERIM CITY MANAGER TO EXECUTE THE PROPOSED AGREEMENT WITH THE SOUTH LYON AREA YOUTH ASSISTANCE PROGRAM

Motion by Richards, supported by Walton

Motion to authorize the Interim City Manager to execute the proposed agreement with the South Lyon Area Youth Assistance program for fiscal year 2018-2019 in the amount of \$13,000.00

VOTE:

MOTION CARRIED UNANIMOUSLY

10. Consider approval of Hagadorn Street Sewer Cleaning and televising

Councilmember Parisien asked if this was something the employees at the Water Department could do without using HRC. Department Head Boven stated they cannot do this and we aren't hiring HRC. We are hiring Pipetek as we have done in the past. Part of Pipetek's job is to televise as they clean the pipes, and they look at all the pipes and connections to make sure there are no problems. He stated before we fix Hagadorn, we want to make sure the sewer doesn't have to be replaced. Mayor Pelchat asked if this was done before we repaved Pontiac Trail. Chief Collins stated he believes that was the County Drain

Commissions responsibility. Department Head Boven stated things like this will always pop up. Chief Collins stated this is to award the contract to the low bidder. Councilmember Richards stated the Mill Street leg you are going to look at, do you have the flexibility to have them look elsewhere if it is good at Mill Street. Department Head Boven stated they only have to do what is in the contract. Councilmember Kivell asked if there is an anticipated cost if it needs to be replaced. Department Head Boven stated no, that would come from HRC. Councilmember Kivell stated the emergency replacement was done at the forced main, and HRC was involved with that and it is working fine. Every time we use HRC our costs increase by 25%. He then asked if he is considering using capable contractors to run storm drain that will work right. Department Head Boven stated you have to have engineering work done, it is mandatory unless it is emergency work.

CM 5-17-18 MOTION TO AWARD CONTRACT TO PIPETEK INFRASTRUCTURE SERVICES LLC

Motion by Walton, supported by Richards

Motion to approve the awarding of contract to Pipetek Infrastructure Services LLC in performing the cleaning and televising of sewer line on Hagadorn Street and the storm sewer on Mill Street for the amount of \$10,736.00

VOTE: MOTION CARRIED UNANIMOUSLY

11. Consider approval of Pilot Local Road Improvement Program Agreement

Phil Wiepert, County Commissioner stated the County was always part of a tri-party where the County pitched in a third of the money for road projects, but we found the cities weren't benefited as much because much of the roads were county roads and that didn't allow cities to invest in their own city streets. He further stated they created this program and it is allowed under state law for economic development and as long as the projects will entice economic development the County can use County funds for local roads. Mr. Wiepert stated the County has \$1,500,000.00 and the funds will be divided it up between all cities and villages. Department Head Boven stated we are getting money allocated to the City to help with the Hagadorn project. The amount is \$25,349.00. He further stated we currently have money in the budget for this project. We have \$400,000 in the road budget and \$150,000 professional services. He further stated you have to have the matching funds, and a project already in process.

CM 5-18-18 MOTION TO AUTHORIZE MAYOR AND CLERK TO EXECUTE LOCAL ROAD IMPROVEMENT MATCHING PILOT PROGRAM

Motion by Walton, supported by Richards

Motion to authorize the Mayor and City Clerk to execute the Local Road Improvement Matching Fund Pilot Program cost participation agreement

VOTE: MOTION CARRIED UNANIMOUSLY

12. Consider first reading of liquor license ordinance- N/A

13. Consider fund balance policy

Councilmember Kurtzweil stated this was brought up at the budget meeting. She stated this is a good system to have. She further stated all the points Brian discussed at the budget meeting are in this document. If Council isn't interested, we don't have to do this. Councilmember Parisien stated she is not comfortable with this document. She would like to have an ordinance written. She stated she is for this, but she is not comfortable with the language in this policy. However, the way this is drafted, it is very restrictive. In the second whereas, we are talking about mitigating risks, but what are we talking about, the risks need to be expounded upon. She further stated another issue is in the same provision, it limits

our purpose, that should be expounded upon as well. Other communities have definitions spelled out. She further stated an ordinance is more fluid and expressive. Councilmember Parisien stated there is a lot of commentary in here, it needs to be matter of fact. We need to remove all the commentary. It needs to be much clearer. This is very confusing, the structure, the language isn't right, and there are many grammatical errors.

Councilmember Kurtzweil stated she drafted this and she did a lot of research. Many communities do not have this as an ordinance. When you make it an ordinance it is too firm and as a policy, they are meant and designed to change according to changes in the budget. She stated it would be inappropriate to draft as an ordinance. She stated the language came from other community's policies. You don't want to be too defining as to what the risk is. It is a policy you are trying to follow, but yet you need a little wiggle room in the policy drafting. She stated for example the commentary is only there to provide an example, remember it says draft on the document and anytime you see that it means there may be changes made, it isn't adopted. Councilmember Kurtzweil stated many times when you draft policies, it is easy for people to understand when you have examples. The examples and the commentary come out of the policy when it is adopted. The numbers she has added are just to be discussed, they aren't firm. She further stated one of the best provisions is paragraph #4 which states you should not be dipping into general fund for recurring operating expenditures. She further stated it is very clear what should not be happening with the general fund. The policy explains what you can and cannot use the funds for. She further stated this is a good instructive policy. It is meant to be a discussion item. Brian of Plante Moran didn't have any issues with it.

Councilmember Kivell stated he doesn't have any issues with having a general fund policy but he would like to wait for the new City Manager to have their opinion involved.

Councilmember Parisien stated we need to expound on #7, it stated the general fund balance should be analyzed each fiscal year after the financial statement audit, who is analyzing it. She stated this should flow and the definitions should be included.

Councilmember Kurtzweil stated it is very clear. It is a tool for internal management and budgeting. This is a document we can give to the City Manager and discuss this in the fall.

Mayor Pelchat stated he agrees we need to keep our eyes on this.

14. Consider retainer agreement for Attorney services

Councilmember Kennedy stated we have a number of issues we are dealing with right now, such as a new City Manager, and a new Department Head for Water and DPW. He further stated there is something to be said about a little consistency. He asked if Johnson Rosati would consider a one-year extension and then come back and revisit this. Attorney Wilhelm stated he will discuss this with his firm.

Councilmember Parisien stated Johnson Rosati has been through the ringer with South Lyon, but she has nothing but the utmost respect for Attorney Wilhelm and his firm. She would rather sign another 3-year contract. Councilmember Kurtzweil stated Attorney Wilhelm has done a great job, she is fine with a 3-year contract as well. Councilmember Kivell stated he would like to know what the escalation in cost will be. Attorney Wilhelm stated he believes the retainer agreement is \$112.00 and of course they would like to get closer to the \$150.00 mark but he understands everything that is happening in the City.

Councilmember Kivell stated when we took Johnson Rosati as a law firm, it was our understanding there were enough people at your firm that have a vast amount of knowledge that can help, it seems all the research is being done by Attorney Wilhelm. Attorney Wilhelm stated he would like to discuss this outside of a public meeting and he will take it constructively. Councilmember Kivell stated he heard if we put attorney services out to bid that Johnson Rosati may not participate in the bid. He stated he would like to understand the firm will do whatever it takes to get what we need as your firm is doing for other communities as well. Attorney Wilhelm stated he would like to continue representing the City and in the past several years, there have been bumps along the way which caused the partners to question if it was worth it. Attorney Wilhelm stated the bills are on the website, they are public information, he expects

someone will undercut us and he doesn't think they have the ability to lower their fees. Councilmember Kivell stated just because someone undercuts, doesn't mean that is the only thing they take into consideration. Councilmember Kurtzweil stated some of the issues that have happened are because of the City, we are in transition. She is hoping the new City Manager will have more of a legal sense and will be able to sit and figure things out with the attorney. She stated he has done a great job because he isn't the City Manager, yet you are trying to help out the best you can. She further stated a lot of the issues will go away with our new City Manager. Attorney Wilhelm stated he enjoys working with the City and he thinks the momentum is building and at a turning point. He stated there has been some inconsistencies in the past. Councilmember Kivell stated a new City Manager will be the solution to this. Attorney Wilhelm stated Chief Collins has been a pleasure to work with, he is very detail oriented and he follows through. Councilmember Parisien stated she appreciates Tim and his firm and the legal community is small and the last few years have been very rough for Johnson Rosati. She stated the City has not treated them well and she wouldn't be surprised if they didn't want to participate in the bid. Attorney Wilhelm stated he has an idea what he is looking for and he will present something to the City. Councilmember Richards stated he would like to stay with Johnson Rosati for at least another year. He further stated a lot of firms probably wouldn't want to deal with the City with all the problems we have had. Councilmember Kurtzweil stated it would be great to have another 3-year contract, Attorney Wilhelm has become an asset. She further stated you only become a good lawyer not by doing the status quo, but by doing the challenging and taking on difficult projects. She further stated Tim is a far better lawyer today than when he first came here. She further stated it has been a joy.

CM 5-19-18 MOTION TO REQUEST UPDATED ATTORNEY AGREEMENT

Motion by Kennedy, supported by Walton

Motion to request updated attorney agreement with Johnson Rosati for a period of 3 years for Council's consideration

VOTE: MOTION CARRIED UNANIMOUSLY

15. Consider approval of rent adjustment

Councilmember Kennedy stated he asked this to be added to the agenda, we have made repairs to the property and have not raised the rent since 2008. He stated we should look at comparable in the City to consider raising the rent. Councilmember Kurtzweil stated the lease actually is a memorandum of understanding and it needs to be put in a proper lease form and you may have to have the truth in renting disclosure statement.

CM 5-20-18 MOTION TO DIRECT THE CITY MANAGER TO INVESTIGATE RENTAL COSTS

Motion by Kennedy, supported by Kurtzweil

Motion to direct the Interim City Manager to investigate rental costs for comparable rental properties and come forward with a recommendation

VOTE: MOTION CARRIED UNANIMOUSLY

16. Consider counter offer for Mike Boven

Councilmember Kurtzweil stated she has had few disappointments, but Friday was a tough day. Department Head Boven has brought a lot of hope to people in this City and it was clear that you were very qualified and people really liked you and there was hope that things were going to change in the City. She further stated he has brought a sense of pride and he is very well liked. She further stated she wants to say for the short time he has been here, he has been a blessing. She is not ready to let him go. She doesn't know him well, but she thought of this as a new beginning. Councilmember Kurtzweil further stated he brought new ideas, breaking from the old, and coming in with the experience and new

ways of doing things. She further stated she would like him to have a discussion with Steve Kennedy regarding a counter offer. She further stated if you want the City to move forward, you will have to pay professional people for professional talent. She stated other cities are moving forward because they are making commitments to some of their salaries. She further stated you need to understand your pool of applicants. If you were looking for a new Chief of Police, the pool of applicants will be huge. She further stated there is a pool of City Managers and that is large too. The pool for someone that has the credentials that Mr. Boven has will be very small. No one can believe that someone that manages both utilities in South Lyon and with his credentials works in the City of South Lyon. She further stated she is devastated and she is angry. Department Head Boven stated this was not an easy decision. He grew up in a small town and just hanging out in the local businesses and it reminds him of being on the farm. This town has a lot of potential. It was his dream to come back to a small town. The decision was made as a family. Councilmember Kurtzweil stated she is shocked no one discussed this with him on Friday. She has spoken with taxpayers in the City who understand that someone with his credentials is worth the money.

Councilmember Richards stated he agrees with Councilmember Kurtzweil. Councilmember Richards asked Attorney Wilhelm if by Charter, can be involved with hiring employees. Attorney Wilhelm stated we have to take into consideration there is a budget component in the business at hand, as well as dealing with an Interim City Manager. He doesn't think it crosses over due to those circumstances. Chief Collins stated his understanding is he can hire within budget.

Councilmember Parisien stated he is doing a great job, but she would never think to hold her back, and she wishes him luck and congratulations to his wife as well. She further stated she isn't in favor of a counter offer because there are other administrative staff that is severely underpaid. She further stated we can't compete with the private sector. She further stated she isn't in favor of this, but she wishes him luck.

Councilmember Kivell stated if some of the data suggested in the email, he has no interest in trying to come up with a comparable counter offer. We can't compete with that kind of outside financial interest. Your capabilities are exactly what we need, but we just can't compete with that outside financial influence.

Department Head Boven stated you have to remember this job used to have two department heads doing this position and if you don't get the qualifications that I have, you will have to have two department heads again.

Councilmember Kivell stated we did have someone at a much more affordable rate, but he was railroaded out due to the behavior of this Council. We have a City Manager coming on board too, and the idea the superintendent of DPW and Water and Sewer making more money than the City Manager would be difficult situation.

Councilmember Kurtzweil stated the prior individuals didn't have your credentials, and that the sad part about it is that someone with Boven's credentials may not be here. It is clear someone with his credentials is making a difference in water and sewer and DPW. She stated other individuals had their opportunity and failed. We are talking about professionalism and moving a department into the 21st century. No one says we have to match the offer. There are times when the private sector isn't competitive to government jobs. It depends on the job, demand and the credentials needed for the job. You have to know this is talent that only comes around once in a while. If you are willing to take a little less than \$40,000 there will be money in the enterprise funds so we wouldn't have a tough budget issue. You are a stabilizing factor. It will be a shame if you go.

Councilmember Kivell stated there is no doubt Mr. Boven is a huge asset for us, having you on board was a delight, but this is meant to be a compliment. Your credentials far exceed what we have to have. We have to fulfill our state legal obligations, anything above that is a huge benefit, but that kicks up the cost. If there was some middle ground, he would be in favor of it.

Councilmember Walton stated she doesn't see any problem with having the conversation.

CM 5-21-18 MOTION TO DISCUSS COUNTER OFFER WITH DEPARTMENT HEAD BOVEN

Motion by Walton, supported by Kurtzweil

Motion to discuss a counter offer with Mr. Boven

VOTE:

MOTION CARRIED- 1 OPPOSED

BUDGET- N/AMANAGER'S REPORT

Chief Collins thanked Pastor Rod Rhode and the volunteers from Oak Pointe Church for their hard work and making the spring clean up on Saturday a success. He then thanked the volunteers from our community, the DPW and other staff members to make it work and brave the rain, thunder and lightning. Chief Collins stated the President of Maple Creek HOA addressed Council requesting a 60/40 split for repairs to a boardwalk at 9 Mile at the wetlands. He stated he worked with City staff and determined that boardwalk is part of their common area. According to the final site plan, the bridge is included in the common area and maintenance and repair is their responsibility. He stated he asked if it would be appropriate to spend City money on that project, and Attorney Wilhelm stated you cannot spend public funds for a private purpose is illegal under Michigan law.

Chief Collins asked if Council wants the request we have on the agenda for the 27th of May.

Councilmember Parisien stated she received some feedback about the weekend for the city-wide yard sales because it was so rainy. She asked if we could have another weekend. Mayor Pelchat stated he agrees. Chief Collins asked how far out we should schedule it. Councilmember Parisien stated she believes we should reschedule for a weekend in June. There are so many people that look forward to this event. Chief Collins stated he will work with the City Attorney and we will pick another date.

Councilmember Kurtzweil stated she is a huge yard sale person, and she received calls all weekend as well. She agrees that June would be a good time. Councilmember Walton stated she would like to keep it consistent, it seems it has changed in the previous years. Further discussion was held regarding the City-wide yard sales.

Councilmember Richards questioned the weekly report of Council being polled to decide the location of trees. Chief Collins stated that was about the placement of the Arbor Day tree. There was a concern from a Councilmember regarding two years in a row, the tree was planted at the property of the same place. He believes the interest was to spread the wealth around, but St. Josephs Church is the only place that asked to have the tree planted on their property. Councilmember Kivell stated he is the one that questioned that, but the idea was we have many easements and park lands that we could have planted in a public place. It is a City tree and it should be planted on City property. Councilmember Walton asked if there are requirements by the Arbor Day Foundation. Chief Collins stated the only thing he is aware of is we have to spend a certain dollar amount. Department Head Boven stated there are many other trees that are planted each year, probably around 9 or 10. Councilmember Parisien stated she doesn't have an issue with planting the tree at St. Joseph's, but maybe if other people are aware of it, they could request for their property to be considered.

Councilmember Richards asked Fire Chief Vogel when we interview for a new Fire Inspector, is the candidate outside of the South Lyon Police Department and are we interviewing people from out of town. Fire Chief Vogel stated we are. Councilmember Richards stated he thinks it would be dangerous to have a Fire Inspector from the Police Department. Fire Chief Vogel stated the previous Fire Inspector was from Brighton, not from the Police Department. He has been trying to fill the position since he has been here.

COUNCIL COMMENTS

Councilmember Kivell thanked everyone that participated in the spring clean-up. Everyone was hustling and he was working at one of the City signs, and they had a great system. He has to commend Rod and Phil for standing under the tent and cooking all the burgers and hot dogs.

Councilmember Kivell asked if there has been any progress with the training and demolition of the small house in the park. Fire Chief Vogel stated he has contacted 3 different companies to get bids to for the asbestos investigation. We are also waiting to have a DTE disconnect for demolition, as well as water and sewer lines. He stated he has set a goal to do the training in August.

Councilmember Kurtzweil stated she attended the Cultural Arts Commission event and it was a very successful gallery opening. She stated there were probably 300 people in attendance. She further stated it was great seeing all the parents there with the kids. She thanked everyone on the Cultural Arts Commission. She then thanked all the students of South Lyon High School and South Lyon East for their artwork.

Councilmember Parisien stated Heather Bruegl is heading a fundraiser at the Biggby Coffee in South Lyon and all the funds go to Multiple Sclerosis and it is a bake sale. This is near and dear to her heart, so she promised to mention it and do some baking. It is Saturday the 19th of May. She then asked everyone to come by and buy some baked goods.

She stated the Art Show gets bigger and better every year. The Cultural Arts Commission do a great job and the word is spreading. The talent in South Lyon is vast and we are very lucky to have such talented kids.

Councilmember Parisien then thanked the individuals that volunteered their time to be on our boards and commissions. We still have vacancies if anyone is interested please spread the word.

Councilmember Walton thanked everyone for the City clean up, it looks great. She stated she came early tonight to see all the artwork because she couldn't attend the grand opening. She then thanked Ryan Lare for collecting letters, cards and well wishes for our mailman Dave. She appreciates it.

Councilmember Kennedy stated he would like to share a note that was issued by Donna Olson, who is the Director of the Salem South Lyon District Library. She issued this note a couple of weeks ago where she recognized the efforts of some volunteers. In her note she stated that, "Greg Jacks, Luke Ervin and Andrew Hughes spent most of yesterday dismantling rows of shelving at Madonna University, loading it up, trucking it back to the library and then unloading. A big thanks for their time and muscle, saving our library over \$13,000 for product alone. Thanks also go out to Kathy Merucci, Sarah Swiderski and Kathy Hutchinson for helping unload the truck once they returned." This is just a great example of volunteers in the area lending a hand to save our library some money and to continue to improve it for our residents and everyone else who uses it.

Councilmember Kennedy stated there is now a survey on our website we have asked residents to complete that reflects what people expect in the next City manager. The deadline is May 18th and he thanked everyone for participating.

Councilmember Richards stated he attended a meeting regarding the search for the new City Manager. He further stated he suggested he contact Rod Cook for his input as well. He stated Normar is a tree service and they cut down several trees in town that needed to be taken down. They do excellent service and they did it with a 2-man crew. They were senior citizens as well, and they did a great job.

Mayor Pelchat asked Attorney Wilhelm how Matt is coming along with the paperwork regarding the council comments. Attorney Wilhelm stated it should be on the next agenda.

Mayor Pelchat stated we will not meet again until after Memorial Day, and he wanted to mention Dayna Johnston who has ran the Memorial Day parade for the last 40 years. He thanked her for her hard work and asked everyone to thank her as well.

Mayor Pelchat thanked everyone that participated in the city-wide clean up.

Mayor Pelchat stated he couldn't attend the Cultural Arts event but the artwork looks great.

ADJOURNMENT

CM 5-22-18 MOTION TO ADJOURN

Motion by Walton, supported by Kurtzweil
Motion to adjourn at 10:55 p.m.

Respectfully submitted,

Mayor Dan Pelchat

Clerk/Treasurer Lisa Deaton

DRAFT

CITY OF SOUTH LYON



Mayor

Daniel L. Pelchat

Council Members

Stephen Kennedy

Glenn Kivell

Margaret Kurtzweil

Mary Parisien

Jarl W. Richards

Rose Walton

Interim City Manager

Lloyd T. Collins

Clerk/Treasurer

Lisa Deaton

885 S Warren,

South Lyon, MI 48178

Phone: 248-437-1735

Fax: 248-486-0049

www.southlyonmi.org

The following resolution was offered by _____, and supported by _____

WHEREAS, in May 2018 the City Manager submitted to City Council a proposed budget for the fiscal year July 1, 2018 through June 30, 2019, 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 2018-2019 fiscal budget as shown in the budget document on the Summary page, and detailed on the following pages, in the total amount of \$5,985,564.

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

Fund No.

Major Street Operation	202
Local Street Operation	203
Community Development Block Grant	274
Combined Water/Sewer Operation	592
Equipment Replacement Fund	641
Capital Improvement Fund	401
Land Acquisition	509
Downtown Development Authority	280

General Debt Service

2003 G.W. WW Treatment/Bond G.O.	307
1999 Building Authority—Land Acquisition	369
2005 Downtown Development Authority	369

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

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the resolution adopted at the special meeting of the South Lyon City Council held on the 29th day of May, 2018.

Lisa Deaton, City Clerk

CITY OF SOUTH LYON



Mayor

Daniel L. Pelchat

Council Members

Stephen Kennedy

Glenn Kivell

Margaret J. Kurtzweil

Mary Parisien

Carl W. Richards

Rose Walton

Interim City Manager

Lloyd T. Collins

Clerk/Treasurer

Lisa Deaton

335 S Warren

South Lyon, MI 48178

Phone: 248-437-1735

Fax: 248-486-0049

www.southlyonmi.org

The following resolution was offered by _____, and supported by _____

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 2018-2019, the following amounts, based on taxable value \$359,119,220.

1. At the rate of 11.4938 mills per \$1,000 of valuation for General Fund Operation
2. At the rate of 3.0000 mills per \$1,000 of valuation for Wastewater General Obligation Bonds for wastewater treatment (2002)
3. At the rate of .5000 mills per \$1,000 of valuation for Capital Improvement Fund
4. At the rate of .2400 mills per \$1,000 of valuation for 1999 Building Authority (Land Acquisition)

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 16.6707 mills, of which 15.2338 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 2018 Tax Roll.

RESOLVED FURTHER, that the millage for the entire fiscal year 2018-2019 budget not to exceed 15.2338 mills.

MOTION To approve the 2018-2019 proposed budget and acknowledging the 2019-2020 and 2020-2021 projected budgets as submitted.

VOTE: Roll Call: Ayes –
Nays –

Daniel L. Pelchat, Jr., Mayor

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 27th day of May, 2018.

Lisa Deaton, City Clerk

MILLAGE & ASSESSED					
VALUATION COMPARISON					
	Actual	Proposed	Proposed	Proposed	Proposed
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
General Fund Operation	10.3662	11.0500	11.4938	11.0500	11.0500
Debt Service - Sewer G.O	3.3000	3.3000	3.0000	3.0000	3.0000
Capital Improvement	0.5838	0.5838	0.5000	0.5000	0.5500
Bldg. Auth.-Land Acq.	0.3000	0.3000	0.2400		
TOTAL	14.5500	15.2338	15.2338	14.5500	14.6000
General Fund Operation	3,412,062	3,782,216	4,127,644	4,047,633	4,128,585
Debt Service - Sewer G.O	1,086,204	1,129,531	1,077,358	1,120,883	1,098,905
Capital Improvement	192,159	192,159	179,560	186,814	201,466
Bldg. Auth.-Land Acq.	98,746	98,746	86,189	0	0
TOTAL	4,789,171	5,202,652	5,470,750	5,355,329	5,428,956
STATE EQUALIZED VALUES/TAXABLE VALUES*					
	Actual	Proposed	Proposed	Proposed	Proposed
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Residential	281,643,190	304,296,062	312,035,390	318,276,098	324,641,620
Commercial	31,197,450	31,571,275	32,560,490	33,211,700	33,875,934
Industrial	3,874,260	3,984,538	3,981,680	4,061,314	4,142,540
Personal	12,437,750	11,630,610.00	10,541,660	10,752,493	10,967,543
Development					
IFT					
CFT					
TOTAL	329,152,650	342,282,030	359,119,220	366,301,604	373,627,636
Printed: 5/17/2018					

101 GENERAL FUND REVENUES							
Revenue	Description	Audited 2016-2017	Proposed 2017-2018	Amended 2017-2018	Proposed 2018-2019	Proposed 2019-2020	Proposed 2020-2021
	TAXES						
402	Current Property Tax (11.2)	3,406,237	3,782,216	3,782,216	4,127,644	4,047,633	4,128,585
423	Mobile Home Park	1,067	920	920	1,100	1,100	1,150
444	Service fee in lieu of taxes	617			500	500	500
446	Penalties and Interest	9,378	9,500	9,500	9,600	9,600	9,600
	Total	3,417,299	3,792,636	3,792,636	4,138,844	4,058,833	4,139,835
	LICENSES & PERMITS						
451	Building Permits	220,000	150,000	150,000	175,000	180,000	170,000
452	Plumbing and Mechanical Permits	30,324	35,000	35,000	33,000	33,000	30,000
453	Electrical Permits	31,918	14,500	14,500	28,000	28,000	20,000
454	Licenses & Business Permits	6,157	4,000	4,000	3,000	3,000	3,000
	Total	288,399	203,500	203,500	239,000	244,000	223,000
	INTERGOVERNMENTAL REVENUES						
570	State Shared Revenues	957,600	954,016	954,016	1,001,177	1,016,195	1,031,438
570-1	State Shared Rev-Comm. Stabilization	139,398			119,000	119,000	119,000
571	Federal Grant						
	Total	1,096,998	954,016	954,016	1,120,177	1,135,195	1,150,438
	CHARGES FOR SERVICES						
630	Property Tax Admin Fees	94,283	93,000	93,000	95,000	96,000	97,000
634	Grave Openings & Foundations	45,349	35,000	35,000	37,000	37,000	37,000
635	W & S Administration						
668.4	Property Rentals	9,144	8,800	8,800	8,800	8,800	8,800
668-3	Lease-Antenna	40,304	45,000	45,000	42,000	42,000	42,000
668-2	Property Rental-Cable	154,381	150,000	150,000	140,000	140,000	140,000
	Total	343,461	331,800	331,800	322,800	323,800	324,800
	FINES & FORFEITURES						
661	Parking Violations	700	750	750	750	800	800
662	Local Court Fines	29,322	30,000	30,000	30,000	30,000	30,000
	Total	30,022	30,750	30,750	30,750	30,800	30,800
	MISCELLANEOUS REVENUES						
642	Police Miscellaneous	65,398	45,000	45,000	40,000	40,000	40,000
664	Interest Income	5,933	4,000	4,000	5,500	5,500	5,500
669-209	Contribution-Perpetual Care				50,000	50,000	50,000
675.6	Donations to Cultural Arts Comm.	918	1,000	1,000	1,000	1,000	1,000
676.005	Contribution-Parks&Rec						
694.3	Payment of Sidewalk by Resd.	1,820					
692	Grant Money						
698	Miscellaneous	94,680	130,000	130,000	50,000	50,000	50,000
	Prior Years Prop Tax				4,500	4,500	4,500
	Wedding Proceeds				3,000	3,000	3,000
	MMRMA Dividends				30,000	30,000	30,000
	SMART Credits				13,000	13,000	13,000
698.6	Grant Monies - Fire Dept.	1,705					
	Grant Monies - Police Dept.	7,363					
698.9	Grant Monies - Cultural Arts	2,183	1,400	1,400	2,000	2,000	2,000
673	Sale of Fixed Assets	38,298					
	Total	218,298	181,400	181,400	199,000	199,000	199,000
	TOTAL REVENUES	5,394,477	5,494,102	5,494,102	6,050,571	5,991,627	6,067,873
	BEGINNING FUND BALANCE	2,841,926	2,664,475	2,664,475	2,665,111	2,730,118	2,807,503
	TOTAL REVENUES AVAILABLE	8,236,403	8,158,578	8,158,578	8,715,682	8,721,746	8,875,376
	TOTAL EXPENDITURES	5,571,928	5,493,467	5,493,467	5,985,564	5,914,243	5,954,109
	ENDING FUND BALANCE	2,664,475	2,665,111	2,665,111	2,730,118	2,807,503	2,921,267
Printed: 5/17/2018							

GENERAL FUND OPERATION							
SUMMARY OF EXPENDITURES							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
200	Administration	1,382,955	1,250,429	1,250,429	1,402,836	1,390,902	1,411,766
276	Cemetery	111,564	100,964	100,964	118,640	120,341	122,147
295	Public Transportation	67,760	76,359	76,359	78,926	81,554	84,270
300	Police	2,515,699	2,585,880	2,585,880	2,778,149	2,776,545	2,768,335
335	Fire	516,800	468,130	468,130	640,169	567,362	575,873
346	Ambulance	1,093	2,075	2,075	1,180	1,180	1,185
440	Public Works	796,732	807,000	807,000	739,412	750,218	761,472
690	Parks & Recreation	148,994	162,260	162,260	189,857	189,294	192,134
732	Historical	25,300	31,375	31,375	28,495	28,295	28,295
800	Cable	1,174	4,275	4,275	4,025	3,025	3,025
802	Cultural Arts	3,857	4,720	4,720	3,875	5,525	5,608
	Totals	5,571,928	5,493,467	5,493,467	5,985,564	5,914,243	5,954,109
Printed:	5/17/2018						

101-200 GENERAL FUND OPERATION							
ADMINISTRATION							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
702	Wages/Salaries	310,726	340,000	340,000	346,000	352,920	358,214
715-720	Fringe Benefits	166,243	165,000	165,000	170,422	173,830	176,438
727	Offices Supplies	5,095	6,000	6,000	5,200	5,200	5,278
740	Operating Expense	24,379	30,000	30,000	26,000	26,000	26,390
801	Professional Services	235,765	154,700	154,700	260,100	260,100	264,002
802	Contractual Services	172,096	117,604	117,604	101,814	101,814	103,341
807	Auditor	37,360	35,000	35,000	38,000	38,000	38,570
817	Planning Consultant	35,240	35,000	35,000	35,240	35,240	35,769
818	Elections	12,605	12,000	12,000	12,000	12,000	12,180
820	Computers	5,702	3,000	3,000	3,000	3,000	3,045
826	Legal Fees	149,182	100,000	100,000	120,000	120,000	121,800
830	Memberships & Dues	11,188	12,000	12,000	11,200	11,200	11,368
853	Telephone	7,961	7,500	7,500	8,000	8,000	8,120
861	Transportation & Mileage	6,353	6,500	6,500	6,400	6,400	6,496
880	Community Promotions	49,876	90,000	90,000	97,000	97,000	98,455
900	Printing	6,513	7,000	7,000	6,800	6,800	6,902
900-100	Publishing	16,472	12,500	12,500	17,000	17,000	17,255
910	Insurance & Bonds	52,151	55,125	55,125	54,760	57,498	58,360
920	Utilities	22,093	22,000	22,000	22,500	22,500	22,838
931	Building Maintenance	1,174	2,500	2,500	2,500	2,500	2,538
957	Education/Training	6,158	8,000	8,000	6,000	6,000	6,090
962	Miscellaneous Expense	1,900	2,000	2,000	2,000	2,000	2,030
969-200	Contribution-Solid Waste	17,755	17,500	17,500	17,800	17,800	18,067
969	Contribution-Community Schools				25,000		
971-100	Beautification	6,789	8,500	8,500	7,000	7,000	7,105
974-100	Rental Properties	21,616	500	500	500	500	508
977	Equipment Miscellaneous	563	500	500	600	600	609
	TOTAL	1,382,955	1,250,429	1,250,429	1,402,836	1,390,902	1,411,766
Printed:	5/17/2018						

ADMINISTRATION

702 – Wages/Salaries

Administration includes the City Manager, City Clerk/Treasurer, Deputy Clerk/Treasurer, Bookkeeper, Part-time Bookkeeping Assistant, Building Part-time Code Enforcement Officer, Department Clerical and Economic Development Director. In FY 2010-2011 we began budgeting a portion of the City Manager, City Clerk/Treasurer, Deputy Clerk/Treasurer and Bookkeeping wages to Water & Sewer, as well as Major and Local Streets for the time spent working for those departments.

715-720 – Fringe Benefits

Fringe Benefits includes the cost of providing all full-time administrative employees with FICA, hospitalization, optical, dental and life insurance, retirement, disability, workers' compensation, unemployment and longevity. We are continuing to look at insurance savings options.

727 – Office Supplies

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

740 – Operating Expense

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

801 – Professional Services

Professional Services encompasses services such as:

▪ Mailing and Tax Bill printing	\$2,400
▪ Web site hosting	\$3,400
▪ 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	\$230,000
▪ Electrical Inspections	\$16,000
	\$260,100

802 – Contractual Services

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	\$10,600
▪ Postage meter & mailing equipment rental: \$514 per month	\$8,200
▪ State Qualified Voter File: Voter Registration System	\$460
▪ Computer Services Agreement & Remote Back-up	\$9,694
▪ Mechanical Equipment Maintenance Agreement	\$1,512
▪ BS&A	\$4,270
▪ Elevator Maintenance	\$1,700
▪ 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).	\$1,018
▪ In August 2005, the City entered into an agreement for Assessing Services with Oakland County Equalization Division. Our current contract expires 6/30/2019 and calls for a payment of \$14.30 for each real property and \$11.70 for each personal property. The City currently has 3870 real properties and 340 personal properties. In addition, the City pays \$6 per unit at Colonial Acres which has approximately 840 units.	\$64,359
	\$101,814

807 – Auditor

Each year, the City's auditing firm, Plante & Moran, conducts an audit of the basic financial statements in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. Their fee is based on the time required to complete the work plus any related costs. Within the FY 2018-2019 budget, we are expecting to have a Single Audit conducted based on federal grant monies.

817 – Planning Consultant

The City contracts with CIB Planning, the monthly retainer is \$600

818 – Elections

The 2018 Election cycle will consist of an August Primary and November General Election. Expenditures include publication of notices, ballot printing and programming of equipment, absentee applications and ballot mailing, election inspector pay, etc. The current rate of pay for Inspectors is \$10 per hour for Inspectors and \$12 per hour for Chairpersons.

820 – Computer

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

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

830 – Membership/Dues

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	\$2,500
▪ Michigan Society of Planning Officials	\$600
▪ Chamber of Commerce	\$345
▪ Munetrix (Dashboard)	\$900
▪ City Manager's associations, City Clerk and Treasurer's associations, etc.	\$500
	\$10,645

853 – Telephone

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

861 – Transportation/Mileage

Monthly car allowance for the City Manager at a rate of \$350 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.

880 – Community Promotions

This line item provides for contributions to the following:

▪ Oakland County Probate Court/Oakland County Circuit Court – Family Division (Youth Assistance): Each year the City reviews and enters into an agreement with the South Lyon Area Youth Assistance for the support of services for the prevention of juvenile delinquency and neglect.	\$13,000
▪ 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. The Schools provide the communities enrollment and/or use reports at least two times per year.	\$43,000
<ul style="list-style-type: none"> Western Oakland Meals on Wheels Program: Western Oakland Meals on Wheels through the Livingston County Senior Nutrition Program provides meals to the elderly and disabled. The City contributes \$1,250 per quarter after being provided with a quarterly report of the residents and number of meals served. 	\$5,000
<ul style="list-style-type: none"> 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 an increase in the yearly contribution to \$2,500 for fiscal year 2009-2010. 	\$2,500
<ul style="list-style-type: none"> South Lyon Area Recreation Authority: In January 2007 the South Lyon Area Recreation Council was re-formed as an Authority with the participating communities being South Lyon, Lyon Township and Green Oak Township. Contributions for support of the Authority are made by the jurisdictions based on the proportion of users of the Council's recreation programs. An additional amount is paid for the free swim program. 	\$26,000
<ul style="list-style-type: none"> New & Replacement Recycling bins 	\$1,500
<ul style="list-style-type: none"> Concerts in the Park (moved out of Historical Budget) 	\$6,000
	\$97,000

900 – Printing

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

900-100 – Publishing

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

910 – Insurance and Bonds

The City is in the second year of a 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. As it is unclear how the insurance market is going to fluctuate over the next few years, a 5% increase has been included for the upcoming years.

920 – Utilities

Utility costs including Consumers Energy and Detroit Edison for City Hall are budgeted within this line item. The Detroit Edison 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

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, floor mats.

957 – Education/Training

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.

969-200 – Contribution to Solid Waste

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.

970- Capital Outlay

971-100 - Beautification

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.

974-100 – Rental

Provided within this line item are repairs and maintenance on the building known as 318 W. Lake Street which is currently being leased by the South Lyon Area Recreation Authority. Maintenance on the two homes that the City owns is paid through Land Acquisition.

977 – Equipment Miscellaneous

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

101-276 GENERAL FUND OPERATION							
CEMETERY							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	1019-2020	2020-2021
702	Wages/Salaries	71,428	59,740	59,740	73,840	75,316	76,446
715-720	Fringe Benefits	13,763	10,900	10,900	14,500	14,500	14,718
740	Operating Expense	10,187	8,500	8,500	10,200	10,200	10,353
801	Professional Services	62	600	600	300	300	305
802	Contractual Services	1,296	2,000	2,000	1,500	1,500	1,523
853	Telephone	760	250	250	1,200	1,200	1,218
860	Gas & Oil	1,314	1,800	1,800	1,600	1,600	1,624
910	Insurance & Bonds	623	700	700	700	725	736
920	Utilities	371	500	500	400	400	406
930	Repairs & Maintenance	1,681	2,000	2,000	1,800	2,000	2,030
940	Equipment Charges		4,600	4,600	4,600	4,600	4,669
970	Capital Outlay						
974	Land Improvements		3,000	3,000	3,000	3,000	3,045
977	Equipment Purchases	6,269	6,374	6,374	5,000	5,000	5,075
	TOTAL	111,564	100,964	100,964	118,640	120,341	122,147
Printed: 5/17/2018							

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 in 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

The amount in this account is the anticipated cost 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. Because they are part-time, there are no fringe benefits provided beyond safety shoes, t-shirts and hats. This expense fluctuates due to the weather, the fall season and the number of part-time employees.

2018-2019 Wage & Salary Expense	\$73,840
2019-2020 Wage & Salary Expense	\$75,316

715-21 - Fringe Benefits

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

2018-2019 Fringe Benefit Expense	\$14,500
2019-2020 Fringe Benefit Expense	\$14,500

740 - Operating Expense

This 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>\$2,250</u>

2018-2019 Total Operating Expense	\$10,200
2019-2020 Total Operating Expense	\$10,200

801 - Professional Service

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

2018-2019 Professional Service Expense	\$300
2019-2020 Professional Service Expense	\$300

802 - Contractual Service

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

2018-2019 Trash Collection	\$1,500
2019-2020 Trash Collection	\$1,500

853 - Telephone

This line item is for Telephone Service at the Cemetery

2018-2019 Telephone	\$1200
2019-2020 Telephone	\$1200

860 - Gas & Oil

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).

2018-2019 Gas & Oil Expense	\$1,600
2019-2020 Gas & Oil Expense	\$1,600

910 - Insurance & Bonds

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

2018-2019 Insurance & Bond Expense	\$700
2019-2020 Insurance & Bond Expense	\$725

920 - Utilities

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.

2018-2019 Utility Expense	\$400
2019-2020 Utility Expense	\$400

930 - Repairs & Maintenance

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

2018-2019 Repair & Maintenance Expense	\$1,800
2019-2020 Repair & Maintenance Expense	\$2,000

940 - Equipment Charges

This is funding for equipment replacement. Equipment used in the cemetery includes the backhoe, small dump trucks and large mowers. A mini-excavator was purchased in FY 2012-2013 this enables us to open graves in the older sections.

2018-2019 Equipment Charge Expense	\$4,600
2019-2020 Equipment Charge Expense	\$4,600

974 - Land Improvements

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 in section 8.

2018-2019 Land Improvement Expense	\$3,000
2019-2020 Land Improvement Expense	\$3,000

977 - Equipment Purchases

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.

2018-2019 Equipment Purchase Expense	\$5,000
2019-2020 Equipment Purchase Expense	\$5,000

101-295 PUBLIC TRANSPORTATION							
OPERATING FUND							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
702	Wages/Salaries						
715-720	Fringe Benefits						
721	Uniforms & Cleaning Allowance						
740	Operating Expense						
801	Professional Services						
802	Contractual Services	67,760	76,359	76,359	78,926	81,554	84,270
853	Telephone						
860	Gas & Oil						
861	Transportation/Mileage						
863	Vehicle Maintenance						
910	Insurance & Bonds						
920	Utilities						
940	Equipment Charges						
957	Education/Training						
962	Miscellaneous Expense						
965-101	Contribution-General Fund						
970	Capital Outlay						
977	Equipment Purchases						
	TOTAL	67,760	76,359	76,359	78,926	81,554	84,270
Printed: 5/17/2018							

101-300 GENERAL FUND OPERATION							
POLICE							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
702	Wages/Salaries	1,451,283	1,493,898	1,493,898	1,536,623	1,582,722	1,606,463
702.3	Collins Vacation payout				30,167		
702.4	Command Comp and vacation payout				10,803		
715-720	Fringe benefits	643,605	738,676	738,676	754,006	750,000	761,250
721	Uniforms & Cleaning Allowance	18,446	20,700	20,700	20,700	20,700	21,011
722	Tuition Reimbursement		4,800	4,800	4,800	4,800	4,872
727	Office supplies	3,107	5,500	5,500	4,000	4,000	4,060
740	Operating Expense	10,784	14,500	14,500	12,500	12,500	12,688
745	Ammunition	5,421	6,000	6,000	5,500	5,500	5,583
801	Professional Services	10,055	12,576	12,576	12,752	12,576	12,765
802	Contractual Services	117,103	119,134	119,134	124,322	129,771	131,718
803	Prisoner board	6	100	100	50	50	51
810	Animal collection		500	500	500	500	508
820	Computer Expense	6,727	7,000	7,000	7,000	7,000	7,105
826	Legal fees	39,404	29,000	29,000	39,000	39,000	39,585
830	Memberships & dues	695	720	720	720	720	731
851	Radio Maintenance	565	2,000	2,000	1,000	1,000	1,015
853	Telephone	9,885	10,000	10,000	10,000	10,000	10,150
860	Gas & Oil	21,405	30,000	30,000	25,000	25,000	25,375
861	Transportation & Mileage		200	200	200	200	200
863	Vehicle Maintenance	20,840	20,000	20,000	20,000	20,000	20,300
910	Insurance & Bonds	23,614	24,806	24,806	24,806	24,806	25,178
920	Utilities	12,316	16,000	16,000	14,000	14,000	14,210
930	Repairs & Maintenance	359	2,000	2,000	1,000	1,000	1,015
931	Building Maintenance	3,189	7,700	7,700	5,000	5,000	5,075
957	Education/Training	6,349	10,000	10,000	8,000	8,000	8,000
958-100	Witness fees	163	300	300	200	200	203
970	Capital Outlay	24,060			15,000	7,000	
977	Equipment Purchases	14,110	9,770	9,770	6,500	6,500	6,598
978	Capital Equipment	72,208	0	0	84,000	84,000	42,630
	TOTAL	2,515,699	2,585,880	2,585,880	2,778,149	2,776,545	2,768,335
Printed: 5/17/2018							

POLICE DEPARTMENT

Fiscal Year 2018-2019

Expenditures

702 Wages and Salaries

This line item includes salaries and wages for a chief, lieutenant, four sergeants, eleven police officers, one clerk, school crossing guards, part-time police cadets, and a maintenance person. The \$42,725 increase is due to anticipated contractual adjustments for POAM and POLC members. The increase also includes overtime including holiday pay, cost of living payments, longevity pay, and projected overtime for additional downtown events.

702.3 Chief Vacation Payout

This line item includes the payout for the Chief's accrued vacation time (\$30,167).

702.4 Command Comp & Vacation Payout

This line item includes the payout of comp & vacation time by the command bargaining unit (POLC) and is a projection based on prior history of usage (\$10,803).

715-720 Fringe Benefits

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

721 Uniforms and Cleaning Allowance

This line item covers uniform and cleaning allowances that are mandated by labor agreements, and remains unchanged.

722 Tuition Reimbursement

This line item includes tuition reimbursement for police personnel mandated by contract, (\$800/semester/officer; \$1,600 max./yr./officer). The \$4,800 would cover the expense of three officers continuing education for the contract year. This remains unchanged.

727 Office Supplies

This line item covers all consumable office supplies including refill cartridges for printers and faxes throughout the department, and remains unchanged.

740 Operating Expense

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 physical and psychological exams for employees to legal reference manuals and other non-consumable items, and remains unchanged.

745 Ammunition

This line item covers the costs 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

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.). Also included are charges for computer repairs not covered by contract. The \$176 increase reflects a 5% increase in the CLEMIS membership/Usage Fee.

802 Contractual Services

This line item includes dispatch services, lock-up, copier leases and maintenance agreements, computer service agreements, software agreements, and other services requiring contracts. The \$124,322 budgeted reflects an increase of \$5,188 from FY 17-18. This change reflects a 5% increase in the contractual agreement with the City of Novi for dispatch and lock-up.

803 Prisoner Board

This line item is unchanged and covers the costs for prisoner meals, as required.

810 Animal Collection

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

820 Computer Expense

The \$7,000 budgeted includes costs for computer hardware and software purchases, and for other computer related items, and remains unchanged.

826 Legal Fees

The City Attorney serves as the prosecutor for all local ordinance violations. The budgeted \$39,000 reflects a \$10,000 increase from FY 2017-18 and 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.

830 Memberships and Dues

This line item pays for department memberships in a variety of professional organizations and remains unchanged.

851 Radio Maintenance

The \$1,000 budgeted pays for repairs to police department radio and electronic equipment.

853 Telephone

This line item pays for the department telephones and cellular telephone service, and remains unchanged.

860 Gas and Oil

This line item is for the fuel and oil used by the department's fleet of vehicles, and reflects a decrease of \$5,000 from FY 17-18.

861 Transportation and Mileage

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

863 Vehicle Maintenance

These funds provide repairs for police vehicles and equipment, and pay the police department's contribution to fund the City's mechanic.

910 Insurance and Bonds

This line item pays for the police department's portion of the insurance costs of the City. The \$24,806 includes building insurance, fleet insurance, professional liability insurance, and remains unchanged.

920 Utilities

This line item covers the cost of Consumers Power, Detroit Edison, and the South Lyon Water Department, projected at \$16,000 remains unchanged from F.Y. 2017-18.

930 Repairs and Maintenance

This fund pays for repairs to the department's small equipment not covered by contract such as typewriters and shredders.

931 Building Maintenance

This line item pays 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 Education and Training

These funds are used 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 the costs of driver training mandated by our insurance carrier, limited conference expenses, and annual in-service training for officers, and reflects a decrease of 2,000 from FY 2017-18.

958-1 Witness Fees

These funds are used to pay witness fees and mileage for civilians subpoenaed to court on the City's behalf.

970 Capital Outlay

This line item pays for improving the life of existing assets. The proposed \$15,000 reflects the cost to replace the following items: \$3,000 to replace the office furniture in the main police building & \$12,000 to replace two (2) A/C & furnace units in the police / fire administration building.

977 Equipment Purchases

This line item covers small equipment such as radar units, bicycle equipment, and small office equipment. The \$6,500 reflects a decrease of \$3,270 from FY 2017-18.

978 Capital Equipment

This line item is dedicated to the purchase of vehicles and larger equipment items. The proposed \$84,000 covers the cost of two (2) replacement patrol vehicles, required equipment, graphics, and changeover expenses.

101-335 GENERAL FUND OPERATION							
FIRE							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
702	Wages/Salaries	252,818	245,500	245,500	275,000	280,500	284,708
715-720	Fringe Benefits	27,702	27,800	27,800	31,543	32,173	32,656
721	Uniforms & Cleaning Allowance	16,056	17,000	17,000	17,000	17,340	17,600
727	Office Supplies	4,042	5,000	5,000	4,000	5,100	5,177
740	Operating Expense	10,954	10,000	10,000	10,500	10,500	10,658
802	Contractual Services	44,532	43,100	43,100	45,000	45,000	45,675
820	Computers	2,064	2,500	2,500	5,100	10,000	10,150
830	Memberships & Dues	1,674	5,000	5,000	5,000	5,100	5,177
851	Radio Maintenance	1,536	2,000	2,000	2,000	2,040	2,071
853	Telephone	1,801	1,775	1,775	1,900	1,900	1,929
860	Gas & Oil	8,016	8,200	8,200	8,000	8,100	8,222
863	Vehicle Maintenance	39,379	23,750	23,750	24,000	24,480	24,847
880	Community Promotions	1,750	1,500	1,500	1,530	1,561	1,584
910	Insurance & Bonds	22,317	23,000	23,000	23,000	23,000	23,345
920	Utilities	8,195	7,905	7,905	8,300	8,466	8,593
930	Repairs & Maintenance	8,122	4,000	4,000	4,080	4,162	4,224
931	Building Maintenance	18,948	7,800	7,800	12,500	12,750	12,941
944	Hydrant Rental	2,500	2,500	2,500	2,500	2,550	2,588
957	Education/Training	17,614	20,800	20,800	21,216	21,640	21,965
970	Capital Outlay						
977	Equipment Purchases	10,248	9,000	9,000	12,000	10,000	10,150
978	Capital Equipment	16,532			126,000	41,000	41,615
978-1	Transfer to Equipment Fund						
990	Debt-Principal						
995	Debt-Interest						
	TOTAL	516,800	468,130	468,130	640,169	567,362	575,873
Printed: 5/17/2018							

FIRE DEPARTMENT - FY19

The predominant goal of the South Lyon Fire Department in FY19 is to maintain a well-trained and active paid on-call workforce. A paid on-call fire department is the most fiscally efficient fire protection model for the City of South Lyon, and the proposed budget is built around this philosophy. Simply maintaining the current state of a paid on-call workforce takes significant time and effort.

FY19 Performance Goals:

1. Ensure staff is trained to meet Michigan Fire Fighters Training Council, Michigan Occupational Safety and Health Administrations, and fire service best practices.
 - a. Performance metric: tracking of staff training attendance along with certifications and licenses.
2. Staffing.
 - a. Performance metric: maintain a roster of 20-25 on-call staff.
 - b. Performance metric: provide access to internal and external training programs for staff enrichment.
 - c. Performance metric: ensure all staff receive annual performance reviews.
 - d. Performance metric: staff two members weekdays from 7:00 AM to 5:00 PM and Saturdays from 10:00 AM to 8:00 PM.
3. Maintain apparatus and facility.
 - a. Performance metric: ensure all equipment and apparatus are in operational condition. This will be accomplished with basic weekday checks and a more thorough monthly inspection.
4. Conduct fire inspections to increase life safety and reduce property loss potential.
 - a. Performance metric: ensure all facilities are inspected according to hazard classification.
5. Conduct hydrant inspections.
 - a. Performance metric: ensure all municipal hydrants are inspected, flushed, and lubricated annually.
6. Engage with community to increase public education activities and civic involvement.
 - a. Performance metric: work with the community to fulfill all public education requests and conduct fire safety presentations annually for all second grade students in the City of South Lyon.

FIRE DEPARTMENT - FY19

702 – Wages and Salary

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

- The part-time fire inspector position is generating an increase to this line item. Previously, many fire inspection activities were completed with shift staff. However, having the fire inspector concentrate on inspections is more efficient and better utilizes the time of this part-time position.
- This budget request includes a 2% wage increase for staff excluding the fire chief starting July 1, 2018. This 2% is necessary to keep SLFD competitive with surrounding fire departments for staff recruitment and retention.

715 - Fringe Benefits

Fringe benefits: workers' compensation, accidental death and disability.

- Accident and disability via VFIS: \$2,400
- This is consistently around 11% of 702 - Wages and Salary
- Employee assistance program: \$800

721 – Uniforms

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 coat, pants, helmet, gloves, Nomex hoods, and boots.
 - $\$2,700 \times 3 = \$8,100$

727 - Office Supplies

Consumable office and station supplies.

740 - Operating Expense

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) $\times 10 = \$4,000$
 - $\$500$ (over 40 years old) $\times 2 = \$1,000$

802 Contractual Services

This category is for services that are covered by contract.

- Accunet (website): \$400
- Bruttell Roofing (annual inspection and seal): \$1,260 (\$630 spring, \$630 fall)
- Cynergy Wireless (VHF radio maintenance): \$1,500
- Cummins Bridgeway (generator inspection, maintenance, load test): \$1,250
- Fire Modules (dispatch link to I Am Responding): \$500
- Heinanen Engineering (HVAC service contract): \$825
- I Am Responding (online scheduling and response software): \$775

FIRE DEPARTMENT - FY19

- Novi Regional 911 Dispatch and prisoner custody (85% paid by the police and 15% paid by the fire department); \$108,965 (PD) + \$19,229 (FD) = \$128,194
- 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
- Visicom (IT support): \$5,000

820 - Computers

Information technology hardware and software.

- Desktop computer with MS Office (replace units over 6 years old): \$1,200 x 2 = \$2,400
- Laptop for new fire chief or inspector: \$1,800
- FY20 – Tablets / Ipads for FirstNet data network: \$5,000

830 - Membership and Dues

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

- Oakland County Mutual Aid Association: \$3,250

851 - Radio Maintenance

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

853 - Telephone

Landline telephones.

860 - Gas and Oil

Fuel and oil.

863 - Vehicle Maintenance

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

- Underwriters Laboratories pump, ground ladder, and aerial ladder testing: \$3,750

880 – Community Promotion

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

910 - Insurance and Bonds

MMRMA insurance for the vehicles, building, and liability.

920 - Utilities

Consumers Energy, Detroit Edison, WOW! Cable, and city water.

FIRE DEPARTMENT - FY19

930 - Repair and Maintenance

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

931 - Building Maintenance

Routine repair and maintenance to the facility and grounds.

944 - Hydrant Rental

This reimburses the water department for hydrant use and repair.

957 - Education and Training

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.

- Fire academy which includes all required training fire, emergency driver training, and hazardous materials courses: $\$1,300 \times 4 = \$5,200$
- Emergency Medical Technician: $\$1,600 \times 4 = \$6,400$
- Blue Card fire ground incident command certification course = $\$400 \times 4 = \$1,600$
- Online continuing EMS educating: $\$135.00 \times 12 = \$1,620$

977 - Equipment Purchases

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

- EMS supplies (non-exchange with HVA): \$2,250
- Minitor VI (pager): $\$300.00 \times 3 = \900
- Turnout gear dryer: \$2,000
- Automated external defibrillator: \$1,800 (replace unit which is no longer supported)
- Air monitors: $\$1,200 \times 2 = \$2,400$ (replace units which are no longer supported)
- Foam: \$1,200
- Rescue / ventilation chain saw: \$2,600 (replacing saw that is 15 years old)
- Upgrade internet services. \$6850

978 – Capital Equipment

Ladder 1 preventative maintenance and refurbishment: \$85,000

Since 2016, we have spent over \$18,000 on repair and maintenance for Ladder 1. It is recommended that Ladder 1 (2000 KME ladder truck) be sent for preventive maintenance, refurbishment, and upgrading several aspects of the aerial ladder to meet current NFPA safety guidelines. Based on the condition of the apparatus, it is a prime candidate for a refurbishment. The cities of Kalamazoo and Davison recently performed similar refurbishments on aerial apparatus and found the projects to be very cost-effective. The plan would then be to keep this vehicle in-service for another 10-12 years. This would place the apparatus at a service life of 28-30 years. After 25 years, fire apparatus are considered obsolete and have no resale value.

If the decision is made to not make this investment, the expectation should be to retire this vehicle from service at the 25-year mark.

FIRE DEPARTMENT - FY19

Replace Car 1: \$41,000

Car 1 is a 2005 Ford Excursion and is in need of replacement. Annual maintenance on this vehicle is expensive and the vehicle has horrific fuel mileage. The fuel savings alone are worth the cost of a new vehicle. The replacement vehicle will be a small to medium SUV with at least three times the fuel mileage.

CAPITAL IMPROVEMENT PLAN

Apparatus Replacement

If the repair and refurbishment is approved for Ladder 1, there will be no large apparatus purchases needed for ten years. The Ford Excursion will need to be replaced in FY19.

	New	10 yrs.	15 yrs.	20 yrs.	2018 replacement cost
Engine 1, Pierce pumper	2016	2026	2031	2036	\$485,000
Engine 2, KME pumper	2008	2018	2023	2028	\$525,000
Ladder 1, KME ladder	2000	2010	2015	2020	\$1,200,000
Rescue 1, Ford F350	2011	2021	2026		\$45,000
Ford Excursion	2005	2015	2019		\$41,000
Jeep Liberty	2013	2023	2028		\$21,000

The National Fire Protection Association (NFPA) recommends placing apparatus over 15 years old into "reserve status." SLFD does not have any reserve apparatus. For Insurance Services Office (ISO) rating purposes, the entire fleet is considered front line apparatus.

Staffing

Weekday staffing continues to be a struggle, since the majority of SLFD on-call firefighters work outside of the City of South Lyon. Lack of staff availability to cover weekday responses is not a failure of effort by on-call staff but simply a lack of availability. Foreseeable fulltime staff would not work a traditional 24-hour firefighter shift but would work some form of weekday staffing such as four, ten hour shifts. Additional weekday staffing positions along with sick / vacation openings would continue to be filled by on-call staff. The fire chief position is recommended to remain part-time.

Station

The main structure of the fire station is over 70 years old with structural, load bearing walls showing stress cracks. Parts of the roof are over 25 years old.

- New roof: \$75,000. When the roof is replaced, an abandoned HVAC unit will also need to be removed, which is included in this price. This old HVAC unit heated the apparatus bay, which is now heated with radiant heaters.

FIRE DEPARTMENT - FY19

- New HVAC units: Heating for the fire offices and HVA quarters is supplied by two roof mounted units. Both units are over 15 years old, although the average life expectancy of 10-12 years. Each unit would cost \$15,000 (\$30,000 total).
An option would be to replace these rooftop units with high efficacy units mounted in ceiling plenum. The initial cost would be \$22,000 (\$44,000). However, there would be a 60% cost savings in natural gas.

Equipment

There are no extraordinary equipment costs within the next three years outside of what can be handled by the normal equipment line item. After FY21, some equipment needs are outlined below. Not all of this equipment will need replacing at the same time, and we will certainly have a better idea of equipment condition as FY21 gets closer. However, barring an extraordinary event, this equipment will not need replacing prior to FY21.

- Self-Contained Breathing Air (SCBA) apparatus: $\$2,500.00 \text{ each} \times 16 = \$40,000$
- Automated external defibrillator: \$1,800
- EMS equipment such as suction units and diagnostic tools: \$7,500
- Hydraulic vehicle extrication tools: \$20,000
- Thermal imaging cameras: $\$5,000.00 \text{ each} \times 3 = \$15,000$

101-346 GENERAL FUND OPERATION							
AMBULANCE							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
702	Wages/Salaries						
712	S. L. Ambulance						
715-720	Fringe Benefits						
721	Uniforms & Cleaning Allowance						
727	Office Supplies						
740	Operating Expense						
760	Medical Supplies						
801	Professional Services						
826-100	Ambulance Bad Debt						
850	Communications/Dispatch						
851	Radio Maintenance						
853	Telephone						
860	Gas & Oil						
863	Vehicle Maintenance						
910	Insurance & Bonds	75	75	75	80	80	85
920	Utilities	1,018	2,000	2,000	1,100	1100	1100
930	Repairs & Maintenance						
940	Equipment Rental						
957	Education/Training						
970	Capital Outlay						
977	Equipment Purchases						
984	Escrow						
	TOTAL	1,093	2,075	2,075	1,180	1,180	1,185
Printed: 5/17/2018							

101-440 GENERAL FUND OPERATION							
DEPARTMENT OF PUBLIC WORKS							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
702	Wages/Salaries	165,045	200,000	200,000	197,038	202,949	205,993
715-720	Fringe Benefits	234,218	163,540	163,540	133,165	137,160	139,217
721	Uniforms & Cleaning Allowance	6,523	6,800	6,800	7,460	7,460	7,572
727	Office Supplies	1,072	1,000	1,000	1,200	1,200	1,218
740	Operating Expense	17,785	20,100	20,100	19,000	19,000	19,285
801	Professional Services		10,000	10,000	5,000	5,000	5,075
802	Contractual Services	15,452	13,000	13,000	15,000	15,000	15,225
820	Computer		2,500	2,500	2,500	2,500	2,538
830	Memberships & Dues	385	600	600	700	700	711
853	Telephone	6,055	4,700	4,700	4,850	4,850	4,923
860	Gas & Oil	21,970	22,500	22,500	24,000	24,000	24,360
861	Transportation & Mileage	389	360	360	400	400	406
863	Vehicle Maintenance	104,230	95,000	95,000	105,000	105,000	106,575
910	Insurance & Bonds	13,882	14,000	14,000	14,600	14,800	15,022
920	Utilities	14,623	17,000	17,000	17,000	17,000	17,255
923	Street Light Expenditures	115,661	155,000	155,000	115,000	115,000	116,725
930	Repairs & Maintenance	12,903	5,000	5,000	5,500	6,000	6,090
931	Building Maintenance	9,136	11,000	11,000	11,000	11,000	11,165
935	NPDES Phase II Stormwater	7,004	13,500	13,500	13,500	13,500	13,703
940	Equipment Charges	10,000	10,000	10,000	10,000	10,000	10,150
957	Education/Training	1,919	3,000	3,000	2,500	2,700	2,741
974	Land Improvements	33,500	31,000	31,000	30,000	30,000	30,450
977	Equipment Purchases	4,980	7,400	7,400	5,000	5,000	5,075
978	Capital Equipment						
	TOTAL	796,732	807,000	807,000	739,412	750,218	761,472
Printed:	5/17/2018						

DEPARTMENT OF PUBLIC WORKS

2018-2019 Goals and Objectives

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 street 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 is done 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 play scape, 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 has been developed and is 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 pot hole 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; 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 2010, the street system consists of:

Major Streets: 4.43 miles

Local Streets: 23.27 miles

Total Streets: 27.70 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 insuring 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 insure they are working and a 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

The Department of Public Works currently has 11 full-time employees. One employee transferred to another department and another was separated from the city. Neither position has been filled due to economic conditions. The existing positions are:

Superintendent
Clerk
Foreman
Mechanic
Laborers (8)

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

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

2018-2019 Wage & Salary Expense	\$197,038
2019-2020 Wage & Salary Expense	\$202,949

715-720 - Fringe Benefits

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

2018-2019 Fringe Benefits Expense	\$133,165
2019-2020 Fringe Benefits Expense	\$137,160

721 - Uniforms

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 2008-2011 AFSCME union contract: Uniforms - \$300.00/person, One pair of safety shoes per person and one pair of safety boots (boots max. of \$150.00) for an estimated total of \$600/person.

2018-2019 Uniform Expense	\$7,460
2019-2020 Uniform Expense	\$7,460

727 - Office Supplies

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

2018-2019 Office Supplies	Expense \$1,200
2019-2020 Office Supplies	Expense \$1,200

740 - Operating Expense

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.

2018-2019 Operating Expense	\$19,000
2019-2020 Operating Expense	\$19,000

801 Professional Service

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

2018-2019 Operating Expense	\$5,000
2019-2020 Operating Expense	\$5,000

802 - Contractual Service

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

Avaya (Phone)	\$ 600
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MiDeal (State)	\$ 450
WOW	\$2,000
Copier	\$3,700
MML (Drug)	\$2,450
Dumpster Disposal	\$2,800
Miss Dig	\$2,000
ESRI	<u>\$1,000</u>

2018-2019 Contractual Service Expense	\$15,000
2019-2020 Contractual Service Expense	\$15,000

820 - Computer

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

2018-2019 Computer Expense	\$2,500
2019-2020 Computer Expense	\$2,500

830 - Memberships & Dues

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	\$360
Tree City	\$ 65
NADF	<u>\$ 65</u>

2018-2019 Memberships & Dues Expense	\$700
2019-2020 Memberships & Dues Expense	\$700

853 - Telephones

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

2018-2019 Telephone Expense	\$4,850
2019-2020 Telephone Expense	\$4,850

860 - Gas & Oil

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.

2018-2019 Gas & Oil Expense	\$24,000
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2019-2020 Gas & Oil Expense \$24,000

861 - Transportation & Mileage

This line item is for expenses incurred when an employee uses his/her personal vehicle for City business. In 2008, the mileage reimbursement amount was changed by Council to be consistent with the current figure published by the IRS.

2018-2019 Transportation & Mileage Expense \$400
2019-2020 Transportation & Mileage Expense \$400

863 - Vehicle Maintenance

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 obtains to complete vehicle repairs. These tool costs are divided among the DPW, Water/Waste Water, Fire and Police and Building Departments. Specialty tools are charged to the department which requires them. All of the parts for DPW vehicles and equipment repair are included in this account. This also includes tires for both the backhoe and the front end loader.

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

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

<u>Equipment Type</u>	<u>Year Purchased</u>	<u>Age</u>
F250 4x4 Pickup (T1)	2009	(9 yrs.)
F350 4x4 Pickup (T2)	2015	(3 yrs.)
F350 Dump (T3)	2015	(3 yrs.)
Ford F350 1-ton Dump 4 x 4 (T4)	2009	(8 yrs.)
Ford F350 Service Truck 4x4 (T5)	2008	(10 yrs.)
Ford F350 1-ton Dump (T6)	2007	(11 yrs.)
Sterling Large Dump (T7)	2003	(15 yrs.)
Sterling Large Dump (T8)	2006	(12.5 yrs.)
Sterling Large Dump (T9)	2006	(12.5 yrs.)
Ford Service Truck 4 x 4 (T11)	2010	(7 yrs.)
Volvo tandem Dump (T12)	2000	(18 yrs.)
John Deere Backhoe	2005	(13 yrs.)
Sewer Truck (Vactor)	2008	(10 yrs.)
Sweeper	2016	(2 yr.)
Tool Cat	2011	(7 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.

2018-2019 Vehicle Maintenance Expense \$105,000
2019-2020 Vehicle Maintenance Expense \$105,000

910 - Insurance & Bonds

This figure is for liability and property insurance.

2018-2019 Insurance & Bond Expense	\$14,600
2019-2020 Insurance & Bond Expense	\$14,800

920 - Utility Expense

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. With the lighting upgrades performed in 2010, this expense may be decreasing.

2018-2019 Utility Expense	\$17,000
2019-2020 Utility Expense	\$17,000

923 - Street Lighting Expense

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.

2018-2019 Street Lighting Expense	\$115,000
2019-2020 Street Lighting Expense	\$115,000

930 - Repair and Maintenance

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

2018-2019 Repair & Maintenance Expense	\$5,500
2019-2020 Repair & Maintenance Expense	\$6,000

931 - Building Maintenance

This fund is used to maintain city structures at the DPW complex. Items included are roof repairs and garage door repair and adjustment.

2018-2019 Building Maintenance Expense	\$11,000
2019-2020 Building Maintenance Expense	\$11,000

935 - NPDES Phase II Storm Water

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, insuring compliance with the permit, reviewing ordinances regarding storm water for compliance and recommending changes to the ordinances if necessary to become compliant. The MDEQ charges a \$3,500 annual fee for a discharge permit.

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

MDEQ Permit Fees	\$ 3,500
HRC	<u>\$10,000</u>
2018-2019 NPDES Phase II Storm Water Expense	\$13,500
2019-2020 NPDES Phase II Storm Water Expense	\$13,500

940 - Equipment Charges

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.

2018-2019 Equipment Rental Expense	\$10,000
2019-2020 Equipment Rental Expense	\$10,000

957 - Education and Training

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.

2018-2019 Education & Training Expense	\$2,500
2019-2020 Education & Training Expense	\$2,700

974 - Land Improvements

Land Improvements includes all improvements of city property and easements and such as the sidewalk program for new and replacement sidewalks, parking lot striping, and tree work such as removal, trimming, planting and maintenance. Decorative signs at the city entrances are also included in this account. FY 2018-2019, includes new DPW yard paving. To maintain our Tree City status, the budget must include \$2/capita for trees. The total is approximately \$21,000. (Population as of the latest census is 11,327.) This line item also funds the City Sidewalk 50/50 Program.

Tree Removal, trimming, replacement	\$26,000
2018-2019 Land Improvement Expense	\$30,000
2019-2020 Land Improvement Expense	\$30,000

977 - Equipment Purchases

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

2018-2019 Equipment Purchase Expense	\$5,000
2019-2020 Equipment Purchase Expense	\$5,000

PARKS AND RECREATION DEPARTMENT

702 - Wages & Salaries

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

2018-2019 Wage & Salaries Expense	\$76,626
2019-2020 Wage & Salaries Expense	\$78,925

715-721 - Fringe Benefit

This account is tied directly to the amount 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 and cost of living payments, etc. It is directly related to wages and salaries and the benefits are based upon payroll data.

2018-2019 Fringe Benefit Expense	\$51,786
2019-2020 Fringe Benefit Expense	\$53,340

740 - Operating Expense

This account is for consumable items used in grounds keeping, such as chlorine and antifoaming agent required for the fountain at Paul F. Baker Park. The antifoaming agent is used when soap is placed in the fountain.

2018-2019 Operating Expense	\$10,000
2019-2020 Operating Expense	\$10,000

801 - Professional Services

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
Port-a-John Rental	\$5,000

2018-2019 Professional Services Expense	\$15,200
2019-2020 Professional Services Expense	\$15,200

860 - Gas & Oil

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

2018-2019 Gas & Oil Expense	\$4,000
2019-2020 Gas & Oil Expense	\$4,000

880 - Community Promotion

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

2018-2019 Community Promotion Expense	\$1,150
2019-2020 Community Promotion Expense	\$1,200

910 - Insurance and Bonds

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

2018-2019 Insurance & Bond Expense	\$920
2019-2020 Insurance & Bond Expense	\$930

920 - Utility Expense

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.

2018-2019 Utility Expense	\$850
2019-2020 Utility Expense	\$875

930 - Repair and Maintenance

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. Also, the urinal, hand dryers and the RPZ back flow preventer need to be replaced. The total for all three are \$4,500.

Bike Path Maintenance	\$2,750
Pump Maintenance (Baker Park)	\$1,750
Replace Urinal, hand dryers, & RPZ	\$4,500
Sand -Volleyball Ct. -Baseball Diamonds	<u>\$3,000</u>

2018-2019 Repair & Maintenance Expense	\$13,000
2019-2020 Repair & Maintenance Expense	\$ 8,500

940 - Equipment Charges

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

2018-2019 Equipment Expense	\$11,025
2019-2020 Equipment Expense	\$11,025

962 - Miscellaneous Expense

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

2018-2019 Miscellaneous Expense	\$800
2019-2020 Miscellaneous Expense	\$800

977 – Equipment Purchases

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

2018-2019 Equipment Expense	\$500
2019-2020 Equipment Expense	\$500

978 – Capital Improvements

Also budgeted here is for replacement of playground equipment for the park.

2018-2019 Capital Improvements Expense	\$4,000
2019-2020 Capital Improvements Expense	\$4,000

101-690 GENERAL FUND OPERATION							
PARKS & RECREATION							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
702	Wages/Salaries	79,347	70,805	70,805	76,626	78,925	80,108.37
715	Fringe Benefits	24,748	24,780	24,780	51,786	53,340	54,139.99
740	Operating Expense	6,657	10,500	10,500	10,000	10,000	10,150.00
801	Professional Services	13,072	15,200	15,200	15,200	15,200	15,428.00
860	Gas & Oil	3,609	5,600	5,600	4,000	4,000	4,060.00
880	Community Promotions	755	1,150	1,150	1,150	1,200	1,218.00
910	Insurance & Bonds	913	900	900	920	930	943.95
920	Utilities	816	800	800	850	875	888.13
930	Repairs & Maintenance	7,374	8,500	8,500	13,000	8,500	8,627.50
940	Equipment Charges	11,025	11,025	11,025	11,025	11,025	11,190.38
962	Miscellaneous Expense	678	6,000	6,000	800	800	812.00
977	Equipment Purchases		1,000	1,000	500	500	507.50
978	Capital Improvements		6,000	6,000	4,000	4,000	4,060
	TOTAL	148,994	162,260	162,260	189,857	189,294	192,134
Printed: 5/17/2018							

101-732 GENERAL FUND OPERATION							
HISTORICAL DEPOT							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
702	Wages/Salaries	4,104	4,400	4,400	4,400	4,200	4,200
801	Professional Services	4,049	4,125	4,125	2,400	2,400	2,400
802	Contractual Services	1,372	2,350	2,350	2,645	2,645	2,645
853	Telephone						
861	Transportation/Mileage						
880	Community Promotions						
910	Insurance & Bonds	886	850	850	900	900	900
920	Utilities	5,603	7,000	7,000	5,500	5,500	5,500
930	Repairs & Maintenance						
931	Building Maintenance	9,070	11,300	11,300	11,300	11,300	11,300
962	Miscellaneous Expense		350	350	350	350	350
940-1	Equipment Rental						
970	Capital Improvements						
974	Land Improvements	216	1,000	1,000	1,000	1,000	1,000
	TOTAL	25,300	31,375	31,375	28,495	28,295	28,295
Printed:	5/17/2018						

Historical Department
2018-19 Budget Proposal
101-732-XXX

702 – Wages and Salaries

Included in this line item is wages for custodial services

801 – Professional Services

Included in this line item is a provision for 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 binned to our budget. We discovered a double count in this category, hence the large reduction from last year.

802 – Contractual Services

This category covers lawn fertilizing, bug control in the buildings, lawn sprinkler service, and WOW and CSC alarm monitoring services. We've increased the item slightly to reflect higher billings from WOW.

910 – Insurance and Bonds

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

920 – Utility Expense

This category includes water, sewer, electric and heating

931 – Building Maintenance

This is the amount budgeted for maintenance, repairs and minor improvements to the buildings. Last year, we re-roofed the gazebo and rebuilt the gazebo stairs, which were failing structurally. This year we want to replace the rest of the boards on the gazebo floor, which has deteriorated and will no longer hold paint. We also want to replace some deteriorated siding on the Washburn School, and replace some deteriorated bricks in the sidewalks. We have several 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. We have also upped the amount for furnace and alarm repairs based on our experience so far this year. There are four furnaces and they are all old.

962 – Miscellaneous

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

This is for improvements to the grounds. Most of the work so far has been to remove and trim trees, and this work has been done for us by the DPW. We do however need to replace overgrown shrubs around the freight house, which we will have to purchase. All of the gardening is done by volunteers.

101-800 GENERAL FUND OPERATION							
Cable Commission							
Expenditure	Description	Audited 2016-2017	Proposed 2017-2018	Amended 2017-2018	Proposed 2018-2019	Proposed 2019-2020	Proposed 2020-2021
702	Wages/Salaries		1,000	1,000	1,000	1,000	1,000
715-20	Fringe Benefits						
740	Operating Expense		25	25	25	25	25
801	Professional Services		250	250			
802	Contractual Services						
807	Auditor						
880	Community Promotion						
900	Printing/Publishing						
962	Miscellaneous Expense						
970	Capital Expenditure	1,174	3,000	3,000	3,000	2,000	2,000
	TOTAL	1,174	4,275	4,275	4,025	3,025	3,025
Printed: 5/17/2018							

South Lyon Community Television Budget Proposal

The goal of the South Lyon Cable Commission and the operation of South Lyon Area Community Television is to continue to build a program that delivers timely programming of education, sports, entertainment, and information to the community on the City's Government Access Channel. The Cable Commission is dedicated to providing media production tools and training to encourage residents of the community to share creative and informative video localized content.

With a few exceptions and aside from City Council Meetings, all content recorded and played on the channel since the inception of the Cable Commission has been delivered at little cost to the City. This has been accomplished by utilizing equipment owned by volunteers and members of the Cable Commission. The Cable Commission's 2017-18 remaining budget of approximately \$1,600.00 will be used to obtain audio equipment, a tripod, monitor, editing software, and compensation to volunteers who will record and deliver content for the community channel. No Cable Commission members are compensated for their volunteer efforts as part of the Commission or in acquiring content for the channel.

As we enter the 2018-19 fiscal year, the South Lyon Cable Commission has established three goals for which Council support and approval of funding will allow this Commission to reach:

- Provide new, unique community-based content weekly
- Increase community awareness and participation
- Expand content delivery to adjacent communities

Based on the content acquisition schedule over the next 12 month period, the South Lyon Cable Commission requests a continuation of our budget in the amount of \$3,000 for the 2018-2019 fiscal year. These funds will be used to:

- Improve the equipment for acquiring content
 - Router to switch between multiple video sources
 - Basic lighting equipment
 - Basic editing application
- Improve the South Lyon Area Community Television media room
 - Locked storage for equipment
- Compensate volunteers who record and prepare video content for playback
 - A list of future productions are listed below

Recent Successes

In Q3, 2017, the Commission launched the South Lyon Area Community Television YouTube Channel. All content that appears on Channel 19 can also be found on this YouTube channel.

The South Lyon Cable Commission launched a website for South Lyon Area Community Television in Q4, 2017. The site, www.slactv.com, provides information on all the many ways an organization can communicate with and participate in local community media.

On February 20th, 2018, 15 local organizations are participating in South Lyon Area Community Television's first event promotion taping session. At this event, hosted by the Salem-South Lyon District Library, local organizations will discuss their mission, fundraising efforts and upcoming events. These interviews will air on SLACT and on the YouTube channel. This event has been well received by the many local organizations and we plan to perform this service multiple times a year.

The following organizations are scheduled to participate in this event:

- South Lyon Cultural Arts Commission
- Kensington Valley Civitan Club
- PumpkinFest Committee
- South Lyon Relay for Life
- Lyon Township Public Library
- First United Methodist Church
- Blessings in a Backpack - South Lyon
- SLARA
- Footprints Fitness
- SL East Choir
- SL East Band
- SL East Drama
- Active Faith
- Four Seasons Garden Club of South Lyon
- South Lyon Area Historical Society
- South Lyon Special Stars
- Sewing For You - South Lyon
- Kiwanis

Over the past several months, South Lyon Area Community Television has acquired and cablecast a variety of programming for the community including:

- Memorial Day Parade and Memorial Service
- Cool Yule Parade and Tree Lighting
- Veterans Day Ceremony
- Kiwanis Easter Egg Roll
- Promotion of Kiwanis events
- Pumpkinfest Parade and Activities
- Blues, Brews & Brats
- High School sports
 - Basketball
 - Football
 - Swimming
- Candidate Forum for local elections
- Local non-profit Promotional Videos, 15 organizations
- War Dog Memorial events
- Salem-South Lyon District Library upcoming events

- Spring and Winter Choir Concerts
- Display of slides
 - Monthly promotion of Recreation Department events
 - Salem-South Lyon District Library upcoming events
 - Promoting over 20 additional community events and non-profits
 - To announce the City snow emergencies
 - City boards and commissions information

Content Acquisition for South Lyon Area Community Television

Through 2018-19, the Cable Commission will work to improve the overall capability and quality of South Lyon Area Community Television by continuing to deliver local based programming. Over the next several months, in addition to the events listed above, South Lyon Area Community Television will continue to add important, entertaining, and informational content to the channel including:

- Historical Society events and speakers
- Salem-South Lyon District Library events and speakers
- Labor Day Walk
- Farmers Market
- Concert in the Park Series
- Lake Street Cruise-In
- Heritage Day
- South Lyon Area Resident Spotlight

Building on a Tradition

For many years South Lyon residents have benefited from volunteers providing local television programming. The above plan builds on this tradition with contemporary communication technology. Not only are we recording events, we're recording our way of life in South Lyon which can disappear quickly. We are recording aspects of our lives which may never happen again. We are also recording our older generations, which are valuable for younger generations to view years from now. As we display community events today on South Lyon Community Television, some may see them as ordinary events. However, there are many times when we are capturing historically significant footage, and the stories and images of our community we record today will be intriguing to future generations of viewers.

Cultural Arts Commission Budget Narrative 2018-2019 Budget

702- Wages/Salaries

Donated in kind wages of commission members. At least 20 hours per week per commission member (3) at peak times, not including volunteers (Pat Peruski, Quilt and Fiber Arts Show. (Last year, 1,400.00 for artist and writers for Sustainable/Sound Art Show **confirmed and spent** from MCACA grant.) We anticipate grant funds in a similar manner for next year and the following year either by MCACA or the Michigan Humanities Council or other funds. Also, this year, we added two wonderful commission members, Heather Montilla and Linda Graham. Thus, the donated wages/salaries is increased, adding at least 20 hrs per week at peak times. Heather Montilla has taken over the daunting task of the high school art show (A & E One Show) and Linda Graham has spearheaded corporate sponsorship and a giving campaign. Thus, the donated in kind wages has risen to \$104,000 ($62,400 + 41,600.00 = 104,000$)(20 hrs. per week x 20.00 x 52 weeks gives 20,80.00 x 2 new members = increase of 41,600.00).

727- Office Supples

740 Operating Expense

Annual South Lyon Area Chamber of Commerce fee \$125. But we are still trying to determine whether we are already covered under the city for this fee. We have not paid for another membership and are not including the 125 in this or next year's budget.

801 Professional Services

Not applicable

802 Contractual Services

\$1,400.00 for Sustainable Art and Sound Art artists and writers for last year's show through an MCACA grant. We anticipate grant funds again since this was not only a successful grant event but was praised by MCACA and the final report was approved. However, this coming year and the following year, as we strengthen our relationship with MCACA, we envision that this amount will be more in the 2,000 range this coming year and perhaps 4,000 in the following year and have put those conservative numbers into the following budgets.

880 Community Promotions

Promotional Media Packets for Community Events: Poetry, HS A&E One Show, Quilt and Fiber Arts Show, Sustainable/Sound Art Show, Art & Cars Show. Anticipated: $150.00 \times 6 \text{ Shows} = 900.00$ Note: some of these monies will necessarily be offset by grants. This includes the donation from the artistry of Ken Michalik's wonderful graphic design abilities.

910 Insurance and Bonds

Not Applicable

820 Utilities

Not Applicable

962 Miscellaneous Expenses

Bottled water, small refreshments for gallery openings, community events, $5 \times 60.00 = 300.00$ Also, 200.00 for prizes for Pumpkinfest (some were left from this past festival.) Also, 75.00 for Pumpkinfest booth. We see these expenses as increasing slightly as costs increase for food. However, we have voted to accept a donation by Chair, Josie Kearns, of renewable dishes instead of rebuying paper plates, utensils and cups. Many other commissions and entities have done this as a sustainable move. Josie has resolved to use her dishwasher for the items and return them after shows. Thus, for the first year, we left the costs the same to absorb this but the following year, we expect costs to rise and that is also reflected by the increase. ($5 \text{ events} \times 70.00 = 350.00$) Other costs will remain the same (75.00 for the booth and 200.00 for prizes.)

940-1 Equipment Rental

Not applicable

970 Capital Improvements

Not applicable

977 Equipment Purchases

Last year we purchased a pop-up tent for Pumpkinfest, Kite Fest and Car Arts Festival. We had great usage of this tent. The \$320.00 for recording equipment, was grant funded in its entirety by MCACA grant monies. This coming year, we are looking at purchasing two stand alone, color, large, retractable banners that can be maintained for all three events and more. As well, we also need monies for placards for the existing shows that are permanent. These have removable cards detailing each of the art pieces in shows. Those costs are 400.00. We envision that these costs may ultimately be covered by corporate and other sponsorships. This will be a one-time only purchase in the 2018-2019 budget and not in the 2019-2020 budget as reflected.

Miscellaneous Revenues

675.6 Donations to Cultural Arts Commission

Our main donations last year was in the form of inkind (\$62,400.00 for commission salaries); 200.00 donation for a photo usage for Car Art Show and donated quilt (\$200.00), donated quilt hanging system (\$200.00), Prizes for Quilt and Fiber Art Show winners (\$150.00 in gift certificates). These are not dollars in terms of non specified donations, because commission members pursued these sizeable donations to better the events of this past year. Each had a dedicated use without coming to the city council for more funds. However, this amount (\$62,950.00) is well over the \$1,000 projected.

Next year, we anticipate these donations increasing not only due to new members but also in the increased giving campaign spearheaded by Linda Graham. She has developed levels of giving for citizens in and around our community as well as corporate sponsorship levels. We are very excited to pursue this avenue of income. We expect this to increase this coming year but even more in the following year as the program is underway more finally. We project at least 5,000 from this avenue of income in the next two years, conservatively. Of course, we are hopeful for much more as our city becomes better known for events and as an artistic and cultural destination.

692 Grant Money

Last year Confirmed: Award, Michigan Council for the Arts and Cultural Affairs Grant (\$2,060.00) August 2017 MCACA. Next year, 2,000 pending and the following year, 4,000 pending.

698 Miscellaneous Income

Pumpkinfest ticket revenue \$700.00 projected and was 730.00 previously. However, as the weather was not friendly this past year, we made only 300. Fortunately, we did not spend the 300.00 to create Frank 'n' Brains, the thoroughly successful game created by artist, Tammy Impullitti. Last year, raffle tickets and gallery percentages this year generated (after costs) 212.00. As projected, we actually kept more of this money, even with the low turnout due to the record-breaking heat wave swelter that was the most recent Pumpkinfest. Also, while we were not able to promote it this past year, we still plan to rent out Frank 'n' Brains for Halloween parties in October. We are completing a campaign for this purpose. If successful, this would generate perhaps 300.00 for use in just three parties over the Fall holiday season.

Gallery income: Funds from art sold are not forthcoming for some shows, most notably, the Quilt and Fiber Arts Show. The reason is that the large quilts are usually not for sale by the quilters. Other items may not be as saleable, as in the Sustainable Show. Also, the student show, one of our best attended, does not have student art for sale. Heather Montilla is working with teachers already for the May show to pursue this idea. Also, we intend to focus on smaller items and t-shirts, etc., just as other galleries have done for revenue.

101-802 GENERAL FUND OPERATION
CULTURAL ARTS

		Audited	Proposed	Amnded	Proposed	Proposed	Proposed
		2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
Expenditure	Description						
702	Wages/Salaries						
727	Office Supplies		250	250			
740	Operating Expense	572	200	200			
801	Professional Services	500	700	700			
802	Contractual Services		1,400	1,400	2,000	4,000	4,060
880	Community Promotions	2,329	800	800	900	900	914
910	Insurance & Bonds						
920	Utilities						
962	Miscellaneous Expense		900	900	575	625	634
940-1	Equipment Rental						
970	Capital Improvements				400		
977	Equipment Purchases	456	470	470			
	TOTAL	3,857	4,720	4,720	3,875	5,525	5,608
Printed:	5/17/2018						

**Cultural Arts Commission Budget Narrative
2018-2019 Budget**

702- Wages/Salaries

Donated in kind wages of commission members. At least 20 hours per week per commission member (3) at peak times, not including volunteers (Pat Peruski, Quilt and Fiber Arts Show. (Last year, 1,400.00 for artist and writers for Sustainable/Sound Art Show **confirmed and spent** from MCACA grant.) We anticipate grant funds in a similar manner for next year and the following year either by MCACA or the Michigan Humanities Council or other funds. Also, this year, we added two wonderful commission members, Heather Montilla and Linda Graham. Thus, the donated wages/salaries is increased, adding at least 20 hrs per week at peak times. Heather Montilla has taken over the daunting task of the high school art show (A & E One Show) and Linda Graham has spearheaded corporate sponsorship and a giving campaign. Thus, the donated in kind wages has risen to \$104,000 ($62,400 + 41,600.00 = 104,000$)(20 hrs. per week x 20.00 x 52 weeks gives 20,80.00 x 2 new members = increase of 41,600.00).

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202 MAJOR STREETS OPERATIONS							
REVENUES							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Revenue	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
569	Federal Grant						
574	State Shared Rev Gas & Wgt Tax	403,723	496,112	496,112	610,913	611,000	611,000
664	Interest Income	1,786	900	900	1,800	1,800	1,800
669-200	Metro Authority	29,978	50,000	50,000	30,000	30,000	30,000
676-101	Contribution-General Fund						
676-401	Contribution-Capitol Improvement						
694	Other Revenue-Tri Party	21,907					
698	Sundry						
699	Transfers In						
	TOTAL REVENUES	457,394	547,012	547,012	642,713	642,800	642,800
	BEGINNING FUND BALANCE	1,235,896	1,052,376	1,428,949	1,525,218	1,539,277	1,260,060
	TOTAL REVENUES AVAILABLE	1,693,290	1,599,388	1,975,961	2,167,931	2,182,077	1,902,860
	TOTAL EXPENDITURES	264,340	450,743	450,743	628,654	922,017	925,770
	ENDING FUND BALANCE	1,428,949	1,148,645	1,525,218	1,539,277	1,260,060	977,090
Printed: 5/17/2018							

202 MAJOR STREETS OPERATION							
EXPENDITURES		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
212	Accountant						
801	Professional Service	4,760	4,080	4,080	5,600	5,600	5,600
	SUBTOTAL	4,760	4,080	4,080	5,600	5,600	5,600
451	Street Construction						
801	Professional Services	1,038					
802	Contractual Services (Seal Coat)		8,000	8,000	150,000	8,000	8,000
802-100	Contractual Services (Major Street)					450,000	450,000
802-200	Contractual Services Tri-Party (Signal Marjorie Ann)	20,481					
	SUBTOTAL	21,519	8,000	8,000	150,000	458,000	458,000
463	Street Routine Maintenance						
702	Wages/Salaries	81,709	80,100	80,100	79,187	81,563	82,786
715-720	Fringe Benefits	37,028	34,000	34,000	42,613	43,891	44,549
740	Operating Expense	671	11,800	11,800	5,000	7,000	7,105
801	Professional Services	236					
910	Insurance & Bonds	56	60	60	60	60	60
930	Repair & Maintenance	20,532	24,640	24,640	43,640	26,640	26,640
940	Equipment Charges	14,000	14,000	14,000	14,000	14,000	14,000
	SUBTOTAL	154,234	164,600	164,600	184,500	173,154	175,141
474	Traffic Services						
702	Wages/Salaries	3,343	2,025	2,025	3,503	3,608	3,662
715-720	Fringe Benefits	1,537	1,500	1,500	2,367	2,415	2,451
740	Operating Expense	3,372	14,100	14,100	10,000	10,000	10,150
924	Traffic Signals	4,517	10,200	10,200	10,200	10,200	10,353
	SUBTOTAL	12,769	27,825	27,825	26,070	26,223	26,616
478	Snow Plowing						
702	Wages/Salaries	16,980	24,000	24,000	15,763	16,236	16,479
715-720	Fringe Benefits	7,926	15,000	15,000	10,653	10,973	11,137
740	Operating Expense	36,365	35,000	35,000	42,500	38,000	38,570
930	Repair & Maintenance						
940	Equipment Charges	1,000	12,500	12,500	12,500	12,500	12,688
	SUBTOTAL	62,270	86,500	86,500	81,416	77,709	78,874
479	SNOW REMOVAL						
702	Wages/Salaries	1,195	2,500	2,500	876	902	916
715-720	Fringe Benefits	687	1,200	1,200	592	610	619
	SUBTOTAL	1,881	3,700	3,700	1,468	1,512	1,534
485	TRANSFER BETWEEN FUNDS						
969-203	Contribution-Local Streets		146,113	146,113	168,162	168,162	168,172
	SUBTOTAL	0	146,113	146,113	168,162	168,162	168,172
491	Storm Sewer						
702	Wages/Salaries	4,223	3,600	3,600	4,379	4,510	4,578
715-720	Fringe Benefits	1,888	2,225	2,225	2,959	3,048	3,094
740	Operating Expense	798	4,100	4,100	4,100	4,100	4,162
	SUBTOTAL	6,908	9,925	9,925	11,438	11,658	11,833
	TOTAL EXPENDITURES	264,340	450,743	450,743	628,654	922,017	925,770
Printed: 5/17/2018							

MAJOR STREET OPERATION

463 Street Routine Maintenance

702 - Wages/Salaries

This is the projected wage cost of maintaining the City's major street system. The increase in this amount is due to the inclusion of a portion of the City Manager and Bookkeeping wages based on their estimated involvement.

2018-2019 Wage & Salary Expense	\$79,187
2019-2020 Wage & Salary Expense	\$81,563

715-721 - Fringe Benefits

This account covers all payroll taxes, retirement contributions, insurance premiums, uniforms, boots and 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 the City Manager and Bookkeeper fringe benefits based on an estimate of their involvement.

2018-2019 Fringe Benefits Expense	\$42,613
2019-2020 Fringe Benefits Expense	\$43,891

740 - Operating Expense

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. Six thousand dollars is planned for maintenance on the old leaf vacuum. By doing this it enables us to have two pieces of equipment on the street at all times. This amount will be split 50/50 with Local Streets 740 Operating Expense. A new Salt Spreader will be purchased for use on T-6 and will be split 50/50 with Local Streets 740 Operating Expense. In FY 2019-2020, \$2000 has been budgeted for a new salt spreader.

2018-2019 Operating Expense	\$ 5,000
2019-2020 Operating Expense	\$ 7,000

910 - Insurance & Bonds

2018-2019 Insurance & Bonds	\$60
2019-2020 Insurance & Bonds	\$60

930 - Repair & Maintenance

These funds are for the maintenance of the City's Major streets. Included tasks are sweeping, striping, cold and hot patching and crack sealing. \$17,000 was included in FY 2018-2019 for additional striping of parking lots, downtown parking, and all major streets.

CSX Railroad Signal Repair	\$ 2,140
Street Sweeping Disposal	\$ 5,000
Leaf & Brush Disposal	\$ 9,000
Striping	\$24,000
Misc	<u>\$ 3,500</u>

2018-2019 Repair & Maintenance Expense	\$43,640
2019-2020 Repair & Maintenance Expense	\$26,640

The street sweepings must be disposed of at the landfill as they are considered "Special Non-Hazardous Waste" by the MDEQ. The annual disposal cost is estimated to be \$5,000 which will be divided equally between Major and Local Streets. The estimated annual cost for leaf and brush disposal is \$7,000 which will be divided equally between Major and Local streets. The stripping was increased \$17,000 for a total of \$24,000 to cover all current stripping needs. This includes parking as well.

940 - Equipment Charges

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

2018-2019 Equipment Rental Expense	\$14,000
2019-2020 Equipment Rental Expense	\$14,000

474 Traffic Services

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

702 - Wages/Salaries

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

2018-2019 Wage & Salary Expense	\$3,503
2019-2020 Wage & Salary Expense	\$3,608

715 - Fringe Benefits

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

2018-2019 Fringe Benefits Expense	\$2,367
2019-2020 Fringe Benefits Expense	\$2,415

740 - Operating Expense

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 cost of \$5,500 will be split between Major and Local (\$2,750).

2018-2019 Operating Expense	\$10,000
2019-2020 Operating Expense	\$10,000

924 - Traffic Signals

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

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

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

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

2018-2019 Traffic Signal Expense	\$10,200
2019-2020 Traffic Signal Expense	\$10,200

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

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

2018-2019 Wage & Salary Expense	\$15,763
2019-2020 Wage & Salary Expense	\$16,236

715-721 - Fringe Benefits

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

2018-2019 Fringe Benefits Expense	\$10,653
2019-2020 Fringe Benefits Expense	\$10,973

740 - Operating Expense

Operating expense includes the cost of salt for the streets, cost of replacement blades for the plows, brine and any other expense related to the cost of snow removal. The cost of road salt is split between Major (65%) and Local (35%) streets. FY 2018-2019, includes switching from white salt to the lower temperature Magnesium Salt, as well as 50 more Tons.

Salt 500 Tons x \$68.02	\$34,000
Additive	\$ 4,000
Blades	\$ 4,500

2018-2019 Operating Expense	\$42,500
2019-2020 Operating Expense	\$38,000

940 - Equipment Charges

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

2018-2019 Equipment Rental Expense	\$12,500
2019-2020 Equipment Rental Expense	\$12,500

479 Snow Removal

When there is a snowfall of 6" or more, the snow must be actually 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

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

2018-2019 Wage & Salary Expense	\$876
2019-2020 Wage & Salary Expense	\$902

715-721 - Fringe Benefits

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

2018-2019 Fringe Benefits Expense	\$592
2019-2020 Fringe Benefits Expense	\$610

485 Transfer between Funds

The account is used for Administrative transfer of funds if needed. The 2018-2019 budget is transferring \$168,162 (\$560,540) to local streets. The amount of money the City receives in Act 51 funds for Local streets is not enough to cover basic services.

491 Storm Sewer

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

702 - Wages/Salaries

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

2018-2019 Wage & Salary Expense	\$4,379
2019-2020 Wage & Salary Expense	\$4,510

715-721 - Fringe Benefits

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

2018-2019 Fringe Benefit Expense	\$2,959
2019-2020 Fringe Benefit Expense	\$3,048

740 - Operating Expense

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. Major and Local Streets.

Mosquito Briquettes	\$1,000
Brick & Mortar	\$2,500
Miscellaneous	<u>\$ 600</u>
2018-2019 Operating Expense	\$4,100
2019-2020 Operating Expense	\$4,100

203 LOCAL STREET OPERATIONS							
REVENUES							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Revenue	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
574	Gas & Wgt. Tax	172,066	213,800	213,800	264,627	265,000	265,000
626-100	Major & Local Misc. Revenue						
664	Interest Income	731	50	50	800	800	800
676-101	Contribution-General Fund						
676-202	Contribution Major Street		146,113	146,113	168,162	168,162	168,172
676-401	Contribution-Capitol Improvement		400,000		400,000	450,000	450,000
694	Other Revenue-Tri Party						
698	Proceeds from Sale of Bonds	36					
	TOTAL	172,833	759,963	359,963	833,589	883,962	883,972
	BEGINNING FUND BALANCE	248,906	189,307	211,792	238,985	327,412	409,325
	TOTAL REVENUES AVAILABLE	421,739	949,270	571,755	1,072,574	1,211,374	1,293,297
	TOTAL EXPENDITURES	209,947	732,770	332,770	745,162	802,049	805,638
	ENDING FUND BALANCE	211,792	216,500	238,985	327,412	409,325	487,659
Printed: 5/17/2018							

203 LOCAL STREET OPERATION							
EXPENDITURES							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
212	Accountant						
801	Professional Services	4,760	4,100	4,100	5,600	5600	5600
	SUBTOTAL	4,760	4,100	4,100	5,600	5,600	5,600
451	Construction						
801	Professional Services		75,000	75,000	75,000	75,000	75,000
801-220	Pro. Services 12/13 Stanford						
	Pro. Services 12/13 N. Hagadorn						
	Contractual Services-12/13 Streets						
802	Contractual Services	1,237			400,000	450,000	450,000
	Contract. Services N. Hagadorn		400,000				
	SUBTOTAL	1,237	475,000	75,000	475,000	525,000	525,000
463	Street Routine Maintenance						
702	Wages/Salaries	81,216	74,000	74,000	80,939	83,367	84,617
715-720	Fringe Benefits	36,008	37,500	37,500	43,796	45,110	45,787
740	Operating Expense	647	10,850	10,850	8,000	10,000	10,150
801	Professional Services						0
910	Insurance & Bonds	56.15	65	65	65	65	66
930	Repair & Maintenance	9,337	21,000	21,000	23,000	23,000	23,345
940	Equipment Charges	15,480	15,480	15,480	15,480	15,480	15,480
	SUBTOTAL	142,745	158,895	158,895	171,280	177,022	179,445
474	Traffic Services						
702	Wages/Salaries	2,577	2,200	2,200	2,627	2,706	2,747
715-720	Fringe Benefits	1,162	1,100	1,100	1,776	1,829	1,856
740	Operating Expense	3,021	3,200	3,200	3,200	3200	3200
	SUBTOTAL	6,759	6,500	6,500	7,603	7,735	7,803
478	Snow Plowing						
702	Wages/Salaries	16,742	24,000	24,000	15,763	16,236	16,479
715-720	Fringe Benefits	7,583	12,000	12,000	10,653	10,973	11,137
740	Operating Expense	23,195	22,400	22,400	28,400	28,400	28,826
940	Equipment Charges		13,500	13,500	13,500	13,500	13,500
	SUBTOTAL	47,521	71,900	71,900	68,316	69,109	69,943
491	Storm Sewer						
702	Wages/Salaries	4,252	4,250	4,250	4,379	4,510	4,578
715-720	Fringe Benefits	1,854	2,125	2,125	2,959	3,048	3,094
740	Operating Expense	820	8,000	8,000	8,025	8,025	8,145
930	Repair & Maintenance		2,000	2,000	2,000	2,000	2,030
	SUBTOTAL	6,925	16,375	16,375	17,363	17,583	17,847
	TOTAL EXPENDITURES	209,947	732,770	332,770	745,162	802,049	805,638
Printed: 5/17/2018							

LOCAL STREETS

463 Street Routine Maintenance

702 - Wages/Salaries

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

2018-2019 Wage & Salary Expense	\$80,939
2019-2020 Wage & Salary Expense	\$83,367

715-720 - Fringe Benefits

All payroll taxes, retirement contributions, insurance premiums, uniforms, boots and cost of living payments, etc. are included in this account. The total amount is directly related to wages and salaries and the benefits are based upon payroll data. Also included is a portion of the City Manager and Bookkeeper fringe benefits based on an estimate of their involvement.

2018-2019 Fringe Benefits Expense	\$43,796
2019-2020 Fringe Benefits Expense	\$45,110

740 - Operating Expenses

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 5/50 with Local Streets 740 Operating Expense.

2018-2019 Operating Expense	\$ 8,000
2019-2020 Operating Expense	\$10,000

910 - Insurance & Bonds

The total amount varies depending on current work and equipment.

2018-2019 Insurance & Bond Expense	\$65
2019-2020 Insurance & Bond Expense	\$65

930 - Repairs and Maintenance

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

Street Sweeping Disposal	\$ 3,500
Leaf & Brush Disposal	\$ 6,000
Road Maintenance	<u>\$13,500</u>

2018-2019 Repair & Maintenance Expense	\$23,000
2019-2020 Repair & Maintenance Expense	\$23,000

940 - Equipment Charges

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

2018-2019 Equipment Rental Expense	\$15,480
2019-2020 Equipment Rental Expense	\$15,480

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

This is a projected wage cost for maintaining the local street signs.

2018-2019 Wage & Salary Expense	\$2,627
2019-2020 Wage & Salary Expense	\$2,706

715-721 - Fringe Benefits

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

2018-2019 Fringe Benefits Expense	\$1,776
2019-2020 Fringe Benefits Expense	\$1,829

740 - Operating Expense

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.

2018-2019 Operating Expense	\$3,200
2019-2020 Operating Expense	\$3,200

478 Snow Plowing

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

702 - Wages/Salaries

715-721 - Fringe Benefits

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

2018-2019 Fringe Benefits Expense	\$2,959
2019-2020 Fringe Benefits Expense	\$3,048

740 - Operating Expense

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

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

2018-2019 Operating Expense	\$8,025
2019-2020 Operating Expense	\$8,025

930 - Repair & Maintenance

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

2018-2019 Repair & Maintenance Expense	\$2,000
2019-2020 Repair & Maintenance Expense	\$2,000

592 WATER AND SEWER OPERATIONS							
REVENUES							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Revenue	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
370	Tap-In Fees		25,000	25,000			
401	Property Tax						
529	Federal Grant Research						
570	State Shared Revenues						
607	Refuse Collection	504,059	511,000	511,000	540,700	540,700	540,700
635-1	Fixed Charges	86,089	87,000	87,000	87,000	87,000	87,000
640	Analytical System						
642-1	Sale of Wastewater	1,176,374	1,258,384	1,258,384	1,338,133	1,378,277	1,419,625
642-2	Sale of Water	1,034,913	1,082,780	1,082,780	996,558	1,026,455	1,057,248
642-3	Tube Mill Treatment Water	213,246	158,000	158,000	221,577	228,224	235,071
655	Fines & Forfeitures	34,905	44,000	44,000	40,000	40,000	40,000
664	Interest Income	13,609	12,000	12,000	12,000	12,000	12,000
668-1	Hydrant Rental	2,500	2,500	2,500	2,500	2,500	2,500
672	Inspection - Tap-in	960	1,500	1,500	1,500	1,500	1,500
675.4	Contrib. Cap.-Builder Donated	214,030					
676-641	Contribution - Equip. Replacement		17,430	17,430			
676-101	Contribution - General Fund						
694	Other Revenues	34,684	17,000	17,000	17,000	17,000	17,000
698-400	Sale of Bonds						
966	Trans-Restricted Assets						
	Trans-Restricted Assets-Debt						
	TOTAL	3,315,369	3,216,594	3,216,594	3,256,968	3,333,656	3,412,645
	BEGINNING NET POSITION	26,066,137	8,365,809	26,360,828	25,847,178	25,894,557	25,200,469
	TOTAL REVENUES AVAILABLE	29,381,506	11,582,403	29,577,422	29,104,146	29,228,213	28,613,114
	TOTAL EXPENDITURES	3,020,678	3,730,244	3,730,244	3,209,589	4,027,744	3,763,405
	ENDING NET POSITION	26,360,828	7,852,159	25,847,178	25,894,557	25,200,469	24,849,709
Printed: 5/17/2018							

592 WATER AND SEWER OPERATIONS EXPENDITURES							
Expenditure	Description	Audited 2016-2017	Proposed 2017-2018	Amended 2017-2018	Proposed 2018-2019	Proposed 2019-2020	Proposed 2020-2021
452	Water/Sewer Construction						
801	Professional Service	0					
801-1	Professional Service -						
802	Contractual Service	0					
	Contractual Service -Theater Alley						
	Contractual Service -						
	SUBTOTAL	-	-		-	-	-
556	Water Distribution System						
702	Wages/Salaries	225,082	237,482	237,482	204,475	210,609	213,768
715-720	Fringe Benefits	127,003	156,872	156,872	113,524	116,930	118,684
721	Uniforms	2,712	3,200	3,200	3,200	3,200	3,248
727	Office Supplies	858	1,400	1,400	1,400	1,400	1,421
740	Operating Expense	42,238	51,000	51,000	57,500	58,000	58,870
801	Professional Service	-3,068	13,000	13,000	20,000	20,000	20,300
801-111	Vulnerability Assessment	6,268	2,000	2,000	2,000	2,000	2,030
801-211	Wellhead Protection	1,059	7,000	7,000	7,000	7,000	7,105
802	Contractual Services	19,802	29,500	29,500	30,000	31,000	31,465
807	Auditor	10,334	10,000	10,000	10,000	10,000	10,150
820	Computer	253	2,000	2,000	3,000	2,000	2,030
830	Memberships & Dues	559	850	850	850	850	863
853	Telephone	2,452	2,800	2,800	2,800	2,800	2,842
860	Gas & Oil	6,676	8,200	8,200	8,200	8,300	8,425
861	Transportation/Mileage	546	250	250	500	500	508
863	Vehicle Maintenance	7,663	16,500	16,500	16,500	17,000	17,255
900	Printing	914	1,000	1,000	1,000	1,000	1,015
910	Insurance & Bonds	13,970	14,000	14,000	14,500	14,750	14,971
920	Utilities	104,177	109,000	109,000	114,000	110,000	111,650
931	Building Maintenance	30,031	66,000	66,000	96,000	66,000	66,990
957	Education & Training	3,561	3,000	3,000	3,500	3,500	3,553
962	Miscellaneous Expense	84	11,500	11,500	11,000	11,000	11,165
968	Depreciation Expense	720,704					
969-306	Transfer to Debt Fund						
970	Capital Outlay		215,000	215,000	222,500	1,136,000	1,000,000
977	Equipment Miscellaneous	2,149	12,000	12,000	12,000	12,000	12,000
990-1	Debt-Principal		110,000	110,000	110,000	110,000	110,000
995-1	Debt-Interest	61,000	58,250	58,250	58,250	58,250	58,250
999-0	Paying Agent Fees		750	750	750	750	750
	SUBTOTAL	1,387,026	1,142,554	1,142,554	1,124,449	2,014,839	1,720,307
540	Water Repair						
702	Wages/Salaries	28,825	48,500	48,500	27,366	28,187	28,610
715-720	Fringe Benefits	17,791	28,000	28,000	18,495	19,050	19,336
740	Operating Expense	1,042	5,100	5,100	5,100	5,100	5,177
801	Professional Service		1,300	1,300	1,300	1,300	1,320
802	Contractual Services	354	500	500	500	500	508
861	Transportation/Mileage		100	100	100	100	102
930	Repairs & Maintenance	4,319	18,000	18,000	25,000	15,000	15,225
940	Equipment Charges	39,500	39,000	39,000	39,000	39,000	39,585
956	Miscellaneous Expense		5,000	5,000	5,000	5,000	5,075
957	Education & Training						
	SUBTOTAL	91,832	145,500	145,500	121,861	113,237	114,936

592 WATER AND SEWER OPERATIONS							
EXPENDITURES							
		Audited	Proposed	Amended	Proposed	Proposed	Proposed
Expenditure	Description	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021
592 WATER AND SEWER OPERATIONS							
EXPENDITURES							
	557 Wastewater System						
702	Wages/Salaries	325,346	370,000	370,000	292,709	301,490	306,013
715-720	Fringe Benefits	181,345	234,300	234,300	164,374	169,305	171,845
721	Uniforms	1,228	3,200	3,200	3,200	3,200	3,248
727	Office Supplies	897	1,200	1,200	1,200	1,200	1,218
740	Operating Expense	130,891	130,000	130,000	127,000	128,000	129,920
801	Professional Service	-30,000	117,000	117,000	25,000	25,000	25,375
802	Contractual Services	33,196	43,000	43,000	43,550	44,000	44,660
807	Auditor	7,976	10,000	10,000	10,000	10,000	10,150
820	Computer	253	1,700	1,700	2,700	2,000	2,030
830	Memberships & Dues	352	500	500	500	500	508
853	Telephone	3,579	3,100	3,100	3,100	3,100	3,147
860	Gas & Oil	6,810	6,100	6,100	6,100	6,100	6,192
861	Transportation & Mileage	260	250	250	500	500	508
863	Vehicle Maintenance	3					
900	Printing	766	700	700	700	700	711
910	Insurance & Bonds	13,521	13,600	13,600	13,600	13,600	13,804
920	Utilities	214,578	210,000	210,000	210,000	210,000	213,150
931	Building Maintenance	91,490	126,000	126,000	127,000	126,000	127,890
957	Education & Training	2,640	3,000	3,000	3,500	3,500	3,553
962	Miscellaneous Expense	4,255	27,000	27,000	40,000	30,000	30,450
963	Bad Debt Expense	10,336					
968	Depreciation Expense	720,704					
969	Transfer to Debt Fund	-1,087,909	279,000	279,000			
970	Capital Outlay	2,426	60,000	60,000	134,000	130,000	131,950
977	Equipment Miscellaneous		10,000	10,000	50,000	10,000	10,150
988	Pre-Paid Financial Cost						
995.1	Debt - Interest	288,221					
998	Replacement Wastewater						
	SUBTOTAL	923,163	1,649,650	1,649,650	1,258,733	1,218,195	1,236,468
	550 Sanitary Sewer Repair						
702	Wages/Salaries	42,672	42,000	42,000	38,313	39,462	40,054
715-720	Fringe Benefits	19,268	25,200	25,200	25,893	26,670	27,070
740	Operating Expense	2,426	9,500	9,500	9,500	9,500	9,643
801	Professional Services		2,500	2,500	2,500	2,500	2,538
802	Contractual Services	354	600	600	600	600	609
930	Repairs & Maintenance	12,586	140,000	140,000	55,000	30,000	30,450
940	Equipment Charges	38,000	32,000	32,000	32,000	32,000	32,480
956	Miscellaneous		6,500	6,500	6,500	6,500	6,598
	SUBTOTAL	115,307	258,300	258,300	170,306	147,232	149,441
	555 Solid Waste Collection						
818	Refuse Collection	503,350	534,240	534,240	534,240	534,240	542,254
	SUBTOTAL	503,350	534,240	534,240	534,240	534,240	542,254
	TOTAL	3,020,678	3,730,244	3,730,244	3,209,589	4,027,744	3,763,405
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