

MEMO

To: Mayor Wallace and Council Members
From: Lynne Ladner, City Manager
Date: April 10, 2015
Re: Annual Budget FY15-17 for the Period from July 1, 2015 to June 30, 2017

Enclosed for your review is the proposed Annual Budget. I have had individual meetings with the Department Heads and have transferred their numbers and descriptions into the document. At this time, I believe I have provided the most current revenue estimates with the exception of final property tax values. These updates should be available by mid-May with breakdowns.

With the exception of expenditures, I have updated the budgets for the following areas:

- (1) Building Authority Debt Fund
- (2) Capital Improvements Budget – revenues and expenditures

With respect to the Capital Improvements fund, I have been conservative for future construction. HRC will be presenting their Roadway Assessment to the council on April 27th. At this time I have budgeted to transfer funds out of the Capital Improvement fund to begin preliminary engineering for a mill and resurface of Pontiac Trail/Lafayette St. from the north to the south city limits.

City roads are not in very good condition and the pedestrian trail could use repair/resurfacing. With the uncertainty of the ballot proposal that is on the May ballot it is my recommendation that the Council review the roadway assessment and consider placing a ballot proposal for a dedicated Road and Street millage to improve the condition of our city streets.

I have made several changes to this year's budget and am also making suggestions for items that the Council can either choose to remove from the budget or make significant changes in order to continue to support the City's service needs. As was presented to the Council in December of 2013 by Interim Manager Rod Cook the wastewater treatment bond fund is no longer self-supporting with the appropriated 2.5 mills of property tax. When the bonds were issued and the mill levy set the City's property tax value was in excess of \$400,000,000 we are currently at just over \$325,000,000. For the 2015-2016 fiscal year I am recommending that the necessary funds be transferred from the Wastewater System to cover the payments. I am also recommending that in 2016-2017 the mill levy allocated to this fund be increased to 3.0

mills at the very least. In order to cover the continuing principal and interest payments through the life of the bond it will be necessary at this time to gradually increase this amount to approximately 3.5 mills.

Our accounting software has also become an issue in that it has limited web accessibility for the residents, the software company is no longer updating the software regularly in an effort to shift their clients to new software and is cumbersome in that it charges a per computer rather than a site (citywide) licensing fee. In an attempt to update several systems including allowing for on-line bill payment, web access to individual utility and tax bills, greater access to information related to budget and current year to date expenditures by department heads and lastly to improve the efficiency and tracking of items associated with the building department expenditures have been added to the General Fund for conversion to BS&A software to include: cash receipting, general ledger, accounts payable and building permits. Split between the water system and the wastewater system is the cost for conversion and implementation of the BS&A utility billing software.

The City of South Lyon has several business locations that are currently vacant along with other areas that would be considered available for re-development. To this end I am proposing moving our current Economic Development director from a part-time position to a full-time position as Economic Development/Community Development director continuing her existing duties with the Planning and Zoning boards and DDA as well as working with property owners and developers to actively recruit new businesses to the City of South Lyon.

I have proposed a reduction of the previous fiscal year's mill levy to the Capital Improvement fund by one-half using the other portion to support general fund expenditures. We also will be using a portion of the General Fund fund balance to adequately cover General Fund costs. Part of the reason for this is the one time expenditures for the new accounting software and the website redesign/relaunch along with the increase in salary and fringe benefits of taking an existing part-time employee full-time. It is important to note however that the General Fund currently has an approximate fund balance at the end of the last fiscal year of 9 months of operating expenses. The GFOA only recommends a 3 month fund balance for operating expenses or revenues. I believe that it is important to keep this level at least as a 6 month operating expenses fund balance.

One last recommendation that I would suggest to the Council is that they consider paying off in the 2015-2016 Fiscal Year the Volunteer Park land acquisition bond. This issue has four more years on it and utilizes .3450 mills of property tax to support the payments. This could be reduced by ½ if the funds to pay this issue off early were taken from the General Fund fund balance totaling \$375,000 in principal and 19,500 in interest saving the city \$30,160 in interest payments over the next four years.

Respectfully,

Lynne Ladner
City Manager

101 GENERAL FUND REVENUES						
Revenue	Description	Audit 2013-2014	Adopted 2014-2015	Amended 2014-2015	Proposed 2015-2016	Proposed 2016-2017
	TAXES					
402	Current Property Tax (10.3212)	3,285,774	3,054,581	3,054,581	3,354,411	3,441,789
423	Mobile Home Park	936	920	920	920	920
444	Service fee in lieu of taxes		1,500	1,500	1,500	1,500
446	Penalties and interest	8,622	30,000	30,000	30,000	30,000
	Total	3,295,332	3,087,001	3,087,001	3,386,831	3,474,209
451	LICENSES & PERMITS	186,312	132,000	132,000	175,000	175,000
	Total	186,312	132,000	132,000	175,000	175,000
	INTERGOVERNMENTAL REVENUES					
570	State Shared Revenues	895,521	927,113	927,113	954,210	954,210
570-1	State Shared Revenues-Mid Decade					
571	Federal Grant-DNR					
	Total	895,521	927,113	927,113	954,210	954,210
	CHARGES FOR SERVICES					
630	Property Tax Admin Fees	91,502	92,047	92,047	92,047	92,047
634	Grave Openings & Foundations	28,320	30,000	30,000	30,000	30,000
635	W & S Administration					
668.4	Property Rentals	10,604	8,800	8,800	8,800	8,800
668-3	Lease-Antenna	41,507	50,000	50,000	50,000	50,000
668-2	Property Rental-Cable	144,284	144,900	144,900	144,000	144,000
	Total	316,217	325,747	325,747	324,847	324,847
	FINES & FORFEITURES					
661	Parking Violations	2,815	4,000	4,000	2,500	2,500
662	Local Court Fines	24,752	25,000	25,000	25,000	25,000
	Total	27,567	29,000	29,000	27,500	27,500
	MISCELLANEOUS REVENUES					
642	Police Miscellaneous	37,098				
664	Interest Income	6,409	8,600	8,600	6,000	6,000
669-209	Contribution-Perpetual Care	53,234	98,700	98,700	20,000	20,000
699	Transfer from other Funds		33,160	33,160		
692	Grant Money					
698	Miscellaneous	145,100	160,000	160,000	145,000	145,000
698.2	Proceeds from Long-term				550,000	
698.6	Grant Monies - Fire Dept.	1,348				
	Grant Monies - Police Dept.					
	Total	243,189	300,460	300,460	721,000	171,000
	TOTAL REVENUES	4,964,138	4,801,321	4,801,321	5,589,388	5,126,766
	BEGINNING FUND BALANCE	3,599,208	3,462,775	3,462,775	3,268,771	3,510,941
	TOTAL REVENUES AVAILABL	8,563,346	8,264,096	8,264,096	8,858,159	8,637,707
	TOTAL EXPENDITURES	4,991,105	5,015,640	4,995,325	5,347,218	5,302,343
	ENDING FUND BALANCE	3,572,241	3,248,456	3,268,771	3,510,941	3,335,364

101 GENERAL FUND REVENUES						
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
	TAXES					
402	Current Property Tax (10.3212)	3,285,774	3,054,581	3,054,581	3,355,935	3,166,145
423	Mobile Home Park	936	920	920	920	920
444	Service fee in lieu of taxes		1,500	1,500	1,500	1,500
446	Penalties and interest	8,622	30,000	30,000	30,000	30,000
	Total	3,295,332	3,087,001	3,087,001	3,388,355	3,198,565
451	LICENSES & PERMITS	186,312	132,000	132,000	150,000	150,000
	Total	186,312	132,000	132,000	150,000	150,000
	INTERGOVERNMENTAL REVENUES					
570	State Shared Revenues	895,521	927,113	927,113	954,210	954,210
570-1	State Shared Revenues-Mid Decade					
571	Federal Grant-DNR					
	Total	895,521	927,113	927,113	954,210	954,210
	CHARGES FOR SERVICES					
630	Property Tax Admin Fees	91,502	92,047	92,047	92,047	92,047
634	Grave Openings & Foundations	28,320	30,000	30,000	30,000	30,000
635	W & S Administration					
668.4	Property Rentals	10,604	8,800	8,800	8,800	8,800
668-3	Lease-Antenna	41,507	50,000	50,000	50,000	50,000
668-2	Property Rental-Cable	144,284	144,900	144,900	144,000	144,000
	Total	316,217	325,747	325,747	324,847	324,847
	FINES & FORFEITURES					
661	Parking Violations	2,815	4,000	4,000	2,500	2,500
662	Local Court Fines	24,752	25,000	25,000	25,000	25,000
	Total	27,567	29,000	29,000	27,500	27,500
	MISCELLANEOUS REVENUES					
642	Police Miscellaneous	37,098				
664	Interest Income	6,409	8,600	8,600	6,000	6,000
669-209	Contribution-Perpetual Care	53,234	98,700	98,700	20,000	20,000
675.6	Donations to Cultural Arts Comm	1,035		6	1,000	1,000
699	Transfer from other Funds		33,160	33,160		
692	Grant Money					
698	Miscellaneous	145,100	160,000	160,000	125,000	125,000
698.2	Proceeds from Long-term					
698.6	Grant Monies - Fire Dept.	1,348				
	Grant Monies - Police Dept.					
	Total	244,224	300,460	300,466	152,000	152,000
	TOTAL REVENUES	4,965,173	4,801,321	4,801,327	4,996,912	4,807,122
	BEGINNING FUND BALANCE	3,599,208	3,462,775	3,462,775	3,268,777	2,438,471
	TOTAL REVENUES AVAILABL	8,564,381	8,264,096	8,264,102	8,265,689	7,245,593
	TOTAL EXPENDITURES	4,991,105	5,015,640	4,995,325	5,827,218	5,232,343
	ENDING FUND BALANCE	3,573,276	3,248,456	3,268,777	2,438,471	2,013,250

<p>Note: Significant fund balance reduction from 2014-2015 to 2015-2016 is due to planned expenditures of \$550,000 cash for a new fire truck, \$57,789 in software and website expenditures, a reduction of \$78,000 in transfers from the Perpetual Care fund due to lower fund balances, and overall increased costs for wages and fringes in admin and DPW for filling empty positions in 2015 and transitioning from full-time to part-time the Community Development director along with other negotiated increases per CBA's.</p>		

GENERAL FUND OPERATION						
SUMMARY OF EXPENDITURES						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
200	Administration	1,129,339	1,172,443	1,155,943	1,268,692	1,179,647
276	Cemetery	75,877	98,700	98,700	91,125	97,860
295	Public Transportation	67,008	70,360	70,360	72,480	73,920
300	Police	2,257,255	2,322,597	2,322,597	2,451,146	2,471,435
335	Fire	532,487	507,130	507,130	998,090	483,130
346	Ambulance	2,187	2,075	2,075	2,075	2,075
440	Public Works	785,888	685,170	685,170	806,725	788,525
690	Parks & Recreation	109,935	126,015	126,015	129,785	131,310
732	Historical	24,767	26,300	26,300	350	350
800	Cable	-	-	-	5,000	2,641
802	Cultural Arts	6,362	4,850	1,035	1,750	1,450
	Transfers to other funds					
	Contingencies					
	Totals	4,991,105	5,015,640	4,995,325	5,827,218	5,232,343

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. Included in this year's proposed budget is an additional \$14,976 to move the Economic Development director to a full time position doing Economic Development and Community Development. She would continue to work with the DDA, Planning and Zoning Boards as well as actively work to recruit businesses for locations that are in need of reuse/redevelopment within the city limits.

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. This budget item also includes an increase for fringe benefits for the full-time Economic Development/Community Development director in the amount of \$30,870

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	\$ 3,000
▪ Web site hosting	\$ 400
▪ Paylocity	\$ 6,500
▪ Recording Secretary - Zoning Board of Appeals: This position also receives \$75 per meeting. ZBA meetings are typically held once per month depending on requests.	\$ 900
▪ Video taping of Council Meetings: The City currently pays \$50 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.	\$ 1,200
▪ Safebuilt	\$70,000
▪ Plumbing, Heating & Electrical Inspections	\$18,000
	\$100,000

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	\$ 9,150
▪ Postage meter & mailing equipment rental: \$514 per month	\$ 6,200
▪ State Qualified Voter File: Voter Registration System	\$ 460
▪ Computer Services Agreement & Remote Back-up	\$ 3,500
▪ Mechanical Equipment Maintenance Agreement	\$ 1,200
▪ Fund Balance Programs (cash receipts, general ledger, accounts payable, etc.) maintenance agreements	\$ 2,400
▪ Elevator Maintenance	\$ 4,200
▪ 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).	\$ 1,016
▪ In August 2005, the City entered into an agreement for Assessing Services with Oakland County Equalization Division. Our current contract expires June 30, 2016. The new three year contract maintains the same rate as we have been paying; \$13.90 for each real property and \$11.40 for each personal property. The City currently has 3823 real properties and 349 personal properties. In addition, the City pays \$6 per unit at Colonial Acres which has approximately 840 units.	\$ 62,000
▪ Tyler Technologies that currently owns Fund Balance the city's accounting software has ceased regular updates to the software. This software also has a per computer versus site (citywide) license requirement. It is recommended that the City make the transition to BS&A software to include modules for Cash Receipting, General Ledger and Accounts Payable. This cost is a one-time conversion, training and purchasing cost.	\$23,429
▪ With the conversion suggestion to BS&A software it also is recommended that the city make the transition to utilizing the building permits module of BS&A which will interact with the accounting software, the county tax software and make record keeping easier for escrow accounts, outstanding permits and inspections. This cost is a one-time conversion, training and purchasing cost.	\$19,465
▪ One of the items that has been requested by two council members during the past year is a redesign/update of the City's website. The city has entertained quotes from several vendors and the estimated cost for redesign and conversion of the existing content is included as a one-time cost.	\$14,400
	\$147,494

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.

817 – Planning Consultant

We are contracted with CIB Planning, Inc. The monthly retainer is \$600. We are budgeting for miscellaneous ordinance amendments, as well as reviewing and updating all zoning ordinances.

818 – Elections

The 2014-2015 Election cycle will consist of a November Election to elect Mayor and 3 Council Members. Expenditures include publication of notices, ballot printing, 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 three 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	\$ 1,600
▪ Traffic Improvement Association	\$ 2,500
▪ Michigan Society of Planning Officials	\$ 600
▪ Chamber of Commerce	\$ 345
▪ Munetrix (Dashboard)	\$ 1,600
▪ City Manager's associations, City Clerk and Treasurer's associations, etc.	\$ 600
	\$ 11,745

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. 	\$ 30,000
<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
	\$101,000

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 third 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 and electrical needs.

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.

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 intended to be 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. No major purchases are being proposed this year.

101-200 GENERAL FUND OPERATION						
ADMINISTRATION						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
702	Wages/Salaries	364,430	313,893	313,893	332,008	320,202
715-720	Fringe Benefits	118,048	144,461	144,461	178,345	146,000
727	Offices Supplies	5,669	6,000	6,000	6,000	6,000
740	Operating Expense	24,195	50,000	30,000	40,000	50,000
801	Professional Services	133,539	101,600	101,600	101,000	101,000
802	Contractual Services	104,000	90,744	90,744	147,494	90,500
807	Auditor	41,900	64,000	64,000	50,000	50,000
817	Planning Consultant	18,904	62,000	62,000	60,000	60,000
818	Elections	12,512	16,000	16,000	13,000	16,000
820	Computers	6,739	12,000	12,000	9,000	9,000
826	Legal Fees	78,304	60,000	60,000	75,000	75,000
830	Memberships & Dues	11,161	11,445	11,445	11,745	11,745
853	Telephone	9,216	7,000	7,000	9,300	9,300
861	Transportation & Mileage	5,323	4,500	6,000	4,900	4,900
880	Community Promotions	88,411	105,100	105,100	101,000	100,000
900	Printing	4,896	6,000	6,000	6,000	6,000
900-100	Publishing	5,085	7,200	7,200	6,500	6,500
910	Insurance & Bonds	42,894	50,000	50,000	50,000	50,000
920	Utilities	25,026	21,000	21,000	27,000	27,000
931	Building Maintenance	5,416	9,500	9,500	9,000	10,000
957	Education/Training		1,500	3,500	2,000	2,000
962	Miscellaneous Expense	4	5,000	5,000	5,000	5,000
969-200	Contribution-Solid Waste	16,770	16,500	16,500	16,500	16,500
971-100	Beautification	6,024	5,000	5,000	6,000	6,000
974-100	Rental Properties		1,200	1,200	1,000	1,000
977	Equipment Miscellaneous	873	800	800	900	
	TOTAL	1,129,339	1,172,443	1,155,943	1,268,692	1,179,647

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.

2015-2016 Wage & Salary Expense	\$54,100
2016-2017 Wage & Salary Expense	\$58,000

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.

2015-2016 Fringe Benefit Expense	\$10,100
2016-2017 Fringe Benefit Expense	\$11,200

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	\$3,050 - \$3,250
Safety Shoes	\$ 750
Topsoil	\$2,000
Seed	\$ 500
Parts for mowers	<u>\$1,500</u>

2015-2016 Total Operating Expense	\$7,800
2016-2017 Total Operating Expense	\$8,000

801 - Professional Service

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

2015-2016 Professional Service Expense	\$700
2016-2017 Professional Service Expense	\$725

802 - Contractual Service

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

2015-2016 Trash Collection (Duncan Disposal)	\$2,200
2016-2017 Trash Collection (Duncan Disposal)	\$2,200

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).

2015-2016 Gas & Oil Expense	\$2,100
2016-2017 Gas & Oil Expense	\$2,100

910 - Insurance & Bonds

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

2015-2016 Insurance & Bond Expense	\$525
2016-2017 Insurance & Bond Expense	\$525

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.

2015-2016 Utility Expense	\$600
2016-2017 Utility Expense	\$600

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. A water line will be extended south from Section 10 to the community gardens.

2015-2016 Repair & Maintenance Expense	\$2,000
2016-2017 Repair & Maintenance Expense	\$2,100

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. A stump grinder will be purchased for use with the mini excavator.

2015-2016 Equipment Charge Expense	\$3,600
2016-2017 Equipment Charge Expense	\$3,810

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.

2015-2016 Land Improvement Expense	\$2,000
2016-2017 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. In FY 2012-2013 \$18,500 was budgeted here for half the cost of a mini-excavator and \$2,500 for half the cost of a trailer to tow the excavator. We plan to purchase a clam bucket along with a jack-hammer for use in the winter time. Both of these will be used along with the mini-excavator

2015-2016 Equipment Purchase Expense	\$5,400
2016-2017 Equipment Purchase Expense	\$5,600

101-276 GENERAL FUND OPERATION						
CEMETERY						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
702	Wages/Salaries	50,271	60,100	60,100	54,100	58,000
715-720	Fringe Benefits	8,071	12,500	12,500	10,100	11,200
740	Operating Expense	8,737	5,800	5,800	7,800	8,000
801	Professional Services		700	700	700	725
802	Contractual Services		1,650	1,650	2,200	2,200
853	Telephone		50	50		
860	Gas & Oil		2,100	2,100	2,100	2,100
910	Insurance & Bonds	512	500	500	525	525
920	Utilities	442	600	600	600	600
930	Repairs & Maintenance	1,758	2,500	2,500	2,000	2,100
940	Equipment Charges		4,200	4,200	3,600	3,810
940-1	Equipment Rental	4,200				
970	Capital Outlay	1,492				
974	Land Improvements		2,000	2,000	2,000	3,000
977	Equipment Purchases	394	6,000	6,000	5,400	5,600
	TOTAL	75,877	98,700	98,700	91,125	97,860

101-295 PUBLIC TRANSPORTATION						
OPERATING FUND						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
702	Wages/Salaries					
715-720	Fringe Benefits					
721	Uniforms & Cleaning Allowance					
740	Operating Expense					
801	Professional Services					
802	Contractual Services	67,008	70,360	70,360	72,480	73,920
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	67,008	70,360	70,360	72,480	73,920

POLICE DEPARTMENT

Fiscal Year 2015-2016

Goals and Objectives

The Mission of the South Lyon Police Department is to efficiently provide quality police service to our community by promoting a safe environment through a police-citizen partnership, with an emphasis on mutual trust, integrity, fairness, and professionalism.

"Safeguarding our Community"

- Due to the continuing threat of active shooter situations and incidents of terrorism, the Police Department will persist in collaborating with local, state, and federal enforcement and intelligence agencies and fusion centers. Special emphasis and asset allocation will be placed upon surveillance and protection of vulnerable targets including schools and critical infrastructure such as water, sewer, and energy systems. As part of our association with OakTac consortium, officers will continue to train on large and small scale exercises with outside agencies in response to major incidents requiring mutual aid. The Police Department will continue coordinated active shooter training exercises with the South Lyon Fire Department.
- Police Department personnel will continue school safety checks and surveillance. Checks include all public schools within the city. Uniform officers are present on school property during student arrival and dismissal times, and also perform walk-through checks on a daily basis. Detectives also conduct random surveillance checks of schools during school hours.
- The Police Department Policy and Procedure manual is continually reviewed and evaluated with respect to current court decisions and liability exposure. With the assistance of the City Attorney's Office, the manual will be revised as appropriate.
- The Police Department's performance evaluations have been revised and implemented. Command Officers will continue to monitor the progress and performance of personnel at all levels to ensure compliance with performance standards and expectations.
- The Police department will continue to utilize social media outlets (Facebook, Twitter & Nixle) in addition to the department website and the local news media in order to facilitate information sharing. The information will include crime prevention materials, safety tips, weather advisories, and general information.
- The Police Department will continue the development of department members through training, and by encouraging and supporting further college education. We will continue to strengthen staff skill levels and morale, and continue with staff meetings to ensure department expectations are defined and met.

POLICE DEPARTMENT

Fiscal Year 2015-2016

Expenditures

702 Wages and Salaries

This line item includes salaries and wages for a chief, lieutenant, four sergeants, ten police officers, one clerk, school crossing guards, part-time police cadets, and a maintenance person. The \$38,104 increase is due to anticipated contractual adjustments including a 1% wage increase, overtime including holiday pay, cost of living payments, longevity pay, and projected overtime for additional downtown events.

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, ASR/EHIM, Workman's Compensation, and Disability Insurance. The \$6,881 decrease reflects a savings largely due to the reduction in health care premiums.

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 is an increase of \$800 from the previous year.

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, and remains unchanged.

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.). A 5% increase was added for the cost of C.L.E.M.I.S. membership in the FY 2015-16 Budget. Also included are charges for computer repairs not covered by contract. The increase in this line item is \$160.

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 \$118,989 budgeted reflects an increase of \$12,319 which includes a 2% increase in the contractual agreement with the City of Novi for dispatch and lock-up (\$1,900), and a necessary upgrade to the Automated Fingerprint Identification System (AFIS) (\$7,986). This contract fee will extend AFIS service for seven years. An additional \$2,433 is necessary to extend the maintenance agreement on the L-3 Mobilevision Back Office Solution for one year, which includes vital software and firmware updates in addition to technical support assistance.

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 \$27,000 budgeted 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. The increase of \$200 indicates additional renewal fees to FBINAA and IACP memberships.

851 Radio Maintenance

The \$2,000 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.

860 Gas and Oil

This line item is for the fuel and oil used by the department's fleet of vehicles. The \$34,000 budgeted remains the same as the F.Y. 2014-15.

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 \$16,500 which is a decrease of \$2,500 from the previous year. The decreased amount is this department's estimated portion of repayment to Suburban Alliance for previously performed electrical upgrades, and will conclude this fiscal year.

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. The balance reflects costs of driver training mandated by our insurance carrier, limited conference expenses, and annual in-service training for officers.

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

The original main police building roof is in need of replacement as well as one of the original two furnace / air conditioning units which has been costly to maintain during the last year. This is an increase of \$23,000 increase from F.Y. 2014-15.

977 Equipment Purchases

This line item covers small equipment such as radar units, bicycle equipment, and small office equipment. This increase of \$5,382 from F.Y. 2104-15 is due to the anticipated cost of two new LifePack 1000 AEDs and the purchase of two batteries for current LifePak 500 AEDs. We will introduce two new AEDs per year for the next three years as we phase out the older units which are not serviceable any longer. Additionally, this expense covers the replacement cost of one new Taser as we begin to phase out the older models not currently covered under warranty.

978 Capital Equipment

This line item is dedicated to the purchase of vehicles and larger equipment items. The proposed \$57,965 covers the cost of two replacement vehicles, required equipment, and changeover expenses.

101-300 GENERAL FUND OPERATION						
POLICE						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
702	Wages/Salaries	1,327,527	1,375,910	1,375,910	1,414,014	1,442,295
715-720	Fringe benefits	548,462	618,148	618,148	611,267	623,493
721	Uniforms & Cleaning Allowance	14,695	14,700	14,700	14,700	14,700
722	Tuition Reimbursement		4,000	4,000	4,800	4,800
727	Office supplies	4,102	5,500	5,500	5,500	5,500
740	Operating Expense	15,768	14,000	14,000	14,000	14,000
745	Ammunition	4,012	5,500	5,500	5,500	5,500
801	Professional Services	12,667	12,088	12,088	12,248	12,148
802	Contractual Services	96,998	106,670	106,670	118,989	113,618
803	Prisoner board		100	100	100	100
810	Animal collection		500	500	500	500
820	Computer Expense	4,766	7,000	7,000	7,000	7,000
826	Legal fees	22,930	27,000	27,000	27,000	27,000
830	Memberships & dues	505	475	475	675	675
851	Radio Maintenance	59,763	2,000	2,000	2,000	2,000
853	Telephone	10,259	10,000	10,000	10,000	10,000
860	Gas & Oil	35,741	34,000	34,000	34,000	34,000
861	Transportation & Mileage		200	200	200	200
863	Vehicle Maintenance	12,674	20,000	20,000	20,000	20,000
910	Insurance & Bonds	19,422	24,806	24,806	24,806	24,806
920	Utilities	18,360	19,000	19,000	16,500	16,000
930	Repairs & Maintenance	859	2,000	2,000	2,000	2,000
931	Building Maintenance	5,646	7,700	7,700	7,700	7,700
957	Education/Training	9,353	7,000	7,000	7,000	7,000
958-100	Witness fees		300	300	300	300
970	Capital Outlay	29,331			23,000	12,300
977	Equipment Purchases	3,415	4,000	4,000	9,382	8,800
978	Capital Equipment				57,965	55,000
	TOTAL	2,257,255	2,322,597	2,322,597	2,451,146	2,471,435

SOUTH LYON POLICE DEPARTMENT 5 YEAR CAPITAL IMPROVEMENT PLAN

Motor Vehicles and Equipment: The replacement vehicles for this 5-Year Capital Improvement Plan are: (1) 2015 Ford Interceptor AWD SUV, (4) Ford Interceptors (2015) (2016) (2018) (2019), and (1) 2016 Ford Interceptor. These vehicles will require emergency equipment necessary to perform law enforcement functions, equipped with lights, siren console, prisoner partition, in-car camera system, in-car computer system as well as various other items necessary for safety and proper implementation of the vehicle for law enforcement functions. Much of the necessary emergency equipment can be removed from vehicles being taken out of service and installed into new patrol vehicles. Police patrol vehicles are constantly used under extreme conditions thus requiring regular maintenance and eventual replacement. Maintaining a fleet of patrol vehicles in good working order is vital to the effort to provide the citizens of South Lyon with the highest level of law enforcement services.

Two vehicles that will be taken out of service in 2105 are (1) 2009 Ford Explorer (291) with 100,934 miles & (1) 2010 Ford Crown Victoria (201) with 84,355 miles. Maintenance costs for 291 & 201 during the past year were \$2,451 and \$3,236 respectively.

Two vehicles that will be taken out of service in 2016 are (1) 2004 Chevrolet Impala (242) with 114,301 miles and (1) 2010 Ford Crown Victoria (202) with 85,393 miles. Maintenance costs for 242 & 202 during the past year were \$1,251 and \$2,028 respectively.

It is anticipated that we will see an increase in both mileage and maintenance costs for the aforementioned vehicles since 201 and 291 will remain in service until July, 2015, and vehicles 242 & 202 will remain in service until July, 2016. Indicated vehicle mileage and maintenance expenses are current as of January 18, 2015.

Additional Equipment: This plan includes body-mounted cameras and docking stations (10) with additional expense for ample hard drive storage and retention of data (2016). This purchase will also require computer software in order to be compliant with Freedom of Information Act requests while protecting the privacy of citizen rights by having the ability to redact certain portions of requested material.

This plan also includes replacement of soft body armor for every officer (16) in the department. Soft body armor has a recommended life span of five years. Most of our current protective vests are older than the five year recommendation period of replacement (2017). This plan will include a partial grant from the Department of Justice (DOJ) BPV partnership, with the City paying half the cost for each vest.

Building Maintenance: Renovations of the existing Police facilities are necessary in order to establish an environment in which the law enforcement function can be carried out in a safe and secure manner. This project involves cosmetic renovations as well as structural building updates. Replacement of the

original roof at the main Police Station building is necessary. We are currently accepting bids to complete the project which will begin after July 1, 2015. The current roof was part of the building's original construction in April 1991.

One of the two original furnace/air conditioning units needs replacing due to costly repairs during the past year. We are currently accepting bids to complete the project which will begin after July 1, 2015. The second furnace/air conditioning unit will be replaced in 2016.

The Police Station and Police Administration building are in need of landscaping (2016). Currently, both buildings look bland and are not very inviting. Landscaping can serve a noteworthy purpose in preserving the visual environment of a community. Well-designed and maintained landscaping can promote the community as one that cares about its appearance. We want to give that positive first impression when citizens visit our police buildings.

The main Police Building is in need of new windows (2017). They are not very energy efficient. As a result of the harsh winters, ice build-up on the roof caused water damage in the clerical area of the main building. We experienced drywall damage and ceiling leaks. During the winter season, one can feel the draft coming in the squad room windows.

Both police buildings need a new coat of paint to present a more positive professional image to the public as we often conduct tours for various community groups.

The police administration building containing the Detective Bureau consists of two separate rooms on the west wing of the 51-year-old building. The rooms need an upgrade as far as materials are concerned in order to present a more positive professional image. The current décor is dismal and old. The wall separating the two rooms could be eliminated to make better use of the space (2017).

Office Furniture: The Police Department needs to replace and upgrade the Police Department office furniture at a total cost of \$25,000 in year 2017. Although functional, some of the furniture is in poor shape and some is unsightly. Most of it was purchased at the time right after the original construction of the building (24yrs old). Most of the office furniture in the police administration building is much older.

Additional Computer Equipment: Our current server is four years old. In 2018, our department will need an upgrade as software and hardware becomes more technologically sophisticated.

SOUTH LYON POLICE DEPARTMENT

5-YEAR CIP PERFORMANCE GOALS

We pride ourselves on being a transparent organization that is accessible and responsive to the needs of the residents of the City of South Lyon. We strongly believe that each citizen has a right to know what type of law enforcement services and activities have occurred within South Lyon and, more importantly, provide insight into the inner-workings of the Department and how we provide the many police services they have come to expect and deserve.

1. We will continue to practice responsible planning & preparation for upcoming years. One way of showing our partnership and commitment to the community is through wise financial stewardship of available resources. We will assess past practices and spending in order to better allocate and prioritize resources in the future.
2. One way to improve the services to the community is by fostering and improving positive working relationships and encouraging professional development not only within our organization, but with other departments within the city. We will make a concerted effort to assist other agencies and improve relationships in order to improve the quality of service we provide to our community as a whole.
3. Through training and furthered education, we are committed to putting out the best "quality product". We will continue to take advantage of training resources and opportunities to develop professionalism at all levels within our agency.

Police Department
Capital Improvement Plan
2015/16 - 2019/20

Activity	2015/16	2016/17	2017/18	2018/19	2019/20
Motor Vehicles and Equipment					
Replace One marked Patrol Vehicle 2009	\$26,000				
Replace One marked Patrol Vehicle 2010	\$23,000				
Police Vehicle Equipment (2 vehicles)	\$8,000				
Replace One unmarked Patrol Vehicle 2004		\$24,000			
Replace One Marked Patrol Vehicle 2010		\$24,000			
Police Vehicle Equipment (2 vehicles)		\$7,000		\$24,000	
Replace One Marked Patrol Vehicle 2012				\$5,000	
Police Vehicle Equipment (1 vehicle)					\$24,000
Replace One Marked Patrol Vehicle 2012					\$5,000
Police Vehicle Equipment (1 vehicle)					
Additional Equipment					
Body Cameras / Storage / Software		\$20,000			
Replace Patrol Vests-Patrol 50-50			\$8,000		
Grant; (16) Replacements					
Building Maintenance					
Roof Replacement - Main Building	\$16,000				
Replace Furnace / AC Unit - Main Building	\$8,000				
Replace Furnace / AC Unit - Main Building		\$8,000			
Landscaping - Both Police Buildings		\$5,000			
Replace Windows - Main Building			\$10,000		
Paint - Interior Two Buildings			\$10,000		
Upgrade Detective Bureau Rooms			\$5,000		
Office Furniture					
Replace Office Furniture - Both Buildings			\$25,000		
Additional Computer Equipment					
Server				\$7,500	

**Police Department
Capital Improvement Plan
2015/16 - 2019/20**

<i>Total Capital for Police Department</i>	\$81,000	\$88,000	\$58,000	\$36,500	\$29,000
--	----------	----------	----------	----------	----------

FIRE DEPARTMENT

Fiscal Year 2016

Revised: April 7, 2015

The predominant goal of the South Lyon Fire Department in FY16 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. Expanding the service delivery expectations with current funding and resources is not considered feasible.

FY16 Performance Goals:

1. Ensure staff is trained to meet Michigan Fire Fighters Training Council (MFFTC), Michigan Occupational Safety and Health Administrations (MIOSHA), 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 25-30 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 4:00 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 every 18 months.
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.

702 – Wages and Salary

Fire Chief salary; firefighter pay for alarms, training, inspections, public education, maintenance, day shift staffing, hydrant inspections, and related activities. The last fire department wage increase was in December 2013. This budget request includes a 2% wage increase starting July 1, 2015.

715-720 - Fringe Benefits

This line item includes all fringe benefits: workers' compensation, accidental death and disability.

- Accident and disability via VFIS: \$2,300.00

721 – Uniforms

This line item includes required personnel protective equipment for structural fire fighting, rescue, and hazardous materials response. This also covers employee uniforms.

- Per NFPA standards, turnout gear needs to be replaced once it is ten years old. We will need to replace three sets of turnout gear: coats, pants, helmets, gloves, Nomex hoods, and boots.
 - $\$2,700.00 \times 3 = \$8,100.00$
- Uniform / EMS response jackets
 - $\$300.00 \times 7 = \$2,100.00$
- Dress uniforms for firefighters
 - $\$325.00 \times 5 = \$1,625.00$

727 - Office Supplies

This line item covers all consumable office and station supplies.

740 - Operating Expense

This line item is a general account designed to provide for all expenditures that do not fit in other line items. This covers pre-employment physicals, accident drug screens, Hepatitis B vaccines, respiratory function tests, and other MIOSHA required health assessments.

- New hire physicals: $\$619.00 \times 6 = \$3,714.00$

802 Contractual Services

This category is for services that are covered by contract.

- I Am Responding (online scheduling and response software): \$700.00
- Oakland County IT (fire reporting system): \$4,700.00
- Viewpoint (pre-plan software): \$600.00
- Lexmark printer/fax/copier (citywide contract): \$4,000.00
- Website: \$400.00
- Novi Regional 911 Dispatch (85% paid by the police and 15% paid by the fire department): \$17,100.00 (\$113,996 total contract with police and fire)
- Cynergy Wireless (VHF radio maintenance): \$1,400.00
- ProAir Koorsen Fire & Security (SCBA air compressor service and air quality testing): \$800.00
- Fire Modules (dispatch link to I Am Responding): \$500.00
- Cummins Bridgeway (generator inspection, testing, service): \$1,100.00

- National Fire Codes Subscription: \$1,300.00

820 - Computers

This line item funds information technology hardware and software.

830 - Membership and Dues

This line item funds department memberships in a variety of professional organizations. Membership in several of these organizations allow for decreased tuition to trainings, access to shared equipment such as the respiratory fit tester, and online codes (NFPA and International Code Council). Memberships include: National Fire Protection Association, International Association of Fire Chiefs, Michigan State Firefighters Association, Oakland County Mutual Aid Association, West Oakland Mutual Aid Association, Michigan Fire Service Instructors Association, Michigan Fire Inspectors Association, and International Code Council.

- Oakland County Mutual Aid Association: \$3,000.00

851 - Radio Maintenance

This line item funds repairs for the radios, pagers, and transmission equipment located at the water tower and at Novi Regional 911.

853 - Telephone

This line item funds the department landline telephone phones. The fire department has no city issued cell phones.

860 - Gas and Oil

This line item funds fuel and oil used by the fleet.

863 - Vehicle Maintenance

This line item funds repair to fire department vehicles and pays the fire department's contribution to fund the city mechanic. This includes annual pump and ladder testing.

- Underwriters Laboratories pump, ground ladder, and aerial ladder testing: \$3,100.00

880 - Community Promotion

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

910 - Insurance and Bonds

This line item funds insurance for the vehicles, building, and liability. The increase is based on average expenses to date.

920 - Utilities

This line item funds Consumers Power, Detroit Edison, WOW! Cable, and City Water Department charges.

930 - Repair and Maintenance

This line item funds repair to small equipment. This also includes the maintenance and calibration required for specialized equipment such as air monitors and medical equipment.

931 - Building Maintenance

This line item pays for repairs and maintenance to the fire station and training room in the police administration building.

- Air compressor, piping, and drops: \$3,250.00
- Replace exterior pedestrian door: \$2,000.00
- Replace interior pedestrian door: \$1,000.00

944 - Hydrant Rental

This reimburses the City Water Department for hydrant use and repair.

957 - Education and Training

This line item funds all fire department training activities such as basic firefighter training, fire officer development, fire inspector recertification, hazardous materials, emergency medical services, firefighter survival, rapid intervention training, vehicle extrication, live fire evolutions at burn towers, technical rescue, risk management, etc.

- Fire Academy which includes all Michigan required training fire, emergency driver training, and hazardous materials courses: $\$1,250.00 \times 4 = \$5,000.00$
- Emergency Medical Technician: $\$1,250.00 \times 4 = \$5,000.00$
- Confined space operations course = \$3,500.00
- Blue Card fire ground incident command certification course = $\$400.00 \times 4 = \$1,600.00$
- Forcible entry course = \$500.00

977 - Equipment Purchases

Items include fire hose, nozzles, powered equipment, hand tools, and EMS equipment not exchanged under HVA exchange agreement.

- Fire hose: \$3,000.00
- Carbon monoxide monitors for EMS bags: $\$200.00 \times 3 = \600.00
- Snow blower: \$500.00
- Fire nozzles: \$2,000.00 (replace nozzles that are >20 years old)
- Magnetic mic radio mic holder: $\$55.00 \times 5 = \275.00
- Replacement charger for thermal imager: \$700.00
- Ladder belts (replace due to age): $\$160.00 \times 6 = \960.00
- EMS supplies (non-exchange with HVA): \$2,000.00

978 – Capital Equipment

This line item is dedicated to the purchase of vehicles and larger equipment. The purchase of a new engine is recommended in the 2016 budget. SLFD staff have been working with Pierce, HME, Sutphen, and KME fire apparatus to write apparatus bid specifications based on their standard fleet options. These are four established apparatus manufacturers. We have drafted an apparatus specification that all of these manufacturers can bid on. This competitive bid process will allow us to achieve the best pricing.

The 2008 KME engine cost \$528,113.43 with another \$67,343.42 in interest payments. It is highly recommended that the new engine be paid in cash. Leveraging a cash payment will also result in a lower apparatus cost. If we were to sell the 1996 KME in 2016-2017, it is expected to bring a sale price between \$50,000 to \$75,000. The longer we hold onto this apparatus and the closer it gets to 25 years old, the lower that resale price.

101-335 GENERAL FUND OPERATION						
FIRE						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
702	Wages/Salaries	220,487	220,000	220,000	228,800	233,376
712	S.L. Firefighters Assc.					
715-720	Fringe Benefits	20,552	21,000	21,000	21,840	22,714
721	Uniforms & Cleaning Allowance	23,111	21,000	21,000	16,000	16,640
727	Office Supplies	4,835	4,700	4,700	5,000	5,200
740	Operating Expense	8,816	7,000	7,000	12,000	12,480
801	Professional Services					
802	Contractual Services		33,000	33,000	35,000	36,400
820	Computers	4,216	10,150	10,150	2,500	2,500
830	Memberships & Dues	6,477	5,250	5,250	5,250	5,460
850	Communications/Dispatch					
851	Radio Maintenance	1,404	2,000	2,000	2,000	2,000
853	Telephone	2,135	1,700	1,700	2,250	2,340
860	Gas & Oil	9,152	10,000	10,000	10,000	10,400
863	Vehicle Maintenance	20,598	20,000	20,000	23,000	23,920
880	Community Promotions	1,001	1,100	1,100	1,200	1,200
910	Insurance & Bonds	18,355	19,000	19,000	20,000	20,800
920	Utilities	11,288	12,000	12,000	12,250	12,740
930	Repairs & Maintenance	6,033	4,000	4,000	4,000	4,160
931	Building Maintenance	10,065	5,650	5,650	11,500	7,500
944	Hydrant Rental	2,500	2,500	2,500	2,500	2,500
957	Education/Training	56,110	16,000	16,000	20,000	20,800
970	Capital Outlay		6,700	6,700		
977	Equipment Purchases	32,249	12,500	12,500	13,000	10,000
978	Capital Equipment				550,000	30,000
978-1	Transfer to Equipment Fund					
990	Debt-Principal	66,963	69,389	69,389		
995	Debt-Interest	6,140	2,491	2,491		
	TOTAL	532,487	507,130	507,130	998,090	483,130

Fire Department - Capital Improvement Plan

Apparatus Replacement

If the decision is made to replace Engine 1 in FY16, then we will only have one vehicle replacement in the next five years. The Ford Excursion will need to be replaced in FY17. The next vehicle needing to be replaced will be the aerial ladder. In 2020, it will be 20 years old. It is during this 20-25 year age range, that consideration will need to be given towards replacement. The ladder will need to be replaced prior to the 25 year mark. A twenty five year old piece of apparatus creates significant reliability, safety, and risk exposure.

	New	10 yrs.	15 yrs.	20 yrs.	2015 replacement cost
Engine 1, KME pumper	1996	2006	2011	2016	\$550,000
Engine 2, KME pumper	2008	2018	2023	2028	\$550,000
Ladder 1, KME ladder	2000	2010	2015	2020	\$1,250,000
Rescue 1, Ford F350	2011	2021			\$40,000
Ford Excursion	2004	2014			\$30,000 (FY17 replacement)
Jeep Liberty	2013	2023			\$17,000

The top three vehicles are listed out to twenty years. At twenty years, apparatus start to encumber significant maintenance costs, and we run a higher risk of not passing the annual Department of Transportation and pump tests. 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. Initial 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. It is requested that one fulltime position be funded for late FY16 or early FY17. It is expected that a second fulltime, weekday staff will need to be added within the next five years. The second fulltime position would be required to be or obtain certification as fire inspector and conduct fire inspections. The fire chief position is recommended to remain part-time. Any fulltime staff position would need to be at a fire officer due to the level of responsibility and assignments placed on this person. It would be appropriate for both of these positions to have parity with the level of Sergeant with the South Lyon Police Department. Total cost of these positions, including benefits, is estimated around \$60,000.00 each. (Costs of adding fulltime staff were not included in the FY16 narrative or numbers).

Fire Station

The City should consider a new public safety facility. The current facility does not meet current needs for operations, administration, or storage. A major issue confronting the fire department is a lack of sleeping quarters for the eventual expansion of our shift program. While it is expected that SLFD will have a heavy reliance on on-call staff for the foreseeable future, our response times double to over 10 minutes between the hours of 11:00 PM and 7:00 AM.

A standalone fire station is estimated in the \$1.5 - \$2 million dollar range to suit SLFD needs and meet required community aesthetics. Adding facilities for police or EMS services would certainly have a significant effect on cost.

If a new station is not considered feasible, the fire station and HVA quarters will need a new roof and new HVAC systems within the next five years. A new roof is expected to cost approximately \$25,000.00. New HVAC units for both SLFD and HVA are expected to cost approximately \$15,000.00.

Equipment

There are no extraordinary equipment costs within the next five years outside of what can be handled by the normal equipment line item. After in 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 each x 20 = \$50,000.00
- Automated external defibrillators: \$1,800.00 x 5 = \$9,000.00
- EMS equipment such as suction units and diagnostic tools: \$7,500.00
- Hydraulic vehicle extrication tools: \$20,000.00
- Thermal imaging cameras: \$5,000.00 each x 3 = \$15,000.00

101-346 GENERAL FUND OPERATION						
AMBULANCE						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
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	62	75	75	75	75
920	Utilities	2,125	2,000	2,000	2,000	2,000
930	Repairs & Maintenance					
940	Equipment Rental					
957	Education/Training					
970	Capital Outlay					
977	Equipment Purchases					
984	Escrow					
	TOTAL	2,187	2,075	2,075	2,075	2,075

DEPARTMENT OF PUBLIC WORKS

2015-2016 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 playscape, gazebo, volleyball court/skating rink, sledding hill and ball diamond. A comfort station is located near the north side of the park and port-a-johns are utilized in other areas. The trail system runs through the park along the north boundary.

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

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

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

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

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

Volunteer Park has 25 acres that 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.

2015-2016 Wage & Salary Expense	\$265,200
2016-2017 Wage & Salary Expense	\$270,500

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.

2015-2016 Fringe Benefits Expense \$175,200
2016-2017 Fringe Benefits Expense \$162,300

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 - \$240.00/person, One pair of safety shoes per person and one pair of safety boots (boots max. of \$150.00) for an estimated total of \$540/person.

2015-2016 Uniform Expense \$5,700
2016-2017 Uniform Expense \$5,700

727 - Office Supplies

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

2015-2016 Office Supplies Expense \$1,000
2016-2017 Office Supplies Expense \$1,000

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.

2015-2016 Operating Expense \$16,000
2016-2017 Operating Expense \$16,200

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)	\$ 350
MiDeal (State)	\$ 300
Copier	\$3,000
MML (Drug)	\$1,600
Duncan Disposal	\$2,100
Miss Dig	\$1,500 - \$1600
ESRI	<u>\$1,750</u>

2015-2016 Contractual Service Expense	\$10,600
2016-2017 Contractual Service Expense	\$10,700

820 - Computer

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

2015-2016 Computer Expense	\$3,000
2016-2017 Computer Expense	\$3,000

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	\$270
Miss Dig	\$250
Tree City	\$65
NADF	<u>\$65</u>

2015-2016 Memberships & Dues Expense	\$650
2016-2017 Memberships & Dues Expense	\$650

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.

2015-2016 Telephone Expense	\$4,600
2016-2017 Telephone Expense	\$4,600

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.

2015-2016 Gas & Oil Expense	\$30,000
2016-2017 Gas & Oil Expense	\$20,000

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.

2015-2016 Transportation & Mileage Expense	\$375
2016-2017 Transportation & Mileage Expense	\$375

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.

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	(6 yrs)
Ford F350 1-ton dump 4 x 4 (T4)	2009	(5 yrs)
Ford F350 Service Truck 4x4 (T5)	2008	(7 yrs)
Ford F350 1-ton dump (T6)	2007	(8 yrs)
Sterling Large dump (T7)	2003	(12 yrs)
Sterling Large Dump (T8)	2006	(9.5 yrs)
Sterling Large Dump (T9)	2006	(9.5 yrs)
International-Large dump (T10)	1994	(21 yrs)
Ford Service truck 4 x 4 (T11)	2010	(4 yrs)
Volvo tandem dump (T12)	2000	(15 yrs)
John Deere Backhoe	2005	(10 yr)
Sewer Truck (Vactor)	2008	(7 yrs)
Sweeper	2008	(7 yrs)
Tool Cat	2011	(4 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.

2015-2016 Vehicle Maintenance Expense	\$80,000
2016-2017 Vehicle Maintenance Expense	\$80,000

910 - Insurance & Bonds

This figure is for liability and property insurance.

2015-2016 Insurance & Bond Expense	\$12,000
2016-2017 Insurance & Bond Expense	\$12,000

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 recently, this expense may be decreasing. However, the grant received from an endowment fund must be repaid from the energy savings.

2015-2016 Utility Expense	\$22,000
2016-2017 Utility Expense	\$22,500

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.

2015-2016 Street Lighting Expense	\$108,300
2016-2017 Street Lighting Expense	\$109,000

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.

2015-2016 Repair & Maintenance Expense	\$3,000
2016-2017 Repair & Maintenance Expense	\$3,000

931 - Building Maintenance

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

Garage Door Replacement	\$4,500
Natural Gas Pressure Washer	\$4,500
Commercial Grade Vacuum	\$1,000

2015-2016 Building Maintenance Expense	\$10,000
2016-2017 Building Maintenance Expense	\$10,000

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 \$4,500 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	\$ 4,500
HRC	<u>\$ 7,500</u>
2015-2016 NPDES Phase II Storm Water Expense	\$12,000
2016-2017 NPDES Phase II Storm Water Expense	\$12,000

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.

2015-2016 Equipment Rental Expense	\$10,000
2016-2017 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.

2015-2016 Education & Training Expense	\$3,400
2016-2017 Education & Training Expense	\$3,500

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. 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.)

Tree Removal, trimming, replacement	\$22,500
Sidewalk repair/replacement	<u>\$ 4,000</u>
2015-2016 Land Improvement Expense	\$26,500
2016-2017 Land Improvement Expense	\$26,500

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.

2015-2016 Equipment Purchase Expense	\$7,200
2016-2017 Equipment Purchase Expense	\$5,000

101-440 GENERAL FUND OPERATION						
DEPARTMENT OF PUBLIC WORKS						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
702	Wages/Salaries*	172,991	205,784	205,784	265,200	270,500
715-720	Fringe Benefits	243,540	131,345	131,345	175,200	162,300
721	Uniforms & Cleaning Allowance	4,835	5,500	5,500	5,700	5,700
727	Office Supplies	676	1,000	1,000	1,000	1,000
740	Operating Expense	16,987	14,000	14,000	16,000	16,200
801	Professional Services	10,618				
802	Contractual Services		8,029	8,029	10,600	10,700
820	Computer		3,000	3,000	3,000	3,000
830	Memberships & Dues		250	250	650	650
853	Telephone	5,445	5,050	5,050	4,600	4,600
860	Gas & Oil	37,190	27,474	27,474	30,000	20,000
861	Transportation & Mileage	77	375	375	375	375
863	Vehicle Maintenance	94,930	80,000	80,000	80,000	80,000
910	Insurance & Bonds	11,555	12,000	12,000	12,000	12,000
920	Utilities	23,683	13,500	13,500	22,000	22,500
923	Street Light Expenditures	119,623	107,363	107,363	108,300	109,000
930	Repairs & Maintenance		3,000	3,000	3,000	3,000
931	Building Maintenance	14,521	10,000	10,000	10,000	10,000
935	NPDES Phase II Stormwater		12,000	12,000	12,000	12,000
940	Equipment Charges	10,000	10,000	10,000	10,000	10,000
940-1	Equipment Charges					
957	Education/Training	1,000	3,000	3,000	3,400	3,500
970	Capital Outlay					
974	Land Improvements	15,750	26,500	26,500	26,500	26,500
977	Equipment Purchases	2,467	6,000	6,000	7,200	5,000
978	Capital Equipment					
	TOTAL	785,888	685,170	685,170	806,725	788,525
		* incl mech wages				

DEPARTMENT OF PUBLIC WORKS - CAPITAL IMPROVEMENT PLAN								
CIP Fund	Financing	2015/16	2016/17	2017/18	2018/19	2019/20		
Fund Balance - Beginning of Year								
Revenues								
Total								
Cemetery Improvements 101-276								
Re-pave Roads Throughout Cemetery	101-276-930			30,000				
GPS System for Grave Markers	101-276-977				12,500			
Landscaping of SE Corner of Cemetery	101-276-974		5,000					
Electical Improvements		2,500						
Fence Line/Brick Wall			10,000					
Park Improvements 101-690								
South Bridge behind DPW			65,000					
Bike Trail bet. 10 & 11 Mile - Re-pave				50,000				
Bike Trail bet. 8 & 9 Mile - Rest/Sit Area		8,000						
Bike Trail Loop around Volunteer Park				200,000				
Comfort Station Built - Volunteer Park						450,000		
Multi use Parking Lot/Ice Rink - McHattie Park					150,000			
Baker Park Fountain-Pump, Drain, Grading			100,000					
Local Street Improvements 203-463								
Storm Sewer Repair			650,000					
Street Sign Replacement		10,000						
Street Resurfacing - PAZER Study			1,200,000	1,200,000	1,200,000	1,200,000		
ADA Sidewalk Inlays/Road Resurfacing			100,000	100,000	100,000	100,000		
LED Light Replacement					300,000			
Major Street Improvements 202-463								
Whipple St. Parking Lot - Lighting		10,000						
Street Sign Replacement		10,000						
Street Resurfacing - PAZER Study			1,200,000	1,200,000	1,200,000	1,200,000		
ADA Sidewalk Inlays/Road Resurfacing			100,000	100,000	100,000	100,000		
LED Light Replacement					300,000			

CIP Fund	Financing	2015/16	2016/17	2017/18	2018/19	2019/20
D.P.W. Improvements 101-440						
New Pole Barn to Replace "Crew Shack"	101-440-931			300,000		
Parking Area and Grounds Asphalted	101-440-974		250,000			
New Gate and Fence by Driveway Entrance	101-440-974	\$3,950				
Cover Drying Beds					300,000	
Salt Shed Renovation and Cement Approach						250,000
Water Repair Improvements 592-540						
Vactor Equipment Replacement				150,000		
Install Additional Fire Hydrants/City wide					150,000	
General Valve Replacement/City wide			100,000	100,000		
Sewer Repair Improvements 592-550						
Dorothy Street Sewer Repair			300,000			
Hagadorn (by Second St./Chester) Reline Sewer	10,000					
Vactor Equipment Replacement				150,000		
Manhole Repairs/City wide	50,000	50,000	50,000	50,000	50,000	50,000
Total CIP Fund Expenditures		104,450	4,130,000	3,630,000	3,862,500	3,350,000
Fund Balance - End of Year						

PARKS AND RECREATION DEPARTMENT

702 - Wages & Salaries

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

2015-2016 Wage & Salaries Expense	\$57,000
2016-2017 Wage & Salaries Expense	\$58,000

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.

2015-2016 Fringe Benefit Expense	\$18,000
2016-2017 Fringe Benefit Expense	\$18,000

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.

2015-2016 Operating Expense	\$8,400
2016-2017 Operating Expense	\$8,400

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	\$2,000 - \$2,050
Fertilization of Volunteer Park	\$4,900 - \$4,950
Port-a-John Rental	<u>\$3,600</u>

2015-2016 Professional Services Expense	\$10,500
2016-2017 Professional Services Expense	\$10,600

860 - Gas & Oil

Approximately 1,700 gallons of diesel fuel and 20 gallons of gasoline are consumed performing park maintenance. The estimated cost for gasoline is \$3.50 per gallon and diesel is \$3.95 per gallon.

2015-2016 Gas & Oil Expense	\$5,600
2016-2017 Gas & Oil Expense	\$5,800

880 - Community Promotion

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

2015-2016 Community Promotion Expense	\$800
2016-2017 Community Promotion Expense	\$825

910 - Insurance and Bonds

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

2015-2016 Insurance & Bond Expense	\$760
2016-2017 Insurance & Bond Expense	\$760

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.

2015-2016 Utility Expense	\$1,400
2016-2017 Utility Expense	\$1,400

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.

Bike Path Maintenance	\$2,400 - \$2,500
Pump Maintenance (Baker Park)	\$2,000
Sand -Volleyball Ct. -Baseball Diamonds	<u>\$3,400 - \$3,500</u>

2015-2016 Repair & Maintenance Expense	\$7,800
2016-2017 Repair & Maintenance Expense	\$8,000

940 - Equipment Charges

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

2015-2016 Equipment Expense	\$11,025
2016-2017 Equipment Expense	\$11,025

962 - Miscellaneous Expense

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

101-690 GENERAL FUND OPERATION						
PARKS & RECREATION						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
702	Wages/Salaries	50,122	57,640	57,640	57,000	58,000
715	Fringe Benefits	15,530	20,000	20,000	18,000	18,000
740	Operating Expense	10,324	3,200	3,200	8,400	8,400
801	Professional Services	14,012	9,400	9,400	10,500	10,600
860	Gas & Oil		4,500	4,500	5,600	5,800
880	Community Promotions	888	700	700	800	825
910	Insurance & Bonds	751	750	750	760	760
920	Utilities	762	1,700	1,700	1,400	1,400
930	Repairs & Maintenance	6,398	9,000	9,000	7,800	8,000
940	Equipment Charges		11,025	11,025	11,025	11,025
940-1	Equipment Rental	11,025				
962	Miscellaneous Expense	123	600	600	1,000	1,000
977	Equipment Purchases		1,000	1,000	1,000	1,000
978	Capital Improvements		6,500	6,500	6,500	6,500
	TOTAL	109,935	126,015	126,015	129,785	131,310

HISTORICAL DEPARTMENT
2015-16 Budget

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. This is based on an assumption of 15 weddings (\$275 per wedding) and is more than offset by the wedding rental fee paid to the City. This is not a Commission expense, but the item has traditionally been binned to our budget.

802 – Contractual Services

This item is for contracted services. In 2014-15 the item was reduced for reasons that were not shared with us, and we will be over the budgeted amount for this fiscal year. We have restored the amount that we have traditionally spent for these services.

853 – Telephone

This is for telephone service in the Witch's Hat and freight house

910 – Insurance and Bonds

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

920 – Utility Expense

This item includes water, sewer, electrical and heating at the Historic Village.

931 – Building Maintenance

This is the amount budgeted for maintenance of the buildings at the Historic Village. We have increased the provision for the heating and AC units to include the alarm. Last year we spent over \$2500 in alarm repairs which was not budgeted for. Additional information is included in the narrative at the end of this document.

962 – Miscellaneous Expense

This amount was budgeted to repay the MPSC lighting grant, but we were never billed for this.

974 – Land Improvements

This is for improvements to the grounds. Last year we removed a diseased tree and would like to replace it with a large rock presently located on city property. There is also a provision for miscellaneous plantings and other materials to maintain the grounds. All of the gardening is done by volunteers.

Fiscal Year 2015-16

In the past several years, we have completed a number of projects which have seen all of the buildings repainted, rotted siding replaced, and structural repairs to the school roof. This year we want to address a long standing issue with water leaking into the tunnel between the two basements and into a corner of the Witch's Hat near the tunnel. These leaks have led to some minor structural issues and dampness in the two basements. Unfortunately, there is no way to know the extent of the problem (and no way to get an estimate to repair) without removing decking to uncover the tunnel. Therefore we have put in a provision for this work as our major project. We would also like to address the decking on the gazebo. This facility gets a lot of use in the summer for concerts, as well as some weddings. Our attempts to repaint it have not held up and the floors are not attractive in their present condition. We hope that we can refinish the existing floor by sanding and some board replacement. If the floor is beyond refinishing, we would have to replace it, but this could be expensive and would probably have to be saved for another budget year. There will also be some continuing improvements to the landscaping. We removed a diseased tree last year and would like to replace it with a large rock that is on city owned land, but moving it is beyond the capability of the city's equipment.

South Lyon Historical Commission Proposed Budget for 2015-16

	Description	2013-14 Actual	2014-15 Original	2014-15 Amended	2015-16 Proposed	Rationale
702	Wages and Salaries		\$4200	\$4200	\$4200	Custodial-same as last year
802	Contract Services		\$1600	\$1600	\$2150	See list below
853	Telephone		\$100	\$100	\$100	Same as last year
910	Insurance and Bonds		\$700	\$700	\$700	Same as last year
920	Utility Expense		\$8000	\$8000	\$8000	Based on last 2 years actual
931	Building Maintenance		\$9300	\$9300	\$9150	See list of projects below
962	Misc. Expense		\$1200	\$1200	\$350	
974	Land Improvements		\$1500	\$1500	\$1500	See list below
	Total		\$25100	\$25100	26,150	Commission Total
801	Professional Services		\$1200	\$1200	\$4125	Wedding Coordinator
	Total with weddings		\$26300	\$26300	\$30275	Includes weddings

Category 802 Contract Services:	Total \$2150
D&G Lawn Service	400
Lawn Sprinklers service	250
Alarm and video monitoring	1500

Category 931 Building Maintenance Proposed projects	
Misc Supplies (Martin's Hdwr etc)	500
Furnace/ AC/ Alarm repairs (provision)	1500
Refinish Gazebo floor	1000
Repair loose boards in school ceiling	500
Make railroad signal light functional	300
Repair leaks in basement tunnel and buildings	5000
Repair school front porch	350
Total	\$9150

Category 974 Land Improvements:	Total \$1500
Move rock to end of tracks \$1000, Misc. plantings \$500	

101-732 GENERAL FUND OPERATION						
HISTORICAL DEPOT						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
702	Wages/Salaries	4190	4,200	4,200	4,200	4,200
801	Professional Services	1,200	1,200	1,200	4,125	4,125
802	Contractual Services		1,600	1,600	2,150	2,150
850-1	Cultural Arts (Summer Concerts)					
853	Telephone		100	100	100	100
861	Transportation/Mileage					
880	Community Promotions					
910	Insurance & Bonds	728	700	700	700	700
920	Utilities	8,437	8,000	8,000	8,000	8,000
930	Repairs & Maintenance					
931	Building Maintenance	7,859	9,300	9,300	9,150	9,150
962	Miscellaneous Expense	2,331	1,200	1,200	350	350
940-1	Equipment Rental					
970	Capital Improvements					
974	Land Improvements	22			1,500	100
	TOTAL	24,767	26,300	26,300	30,275	28,875

CULTURAL ARTS COMMISSION

727 – Office Supplies

This line item is for items used by the commission to keep records, apply for grants and seek donations

2015-2016 Office Supplies	\$250
2016-2017 Office Supplies	\$250

740 - Operating Expense

This line item is used for purchasing smaller items for the shows.

2015-2016 Operating Expense	\$200
2016-2017 Operating Expense	\$200

880 - Community Promotion

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

2015-2016 Community Promotion Expense	\$800
2016-2017 Community Promotion Expense	\$800

977 – Equipment Purchases

This line item is used for the purchase equipment such as frames, etc. for the student art shows.

2015-2016 Equipment Expense	\$500
2016-2017 Equipment Expense	\$200

After the May 2015 Show the Cultural Arts Commission has just over \$500 in prior donations still on the books with the City. This does not include any new donations that may have come in. The proposed budget anticipates that the Commission will work to achieve an annual donation income of \$1,000 with the understanding that General Fund revenues may be used to balance or enhance the Commission budget as needed for specific projects and programs brought before the council.

101-802 GENERAL FUND OPERATION						
CULTURAL ARTS						
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
402	Current Property Tax					
446	Penalties & Interest					
664	Interest Income					
676-101	Transfer in (general funds income)				1,750	
698	Miscellaneous Income (Donation)	1,035		6	1,000	1000
	TOTAL REVENUES	1,035	-	6	2,750	1,000
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
702	Wages/Salaries					
727	Office Supplies		250	250	250	250
740	Operating Expense	284	200	200	200	200
801	Professional Services					
802	Contractual Services					
880	Community Promotions	633	400	585	800	800
910	Insurance & Bonds					
920	Utilities					
962	Miscellaneous Expense					
940-1	Equipment Rental					
970	Capital Improvements					
977	Equipment Purchases	5,445	4,000		500	200
	TOTAL	6,362	4,850	1,035	1,750	1,450
	DONATION FUNDS	1,035		6	1,000	1,000

CABLE COMMISSION

801 - Professional Services

This account covers the expenditures for installation and upgrade services of software and equipment for the cable access channel to allow for 24 hour pre-programing. Additional expenses are budgeted for the 2016-2017 year to allow for the potential of the Cable commission to either hire out some of the video production work or to hire an instructor to teach classes on video production for submission to the channel

2015-2016	Installation and upgrades	\$1,360
2016-2017	Production and/or training	\$1,360

962 - Miscellaneous Expense

This is for miscellaneous items needed to maintain the equipment.

2015-2016	Miscellaneous Expense	\$281
2016-2017	Miscellaneous Expense	\$281

970 – Capital Expenditure

This line item is used to purchase recording and playback equipment for the cable access channel

2015-2016	Equipment Expense	\$3,359
2016-2017	Equipment Expense	\$1,000

509 LAND ACQUISITION						
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
402	Current Property Tax					
446	Penalties & Interest					
570	State Shared Revenues					
664	Interest Income		200	200	200	200
676-101	Transfer in					
698	Miscellaneous Income					
698-4	Proceeds from Sale of Bonds					
668-4	Rental Income	11,138	16,375	16,375	12,000	12,000
	TOTAL REVENUES	11,138	16,575	16,575	12,200	12,200
Expenditure	Description	Audit	Adopted	Amended	Proposed	Proposed
		2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
740	Operating Expense	4,020	4,200	4,200	4,200	4,200
971	Land Acquisition					
	Transfer Out					
931	Building Maintenance	1,070	1,000	1,000	1,000	1,000
995	Debt-Interest					
999	Agent Fees					
	TOTAL EXPENDITURES	5,090	5,200	5,200	5,200	5,200
	BEG. FUND BALANCE	173,195	179,243	179,243	190,618	197,618
	TOTAL REVENUES	11,138	16,575	16,575	12,200	12,200
	TOTAL REVENUES AVAILABLE	184,333	195,818	195,818	202,818	209,818
	TOTAL EXPENDITURES	5,090	5,200	5,200	5,200	5,200
	ENDING FUND BALANCE	179,243	190,618	190,618	197,618	204,618

274-COMMUNITY DEVELOPMENT BLOCK GRANT						
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
529-1	Fed. Grant-Oak. Cty. CDBG Progt	19,103	33,160	33,160	34,761	34,761
	Contributing Fed. Revenue Sharing					
676-401	Contribution-Capital Improvement Fund					
676-203	Contribution-Local Streets					
	TOTAL REVENUES	19,103	33,160	33,160	34,761	34,761
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
802-11	Chester St. Drain					
802-14	Senior Center	19,103	30,660	30,660	32,261	32,261
802-910	Wells Street Parking Lot/DDA					
	Sidewalk Whipple					
802-230	HAVEN		2,500	2,500	2,500	2,500
802.006	Whipple Street Parking Lot					
969-101	Transfer to General Fund					
	TOTAL EXPENDITURES	19,103	33,160	33,160	34,761	34,761

VEHICLE/EQUIPMENT REPLACEMENT

This is used for purchasing Vehicles & Equipment.

This fund has been severely underfunded for many years. In the past, funds for this account came from the General Fund and Major and Local Streets.

The vehicles are used for water and sewer, parks, cemetery, Local and Major streets and Public Works activities. Vehicles and equipment are used in the cemetery for burials, mowing and garden maintenance. Equipment and vehicles are used in the park for mowing, park equipment maintenance, garbage pickup, ice rink maintenance and general park maintenance.

The amount of time each vehicle is used is tallied by department. The amount each department contributes towards vehicle replacement is determined by its total percentage of vehicle use time. The sewer truck was paid off in fiscal year 2013-2014.

In fiscal year 2015-2016, \$165,000 is budgeted for a salt plow truck. This will replace T-10 which is a 1994 dump truck. Also budgeted here for 2015-2016 is \$35,000 for a chipper/leaf vacuum.

641 VEHICLE/EQUIPMENT REPLACEMENT						
REVENUES						
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
664	Interest	467				
668-101	Rental General Fund-DPW	10,000	10,000	10,000	10,000	10,000
668-202	Rental Major Streets	26,550	26,550	26,550	15,000	15,000
668-203	Rental Local Streets	28,830	28,830	28,830	15,480	15,480
676-276	Rental Cemetery	4,200	4,200	4,200	3,600	3,810
676-592	Rental Water & Sewer Oper.	64,000	64,000	64,000	77,500	77,500
676-690	Rental Parks & Recreation	11,025	11,025	11,025	11,025	11,025
	TOTAL	145,072	144,605	144,605	132,605	132,815
	Beginning Fund Balance	197,855	197,855	197,855	156,960	89,565
	Total Revenues Available	342,927	342,460	342,460	289,565	222,380
	Total Expenditures	-	185,500	185,500	200,000	68,000
	Ending Fund Balance	342,927	156,960	156,960	89,565	154,380

[illegible]

401 CAPITAL IMPROVEMENT FUND						
REVENUES						
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
402	Current Property Tax (.5838)	47,230	366,236	366,236	189,822	379,612
402-5	Current Property Tax- Treatment Plant					
446	Penalties & Interest					
510	Huron Valley Aid					
571-1	Earmark Federal Aid		89,990	89,990		
566-1	Transporation Enhancement (Urban Design)					
570	State Shared Revenues					
571-4	Federal Grant-S. W. Connector					
571-5	Federal Grant-Pontiac Trail/9 Mile Rd. ¹					
571-001	Federal Grant Comm. Development					
583	Contrib.-Road Comm. Lake Street Tri-Party		73,637	73,637		
664	Interest Income	2,149	5,000	5,000	2,000	2,000
675	Contrib.-Road Comm. Pontiac Trail-Tri-Party					
675-001	Contrib. Road Comm. Southeast Connector					
676-274	Transfer In CDBG					
698-7	DELEG Grant					
	Transfer In					
	TOTAL REVENUES	49,379	534,863	534,863	191,822	381,612
	BEGINNING FUND BALANCE	1,895,218	2,112,372	1,895,218	2,175,405	2,067,227
	TOTAL REVENUES	1,944,597	2,647,235	2,430,081	2,367,227	2,448,839
	TOTAL EXPENDITURES	820,928	254,676	254,676	300,000	-
	ENDING FUND BALANCE	1,123,669	2,392,559	2,175,405	2,067,227	2,448,839
Notes~						
	3% estimated increase in taxable value					

401 CAPITAL IMPROVEMENT FUND						
EXPENDITURES						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
451						
801-001	Prof. Svcs.-CDBG Whipple St. Lot					
801-170	Prof. Svcs.-S. W. Connector					
801-190	Prof. Svcs.-Urban Design Engineering					
801-300	Prof. Svcs.-Police/Fire Parking Lot	25,680	6,326	6,326		
801-002	Prof. Svcs.-Storm Water Master					
801-110	Prof. Svcs.-Lake St. Design Engin	38,363	50,000	50,000		
802-001	Cont. Svcs.-CDBG Whipple St.Lot					
802-110	Cont. Svcs.- Lake Street Project	28,301	34,110	34,110		
802-210	Cont. Svcs.-S.W. Connector	1,156				
802-300	Cont. Svcs.-Police/Fire Parking Lot		30,000	30,000		
802-190	Cont. Svcs.-Earmark Fund		134,240	134,240		
802.4	Contractual Svcs. - DELEG					
969-202	Contribution-Major Streets				200,000	
969-203	Contribution-Local Streets				100,000	
969-280	Transfer to DDA					
969-307	Contribution to W.W. Bond D.R.	727,428				
970-000	Parking Lot improvements					
	TOTAL EXPENDITURES	820,928	254,676	254,676	300,000	-
Note: * The City will only be responsible						
for 18.15% of construction cost.						
MDOT will pay Contractor directly.						

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.

2015-2016 Wage & Salary Expense	\$80,000
2016-2017 Wage & Salary Expense	\$80,000

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.

2015-2016 Fringe Benefits Expense	\$34,000
2016-2017 Fringe Benefits Expense	\$34,000

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.

2015-2016 Operating Expense	\$2,000
2016-2017 Operating Expense	\$2,000

910 - Insurance & Bonds

2015-2016 Insurance & Bonds	\$60
2016-2017 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. Effective in 2004, an annual fee of \$2,060 was imposed by CSX Railroad for Crossing Signal Repair.

CSX Railroad Signal Repair	\$2,060
Street Sweeping Disposal	\$2,000
Leaf & Brush Disposal	\$4,000
Striping	\$4,500
Misc	<u>\$1,940</u>

2015-2016 Repair & Maintenance Expense	\$14,500
2016-2017 Repair & Maintenance Expense	\$14,500

The street sweepings must be disposed of at the landfill as they are considered "Special Non-Hazardous Waste" by the MDEQ. The annual disposal cost is estimated to be \$2,000 which will be

divided equally between Major and Local Streets. The estimated annual cost for leaf and brush disposal is \$4,000 which will be divided equally between Major and Local streets.

940 - Equipment Charges

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

2015-2016 Equipment Rental Expense	\$15,000
2016-2017 Equipment Rental Expense	\$15,000

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.

2015-2016 Wage & Salary Expense	\$1,800
2016-2017 Wage & Salary Expense	\$1,800

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.

2015-2016 Fringe Benefits Expense	\$1,300
2016-2017 Fringe Benefits Expense	\$1,300

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. A sign inventory will be performed in 2013. The cost of \$2,800 will be split between Major and Local (\$1,400).

2015-2016 Operating Expense	\$2,800
2016-2017 Operating Expense	\$2,800

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

Reynold Sweet Parkway and E. Lake Street (Co. 888) is scheduled for re-lamping in 2011.
S. Lafayette Street and McHattie Street (Co. 689) is scheduled for re-lamping in 2012.

2015-2016 Traffic Signal Expense	\$6,500
2016-2017 Traffic Signal Expense	\$6,500

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.

2015-2016 Wage & Salary Expense	\$24,000
2016-2017 Wage & Salary Expense	\$24,000

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.

2015-2016 Fringe Benefits Expense	\$15,000
2016-2017 Fringe Benefits Expense	\$15,000

740 - Operating Expense

Operating expense includes the cost of salt for the streets, cost of replacement blades for the plows, beet juice for mixing with the brine and any other expense related to the cost of snow removal. The price for beet juice is currently approaching \$2.00/gallon. The cost of road salt is split between Major (65%) and Local (35%) streets.

Salt 585 Tons x \$47.91	\$28,050
Additive	\$ 3,000
Blades	\$ 3,000

2015-2016 Operating Expense	\$34,050
2016-2017 Operating Expense	\$34,050

940 - Equipment Rental

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

2015-2016 Equipment Rental Expense	\$12,500
2016-2017 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. For the 2010-2011 winter season, snow was removed one time.

702 - Wages/Salaries

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

2014-2015 Wage & Salary Expense	\$2,500
2015-2016 Wage & Salary Expense	\$2,500

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.

2015-2016 Fringe Benefits Expense	\$1,200
2016-2017 Fringe Benefits Expense	\$1,200

485 Transfer between Funds

The account is used for Administrative transfer of funds if needed. The 2015-2016 budget is transferring \$146,113 (\$438,339) 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.

2015-2016 Wage & Salary Expense	\$3,200
2016-2017 Wage & Salary Expense	\$3,200

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.

2015-2016 Fringe Benefit Expense	\$1,650
2016-2017 Fringe Benefit Expense	\$1,650

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	\$ 500
Brick & Mortar	\$1,500
Miscellaneous	<u>\$ 500</u>
2015-2016 Operating Expense	\$2,500
2016-2017 Operating Expense	\$2,500

202 MAJOR STREETS OPERATIONS						
REVENUES						
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
569	Federal Grant					
574	State Shared Rev Gas & Wgt Tax	399,961	386,000	386,000	405,785	405,785
664	Interest Income	6,587	900	900	900	900
669-200	Metro Authority		24,300	24,300	25,000	25,000
676-101	Contribution-General Fund					
676-401	Contribution-Capitol Improvement				200,000	
694	Other Revenue-Tri Party					137,000
698	Sundry					
699	Transfers In					
	TOTAL REVENUES	406,548	411,200	411,200	631,685	568,685
	BEGINNING FUND BALANCE	706,804	825,661	825,661	874,291	901,803
	TOTAL REVENUES AVAILABLE	1,113,352	1,236,861	1,236,861	1,505,976	1,470,488
	TOTAL EXPENDITURES	287,691	358,970	362,570	604,173	404,173
	ENDING FUND BALANCE	825,661	877,891	874,291	901,803	1,066,315

202 MAJOR STREETS OPERATION						
EXPENDITURES						
Expenditure	Description	Audit 2013-2014	Adopted 2014-2015	Amended 2014-2015	Proposed 2015-2016	Proposed 2016-2017
212	Accountant					
801	Professional Service	3,500	3,500	3,500	3,500	3,500
	SUBTOTAL	3,500	3,500	3,500	3,500	3,500
451	Street Construction					
801	Professional Services (HRC) Pont	196		3,600	200,000	
802	Contractual Services (9 Mile Rd.)					
802-100	Contractual Services (Warren St.)					
802-200	Contractual Services Tri-Party (8 Mile)					
	SUBTOTAL	196	-	3,600	200,000	-
463	Street Routine Maintenance					
702	Wages/Salaries	52,426	89,760	89,760	80,000	80,000
715-720	Fringe Benefits	23,465	36,000	36,000	34,000	34,000
740	Operating Expense	617	2,000	2,000	2,000	2,000
801	Professional Services					
910	Insurance & Bonds	46	60	60	60	60
930	Repair & Maintenance	9,340	14,500	14,500	14,500	14,500
940	Equipment Charges	19,775	13,000	13,000	15,000	15,000
940-100	Equipment Rental Charge					
	SUBTOTAL	105,669	155,320	155,320	145,560	145,560
474	Traffic Services					
702	Wages/Salaries	1,155	2,500	2,500	1,800	1,800
715-720	Fringe Benefits	545	1,600	1,600	1,300	1,300
740	Operating Expense	1,826	3,300	3,300	2,800	2,800
924	Traffic Signals	4,504	8,000	8,000	6,500	6,500
	SUBTOTAL	8,030	15,400	15,400	12,400	12,400
478	Snow Plowing					
702	Wages/Salaries	30,114	23,000	23,000	24,000	24,000
715-720	Fringe Benefits	13,146	15,000	15,000	15,000	15,000
740	Operating Expense	34,848	33,300	33,300	34,050	34,050
930	Repair & Maintenance					
940	Equipment Charges	6,775	13,550	13,550	12,500	12,500
	SUBTOTAL	84,883	84,850	84,850	85,550	85,550
479	SNOW REMOVAL					
702	Wages/Salaries	2,700	2,500	2,500	2,500	2,500
715-720	Fringe Benefits	1,227	1,200	1,200	1,200	1,200
	SUBTOTAL	3,927	3,700	3,700	3,700	3,700
485	TRANSFER BETWEEN FUNDS					
969-203	Contribution-Local Streets	69,000	89,000	89,000	146,113	146,113
	SUBTOTAL	69,000	89,000	89,000	146,113	146,113
491	Storm Sewer					
702	Wages/Salaries	3,732	3,200	3,200	3,200	3,200
715-720	Fringe Benefits	1,636	1,600	1,600	1,650	1,650
740	Operating Expense	7,118	2,400	2,400	2,500	2,500
	SUBTOTAL	12,486	7,200	7,200	7,350	7,350
	TOTAL EXPENDITURES	287,691	358,970	362,570	604,173	404,173

LOCAL STREETS

463 Street Routine Maintenance

702 - Wages/Salaries

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

2015-2016 Wage & Salary Expense	\$72,500
2016-2017 Wage & Salary Expense	\$72,500

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.

2015-2016 Fringe Benefits Expense	\$36,000
2016-2017 Fringe Benefits Expense	\$36,000

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.

2015-2016 Operating Expense	\$2,400
2016-2017 Operating Expense	\$2,400

910 - Insurance & Bonds

The total amount varies depending on current work and equipment.

2015-2016 Insurance & Bond Expense	\$65
2016-2017 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	\$2,250
Leaf & Brush Disposal	\$2,600
Road Maintenance	<u>\$3,750</u>

2015-2016 Repair & Maintenance Expense	\$8,600
2016-2017 Repair & Maintenance Expense	\$8,600

940 - Equipment Charges

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

2015-2016 Equipment Rental Expense	\$15,480
2016-2017 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.

2015-2016 Wage & Salary Expense	\$2,000
2016-2017 Wage & Salary Expense	\$2,000

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.

2015-2016 Fringe Benefits Expense	\$800
2016-2017 Fringe Benefits Expense	\$800

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.

2015-2016 Operating Expense	\$3,800
2016-2017 Operating Expense	\$3,800

478 Snow Plowing

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

702 - Wages/Salaries

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

2015-2016 Wage & Salary Expense \$24,000
2016-2017 Wage & Salary Expense \$24,000

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.

2015-2016 Fringe Benefits Expense \$14,000
2016-2017 Fringe Benefits Expense \$14,000

740 - Operating Expense

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

Salt 315 Tons x \$47.91 \$15,100
Additive \$ 3,000
Blades \$ 4,300

2015-2016 Operating Expense \$22,400
2016-2017 Operating Expense \$22,400

940 - Equipment Charges

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

2015-2016 Equipment Rental Expense \$13,350
2016-2017 Equipment Rental Expense \$13,350

491 Storm Sewer

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

702 - Wages/Salaries

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

2015-2016 Wage & Salary Expense \$3,600
2016-2017 Wage & Salary Expense \$3,600

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.

2015-2016 Fringe Benefits Expense	\$2,000
2016-2017 Fringe Benefits Expense	\$2,000

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

2015-2016 Operating Expense	\$6,000
2016-2017 Operating Expense	\$6,000

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.

2015-2016 Repair & Maintenance Expense	\$2,000
2016-2017 Repair & Maintenance Expense	\$2,000

203 LOCAL STREET OPERATIONS						
REVENUES						
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
574	Gas & Wgt. Tax	172,338	165,000	165,000	178,244	178,244
626-100	Major & Local Misc. Revenue					
664	Interest Income	29,758	50	50	50	50
676-101	Contribution-General Fund					
676-202	Contribution Major Street	69,000	89,000	89,000	146,113	146,113
676-401	Contribution-Capitol Improvement				100,000	
694	Other Revenue-Tri Party					
698	Proceeds from Sale of Bonds					
	TOTAL	271,096	254,050	254,050	424,407	324,407
	BEGINNING FUND BALANCE	118,879	200,471	200,471	221,126	313,038
	TOTAL REVENUES AVAILABLE	389,975	454,521	454,521	645,533	637,445
	TOTAL EXPENDITURES	189,504	233,395	233,395	332,495	232,495
	ENDING FUND BALANCE	200,471	221,126	221,126	313,038	404,950

203 LOCAL STREET OPERATION						
EXPENDITURES						
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
212	Accountant					
801	Professional Services	3,500	3,500	3,500	3,500	3,500
	SUBTOTAL	3,500	3,500	3,500	3,500	3,500
451	Construction					
801	Professional Services				100,000	
801-220	Pro. Services 12/13 Stanford					
	Pro. Services 12/13 N. Hagadorn					
	Contractual Services-12/13 Streets					
802	Contractual Services	1,111				
	Contract. Services N. Hagadorn					
	SUBTOTAL	1,111	-	-	100,000	-
463	Street Routine Maintenance					
702	Wages/Salaries	52,207	72,500	72,500	72,500	72,500
715-720	Fringe Benefits	22,906	36,000	36,000	36,000	36,000
740	Operating Expense	524	2,000	2,000	2,400	2,400
801	Professional Services					
910	Insurance & Bonds	46	65	65	65	65
930	Repair & Maintenance	4,620	8,600	8,600	8,600	8,600
940	Equipment Charges	22,155	15,480	15,480	15,480	15,480
940-100	Equipment Rental Charges					
	SUBTOTAL	102,458	134,645	134,645	135,045	135,045
474	Traffic Services					
702	Wages/Salaries	1,117	2,000	2,000	2,000	2,000
715-720	Fringe Benefits	503	900	900	800	800
740	Operating Expense	2,532	4,500	4,500	3,800	3,800
	SUBTOTAL	4,152	7,400	7,400	6,600	6,600
478	Snow Plowing					
702	Wages/Salaries	29,616	24,000	24,000	24,000	24,000
715-720	Fringe Benefits	12,813	15,000	15,000	14,000	14,000
740	Operating Expense	18,571	22,000	22,000	22,400	22,400
930	Repair & Maintenance					
940	Equipment Charges	6,675	13,350	13,350	13,350	13,350
	SUBTOTAL	67,675	74,350	74,350	73,750	73,750
491	Storm Sewer					
702	Wages/Salaries	3,688	3,500	3,500	3,600	3,600
715-720	Fringe Benefits	1,598	2,000	2,000	2,000	2,000
740	Operating Expense	5,210	6,000	6,000	6,000	6,000
930	Repair & Maintenance	112	2,000	2,000	2,000	2,000
940	Equipment Charges					
	SUBTOTAL	10,608	13,500	13,500	13,600	13,600
	TOTAL EXPENDITURES	189,504	233,395	233,395	332,495	232,495

WATER AND WASTEWATER DEPARTMENT REVENUES

Revenues

370 - Tap-In Fees

This reflects the tap-in fees the City collects for water and wastewater. The amount charged is \$7,000 for a single residential tap (water = \$2800, sewer = \$4200). Commercial establishments are charged according to square footage or type of use. Note that the tap-in fees were increased by \$1,000 in 2002. By Council resolution, \$25,000 is budgeted for operational expense.

607 - Refuse Collection

This reflects revenue, which is received from garbage collection in the City. There are currently 3,796 chargeable units. The single home rate is \$11.35 per month/\$34.06 per quarter and the multiple unit rate is \$9.91 per month/\$29.73 per quarter. In July this cost is adjusted based on the consumer price index.

635 - Fixed Charges

This revenue is received by collecting a set fee of \$6.00 per customer, which is added to every water bill. This revenue funds administrative charges.

642-1 & 642-2 - Sales of Water and Wastewater

The current rate charged for water is \$2.19 per 1,000 gallons and \$3.83 for wastewater per 1,000 gallons based on water usage. In the summer quarter, the three (3) previous quarters are averaged for wastewater usage. These rates became effective June 1, 2014 and were billed in October 1, 2014. A rate increase of 6% will be adopted to pay for the DWRP program again in June 2015. The water rate will increase to \$2.32 per 1000 gallons.

642-2 - Tube Mill Treatment Water

This is revenue brought in from the sale of untreated water to the Tube Mill. The Mill has been running full time since 2003. The Mill is billed monthly for water usage. A rate increase of 6% was adopted in June 2014 making their rate \$.96 per 1,000 gallons. In June 2015 rates will increase by \$.13 per 1000 gallons. The new rate will be \$1.09 per 1000 gallons.

664 - Interest Income

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

668 - Hydrant Rental

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

676 - Gas Reimbursements

This is revenue paid back to the Water Department from the Police Department, Fire Department, and Department of Public Works for gasoline for their department vehicles.

694 - Other Revenues

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

966 – Transfer Restricted Assets

These are funds transferred from our restricted asset account for upgrading the current water and wastewater system.

WATER DEPARTMENT EXPENDITURES

Expenditures

Water Distribution System

452 - Water and Sewer Construction

At the time of budget preparation there are no projects planned for water and sewer construction. (The remaining watermain replacement will be funded through the DWRP.)

702 - Wages

This line item covers wages for nine (9) Water and Wastewater employees as well as a portion of certain Administration personnel based on a percentage of time spent working on water department functions. The total takes into account a 2% wage increase and overtime based on 1-1/2 times pay at an average of 90 hours per man per year.

715-720 - Fringe Benefits

This covers FICA, medical, dental, life and optical insurance, retirement, disability, workers compensation and longevity for water and wastewater personnel as well as a portion of administration. This is divided between water and wastewater depending on actual time worked by employees, which typically averages 40% water and 60% wastewater.

721 - Uniforms

This line item includes, uniforms, embroidering of uniforms and safety boots. Each employee is allowed two pairs of safety boots (2nd pair of boots max. \$150.00). Per AFSCME union contract, \$240/per employee is allocated for uniforms plus uniforms are embroidered with name and department. This line item is divided between the Water and Wastewater Departments.

727 - Office Supplies

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

740 - Operating Expense

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

▪ Chlorine, fluoride and phosphate	\$25,000
▪ Consumer Confidence Report	\$ 6,000
▪ Lab supplies	\$ 7,000
▪ DEQ and private lab monitoring and misc. expense	\$ 10,000
	\$48,000

801 - Professional Services

This covers engineering services associated with the Water Department.

801-111 - Vulnerability Assessment

Funding here will address security issues in the City water distribution system. The study and plan was developed in 2005 and since then the security of the entire pumping and distribution system has been upgraded. This year the department has budgeted \$1,000 to continue to protect and secure the source and distribution of the entire water system.

801-211 - Wellhead Protection

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

802 - Contractual Service

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

▪ Copier Lease/Meter Charge	\$ 1,420
▪ Computer Service Agreements	\$ 1,600
▪ Generator Maint. Agreement	\$ 2,400
▪ Dumpster Pickup	\$ 600
▪ DEQ Permits	\$ 9,000
▪ Internet Service	\$ 700
▪ CSX Rail Crossing Annual Fee	\$ 250
▪ Misc.	\$ 2,830
	\$ 18,800

807 - Auditor

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

820 - Computer

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

830 - Membership/Dues

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

853 - Telephone

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

860 - Gas and Oil

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

861 - Transportation & Mileage

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

863 - Vehicle Maintenance

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

900 - Printing

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

910 - Insurance & Bonds

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

Insurance & Bond Expense \$9,000

920 - Public Utilities

This covers DTE and Consumer Energy expenses for our five (5) well houses along with the pumps at the Water Plant located on Dorothy Street. This year's budget is \$112,000 separated as:

▪ Electric – DTE (92%)	\$102,040
▪ Gas – Consumers Energy (8%)	\$ 7,960
	\$110,000

931 - Building and Equipment Maintenance

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

▪ Instrumentation calibration and controls	\$12,000
▪ Well and pump maintenance	\$30,000
▪ Elevated tower and ground storage cleaning	\$ 4,000
	\$46,000

957 - Education and Training

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

962 - Miscellaneous Expense

These funds address miscellaneous items and expense to purchase a Singer Valve.

969 - Transfer To Debt Fund

This is budgeted to pay principle and interest for water and wastewater bonds in the amount of \$137,000. This is paid from water/wastewater restricted assets. This payment ends in 2016.

970 - Capital Outlay

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

FY 2015-2016

▪ Purchase and upkeep of entire City's water meters and accessories (i.e., reading equipment)	\$25,000
▪ SCADA system improvements (this is our system improvements (this is our system that interprets and delivers information/alarms)	\$11,500
	\$36,500

FY 2016-2017

▪ Purchase and upkeep of entire City's water meters and accessories (i.e., reading equipment)	\$25,000
▪ SCADA system improvements (this is our system that interprets and information/alarms)	\$11, 500
	\$36,500

977 – Equipment Miscellaneous

FY 2015-2016

This is here to purchase special equipment. In the Water Department \$6,000 is budgeted for the purchase of a control panel for by-pass pumping.

FY 2016-2017

Nothing is anticipated at this time; however \$4,000 is being budgeted for any unanticipated equipment.

Water Repair

The Department of Public Works (DPW) is also responsible for repairs and inspections to the water system. Water department personnel respond to main breaks and leaking curb stops. The City has been upgrading the infrastructure where needed as it is upgrading the road system, eliminating old cast iron water mains that have caused problems in the past. The minimum size of new watermain installation is 8" HDPE main which provides sufficient fire protection.

During the late fall, inspections are made on public hydrants to insure that they are properly drained and to check for any that may be in need of repair or other maintenance.

702 - Wages/Salaries

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

Wage/Salaries Expense	\$52,000
-----------------------	----------

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.

Fringe Benefit Expense	\$31,200
------------------------	----------

740 - Operating Expense

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

Paint/Flags	\$ 500
Pipe & Fittings	<u>\$4,600</u>
Operating Expense	\$5,100

801 - Professional Services

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

Professional Services Expense	\$1,200
-------------------------------	---------

802 - Contractual Services

This amount is divided three ways between water repair, sewer repair and DPW.

Miss Dig (1/3)	\$500
----------------	-------

861 - Transportation/Mileage

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

Transportation Expense	\$100
------------------------	-------

930 - Repairs & Maintenance

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

Repair & Maintenance Expense \$22,000

940 - Equipment Rental

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

Equipment Rental Expense \$39,500

956 - Miscellaneous Expense

This is for items such as lights, pumps and specialized tools for repairs to the water system. Budgeted here is \$5,800 for mini excavator attachments and \$700 for miscellaneous purchases.

Miscellaneous Expense \$5,000

957 - Education & Training

This is for the cost of maintaining water distribution licenses obtained by employees. During a three-year period, licensees must accumulate continuing education credits. This amount is the anticipated cost for maintaining these licenses. There are currently 6 employees within the public works who have obtained distribution licenses.

Education & Training Expense \$1,500

Wastewater System

452 - Water and Sewer Construction

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

702 - Wages

This line item covers wages for nine (9) Water and Wastewater employees as well as a portion of certain Administration personnel based on a percentage of time spent working on wastewater department functions. The total takes into account a 2% wage increase and overtime based on 1-1/2 times pay at an average of 90 hours per man per year.

715-720 - Fringe Benefits

This covers FICA, medical, dental, life and optical insurance, retirement, disability, workers compensation and longevity for water and wastewater personnel as well as a portion of administration. This is divided between water and wastewater depending on actual time worked by employees which typically averages 40% water and 60% wastewater.

721 – Uniforms

This falls under the Fringe Benefit line item and includes, uniforms, embroidering of uniforms and safety boots. Each employee is allowed two pairs of safety boots (2nd pair of boots max. \$150.00). Per AFSCME union contract, \$240/per employee is allocated for uniforms plus uniforms are embroidered with name and department. This line item is divided between the Water and Wastewater Departments.

727 - Office Supplies

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

740 - Operating Expense

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

▪ Polymer and aluminum sulfate	\$ 92,000
▪ Private lab monitoring	\$ 9,200
▪ Lab supplies	\$ 7,800
▪ Miscellaneous	\$ 5,000
	\$114,000

801 - Professional Services

This covers engineering services associated with the Wastewater Department.

802 – Contractual Service

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

▪ Copier Lease/Meter Charge	\$ 1,420
▪ Computer Service Agreements	\$ 2,200
▪ Generator Maint. Agreement	\$ 6,000
▪ HVAC Maint. Inspections	\$ 5,000
▪ Dumpster Pickup	\$ 600
▪ DEQ Permits	\$ 10,800
▪ Internet Service	\$ 700
▪ Crane Inspection	\$ 1,100
▪ CSX Rail Crossing Annual Fee	\$ 2,930
▪ Aeration Probe Maint. Agreement	\$ 650
▪ Misc.	\$ 2,600
	\$34,000

807 – Auditor

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

820 - Computer

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

830 - Membership/Dues

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

853 - Telephone

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

860 - Gas and Oil

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

861 - Transportation & Mileage

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

900 – Printing

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

910 - Insurance & Bonds

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

920 - Public Utilities

This covers DTE Energy and Consumers Energy for the eight (8) sewage lift stations along with the utilities for the entire Clean Water Plant on Dixboro Road. The department is continuously working to lower energy cost at the plant. (Energy Grant payback will be used from this line item.) This year's budget is \$237,000 separated as:

▪ Electric – DTE (70%)	\$167,900
▪ Gas – Consumers Energy (30%)	\$ 72,100
	\$240,000

931 - Building and Equipment Maintenance

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

▪ Sludge hauling	\$ 72,000
▪ Instrumentation controls, actiflow screen and calibration	\$ 10,000
▪ Laboratory equipment	\$ 6,000
▪ Miscellaneous	\$ 4,000
	\$ 92,000

957 - Education and Training

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

962 - Miscellaneous Expense

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

▪ MOS-CAD (scada information receiving)	\$10,000
▪ Misc.	\$ 2,000
	\$12,000

969 - Transfer To Debt Fund

This is budgeted to pay principle and interest for water and wastewater bonds. This is paid from water/wastewater restricted assets.

970 - Capital Outlay

The amount budgeted here is for the purchase and upkeep of the metering system. The cost for long-term improvements and equipment is split between the Water and Wastewater Departments. Kaesar blowers are in need of replacement. At this time \$75,000 is budgeted for their replacement. The Wastewater Department portion is as follows:

FY 2015-2016

▪ Purchase and upkeep of entire City's water meters and accessories (i.e., reading equipment)	\$ 20,000
▪ SCADA system improvements (this is our system that interprets and delivers information/alarms)	\$ 10,000
▪ Kaeser Blowers	\$ 75,000
▪ Misc.	\$ 5,000
	\$110,000

FY 2016-2017

▪ Purchase and upkeep of entire City's water meters and accessories (i.e., reading equipment)	\$20,000
▪ SCADA system improvements (this is our system that interprets and delivers information/alarms)	\$10,000
▪ Misc.	\$10,000
	\$40,000

977 – Equipment Miscellaneous

This is here to purchase special equipment. \$10,000 is budgeted to maintain and repair raw sewage pumps.

Sanitary Sewer Repair

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

702 - Wages/Salaries

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

Wage/Salaries Expense	\$50,000
-----------------------	----------

715-210 - 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.

Fringe Benefit Expense	\$30,000
------------------------	----------

740 - Operating Expense

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

Paint/Flags	\$ 100
Pipe & Fittings	\$2,500
Nozzles – Jet	\$1,500
Misc.	<u>\$ 900</u>
Operating Expense	\$5,000

801 - Professional Services

This is for GIS utility upgrades.

HRC	\$500
-----	-------

802 - Contractual Services

This amount is divided three ways between water repair, sewer repair and DPW.

Miss Dig (1/3)	\$500
----------------	-------

930 - Repairs & Maintenance

This is for items such as televising main lines to inspect for internal integrity of the system and costs to correct potential problems as needed. This is a proactive approach to sewer maintenance. Funds were shifted here from an eliminated account.

Plumber's Service Cabling service lines	\$12,000
Miscellaneous	<u>\$ 3,000</u>
Repair & Maintenance Expense	\$15,000

940 - Equipment Rental

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

Equipment Rental Expense	\$38,000
--------------------------	----------

956 - Miscellaneous Expense

This is for items relating to sewer maintenance and repair, such as the sewer camera and hose for the sewer truck. When needed, specialized tools for working with sewage such as pumps, plugs, etc. are paid for from this account. \$5,000 is budgeted here for mini excavator attachments and \$1,500 for miscellaneous purchases.

Miscellaneous Expense	\$6,500
-----------------------	---------

592 WATER AND SEWER OPERATIONS						
REVENUES						
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
370	Tap-In Fees	25,000	25,000	25,000	25,000	25,000
401	Property Tax					
529	Federal Grant Research					
570	State Shared Revenues					
607	Refuse Collection	487,478	498,000	498,000	505,730	507,300
635-1	Fixed Charges	86,204	85,000	85,000	87,000	89,000
640	Analytical System					
642-1	Sale of Wastewater	1,196,524	1,228,384	1,228,384	1,243,384	1,258,384
642-2	Sale of Water	757,434	963,000	963,000	1,020,780	1,082,026
642-3	Tube Mill Treatment Water	135,307	117,914	117,914	134,422	152,542
655	Fines & Forfeitures	38,344	44,000	44,000	44,000	44,000
664	Interest Income	12,570	10,000	10,000	10,000	10,000
668-1	Hydrant Rental	2,500	2,500	2,500	2,500	2,500
672	Inspection - Tap-in	900	4,000	4,000	4,000	4,000
676-641	Contribution - Equip. Replacement.		17,430	17,430	17,430	17,430
676-101	Contribution - General Fund					
694	Other Revenues	21,671	12,000	12,000	13,000	13,000
698-400	Sale of Bonds					
966	Trans-Restricted Assets					
	Trans-Restricted Assets-Debt					
	TOTAL	2,763,932	3,007,228	3,007,228	3,107,246	3,205,182
	BEGINNING FUND BALANCE	7,670,123	7,432,586	7,432,586	7,604,268	7,343,587
	TOTAL REVENUES AVAILABLE	10,434,055	10,439,814	10,439,814	10,711,514	10,548,769
	TOTAL EXPENDITURES	3,651,259	2,835,546	2,835,546	3,367,927	2,979,778
	ENDING FUND BALANCE	6,782,796	7,604,268	7,604,268	7,343,587	7,568,991

592 WATER AND SEWER OPERATIONS EXPENDITURES						
Expenditure	Description	Audit 2013-2014	Adopted 2014-2015	Amended 2014-2015	Proposed 2015-2016	Proposed 2016-2017
452	Water/Sewer Construction					
801	Professional Service					
801-1	Professional Service -					
802	Contractual Service					
	Contractual Service -Theater Alley					
	Contractual Service -					
	SUBTOTAL		-	-	-	-
556	Water Distribution System					
702	Wages/Salaries	213,183	248,000	248,000	224,000	231,000
715-720	Fringe Benefits	130,379	165,462	165,462	142,000	143,200
721	Uniforms	2,826	3,150	3,150	3,100	3,400
727	Office Supplies	541	1,400	1,400	1,400	1,400
740	Operating Expense	49,332	45,000	45,000	48,000	48,000
801	Professional Service		8,000	8,000	8,000	11,000
801-111	Vulnerability Assessment		1,000	1,000	21,000	1,000
801-211	Wellhead Protection	4,183	4,000	4,000	4,000	4,000
802	Contractual Services	11,015	17,150	17,150	27,683	18,900
807	Auditor	5,380	5,700	5,700	12,000	12,000
820	Computer	418	2,200	2,200	2,000	2,000
830	Memberships & Dues	500	700	700	850	850
853	Telephone	3,019	3,000	3,000	3,100	3,100
860	Gas & Oil	5,402	7,200	7,200	6,500	6,400
861	Transportation/Mileage		250	250	250	250
863	Vehicle Maintenance	8,500	12,000	12,000	16,200	16,500
900	Printing	677	1,000	1,000	1,000	1,000
910	Insurance & Bonds	11,490	9,000	9,000	9,000	9,000
920	Utilities	114,368	112,000	112,000	110,000	111,000
931	Building Maintenance	4,840	46,000	46,000	46,000	47,000
957	Education & Training		3,000	3,000	3,000	3,000
962	Miscellaneous Expense	942	12,000	12,000	11,000	10,000
968	Depreciation Expense	635,795				
969-306	Transfer to Debt Fund		137,000	137,000	288,477	154,000
970	Capital Outlay		53,000	53,000	36,500	36,500
977	Equipment Miscellaneous		5,000	5,000	6,000	4,000
	SUBTOTAL	1,202,790	902,212	902,212	1,031,060	878,500
540	Water Repair					
702	Wages/Salaries	51,046	52,000	52,000	52,000	52,000
715-720	Fringe Benefits	13,047	29,000	29,000	31,200	31,200
740	Operating Expense	5,116	3,000	3,000	5,100	4,000
801	Professional Service	218	1,500	1,500	1,200	1,200
802	Contractual Services	306	500	500	500	500
861	Transportation/Mileage		100	100	100	100
930	Repairs & Maintenance	4,759	22,000	22,000	22,000	22,000
940	Equipment Charges	35,000	35,000	35,000	39,500	39,500
956	Miscellaneous Expense	2,013	6,500	6,500	5,000	5,000
957	Education & Training		1,500	1,500	1,500	1,500
	SUBTOTAL	111,505	151,100	151,100	158,100	157,000

592 WATER AND SEWER OPERATIONS						
EXPENDITURES						
557 Wastewater System						
702 Wages/Salaries	392,438	345,780	345,780	371,780	379,215	
715-720 Fringe Benefits	195,682	235,004	235,004	223,068	230,503	
721 Uniforms	1,101	2,300	2,300	3,100	3,100	
727 Office Supplies	541	1,200	1,200	1,200	1,200	
740 Operating Expense	128,377	106,500	106,500	114,000	110,000	
801 Professional Service		8,000	8,000	8,000	8,000	
802 Contractual Services	25,717	28,000	28,000	42,883	32,000	
807 Auditor	8,070	8,100	8,100	10,500	10,500	
820 Computer	456	1,500	1,500	1,500	1,500	
830 Memberships & Dues	330	500	500	500	500	
853 Telephone	3,114	2,800	2,800	3,100	3,200	
860 Gas & Oil	10,089	6,500	6,500	6,100	6,100	
861 Transportation & Mileage		250	250	250	250	
900 Printing	677	800	800	800	800	
910 Insurance & Bonds	11,121	10,000	10,000	11,050	11,050	
920 Utilities	285,785	237,000	237,000	240,000	240,000	
931 Building Maintenance	52,556	92,000	92,000	92,000	92,000	
957 Education & Training		3,000	3,000	3,000	3,000	
962 Miscellaneous Expense	312	12,000	12,000	12,000	12,000	
968 Depreciation Expense	635,795					
969 Transfer to Debt Fund		0	0	278,436	113,860	
970 Capital Outlay		56,500	56,500	110,000	40,000	
977 Equipment Miscellaneous		10,000	10,000	10,000	10,000	
988 Pre-Paid Financial Cost						
998 Replacement Wastewater						
SUBTOTAL	1,752,161	1,167,734	1,167,734	1,543,267	1,308,778	
550 Sanitary Sewer Repair						
702 Wages/Salaries	34,310	55,000	55,000	50,000	50,000	
715-720 Fringe Benefits	23,585	20,000	20,000	30,000	30,000	
740 Operating Expense	1,546	2,000	2,000	5,000	5,000	
801 Professional Services	116	1,000	1,000	500	500	
802 Contractual Services		500	500	500	500	
930 Repairs & Maintenance	8,324	10,500	10,500	15,000	15,000	
940 Equipment Charges	29,000	29,000	29,000	38,000	38,000	
956 Miscellaneous	3,363	6,500	6,500	6,500	6,500	
SUBTOTAL	100,244	124,500	124,500	145,500	145,500	
555 Solid Waste Collection						
818 Refuse Collection	484,559	490,000	490,000	490,000	490,000	
SUBTOTAL	484,559	490,000	490,000	490,000	490,000	
TOTAL	3,651,259	2,835,546	2,835,546	3,367,927	2,979,778	

306 2000 WATER SYSTEM BONDS						
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
402	Current Property Tax					
574-6	State Shared Revenues					
664	Interest Income					
676-592	Contrib.-Comb. Water & Sewer F	136,975	135,698	135,698	288,477	154,000
	TOTAL REVENUES	136,975	135,698	135,698	288,477	154,000
Expenditure	Description	Audit	Adopted	Amended	Proposed	Proposed
		2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
990-1	Debt-Principal	120,000	125,000	125,000	235,000	105,000
995-1	Debt-Interest	16,135	9,948	9,948	53,477	47,472
999-0	Paying Agent Fees		750	750		
	TOTAL EXPENDITURES	136,135	135,698	135,698	288,477	152,472
	BEGINNING FUND BALANCE	0	0	0	0	0
	TOTAL REVENUES	136,975	135,698	135,698	288,477	154,000
	TOTAL EXPENDITURES	136,135	135,698	135,698	288,477	152,472
	ENDING FUND BALANCE	840	0	0	0	1,528
	Amount of Bonds Sold \$1,375,000					
	Voter approved millage .4985 (not currently levied)					
new DWRF loan and the original 2000 Water system bond which will be paid off in 15-16						

307 - 2003 WASTEWATER TREATMENT PLANT BONDS						
	State Revolving Fund					
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
402	Current property tax (2.500)	761,239	784,231	784,231	812,874	975,449
574-6	State Shared Revenues					
664	Interest Income	584	1,000	1,000	1,000	1,000
676-592	Contribution-Comb. Water & Sewer Fund					
676-401	Contribution Cap. Equip.	727,428				
373-369	Contribution Bldg Auth	172,324				
	Transfer in from WW System				278,436	113,860
	TOTAL REVENUES	1,661,575	785,231	785,231	1,092,310	1,090,309
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
990-1	Debt-Principal	795,000	815,000	815,000	840,000	860,000
995-1	Debt-Interest	292,372	272,247	272,247	251,560	230,309
999-0	Paying Agent Fees	750	750	750	750	
	TOTAL EXPENDITURES	1,088,122	1,087,997	1,087,997	1,092,310	1,090,309
	BEGINNING FUND BALANCE	506,751	1,088,055	1,088,055	785,289	785,289
	TOTAL REVENUES	2,168,326	1,873,286	1,873,286	1,877,599	1,875,598
	TOTAL EXPENDITURES	1,088,122	1,087,997	1,087,997	1,092,310	1,090,309
	ENDING FUND BALANCE	1,080,204	785,289	785,289	785,289	785,289
	* Amount of Bond Sold est. \$17,250,000					
	Note: Original debt schedule has been revised based on a request for reimbursement. At completion a new final scheduled will be issued.					
	FY2006-07 First Principal Payment					

WATER AND WASTEWATER - CAPITAL IMPROVEMENT PLAN

CIP Fund	Financing	2015/16	2016/17	2017/18	2018/19	2019/20
Fund Balance - Beginning of Year						
Revenues						
Total						
Water Distribution System 592-556						
Paint Water Tower	Revenue/Restricted Funds	115,000				
Well #5 Rebuild	Revenue/Restricted Funds	35,000				
Well #1 Rebuild	Revenue/Restricted Funds		35,000			
Epoxy Paint - Water Plant	Revenue/Restricted Funds		22,000			
Water Meters	Revenue/Restricted Funds		300,000	300,000		
New Well	DWRF			\$1.0 Million		
Well #2 Rebuild	Revenue/Restricted Funds			35,000		
Low Service 1 Rehab.	Revenue/Restricted Funds			12,000		
Ground Storage Rehab.	Revenue/Restricted Funds				40,000	
High Service 2 Rehab.	Revenue/Restricted Funds				12,000	
Wastewater System 592-557						
Kaeser Blower #1	Revenue/Restricted Funds					
Kaeser Blower #2	Revenue/Restricted Funds	75,000				
Raw Sewage Pump #4	Revenue/Restricted Funds		60,000	60,000		
Pickup Truck	Revenue/Restricted Funds		28,000	28,000		
Kaeser Blower #1	Revenue/Restricted Funds				33,000	
Check Valve - Raw Sewage	Revenue/Restricted Funds				60,000	60,000
Total CIP Fund Expenditures		225,000	445,000	435,000	145,000	60,000
Fund Balance - End of Year						

369 BUILDING AUTHORITY OPERATING AND DEBT FUND						
Revenue	Description	Audit 2013-2014	Adopted 2014-2015	Amended 2014-2015	Proposed 2015-2016	Proposed 2016-2017
402	Current Property Tax (.3450)	107,956	108,224	108,224	112,176	112,176
402-1						
402-2	Mills Joint Municipal Building					
570	State Shared Revenues					
664	Interest Income	333	500	500	300	300
669	Bond Capitalized Interest					
674	Cont. S.L. Schools Constr.					
	Interest on Construction Fund					
674-1	Cont. S.L. Schools Debt Share					
674-2	Cont.- DDA	37,548	33,000	33,000	35,235	34,035
676-509	Cont.-Land Acquisition					
676-401	Cont.-Capital Improvement					
694	Other Revenues					
698	Proceeds-Sale of Bonds					
	TOTAL REVENUES	145,837	141,724	141,724	147,711	146,511
Expenditure	Description	Audit 2013-2014	Adopted 2014-2015	Amended 2014-2015	Proposed 2015-2016	Proposed 2016-2017
446-2	SHARED FACILITY DEBT					
969	Trans Out to 2003 GO Bond	172,324				
990	Debt-Principal		0	0		
995	Debt-Interest		0	0		
999	Paying Agent Fees		0	0		
	Total	172,324	-	-	-	
446-3	LAND ACQUISITION					
990	Debt-Principal	80,000	85,000	85,000	90,000	90000
995	Debt-Interest	28,000	23,920	23,920	19,500	
999	Paying Agent Fees	325	750	750		
	Total	108,325	109,670	109,670	109,500	90,000
446-4	Wells St. Parking Lot					
990	Debt Principal	30,000	30,000	30,000	30,000	30000
995	Debt Interest	7,285	6,175	6,175	6,175	5035
999	Paying Agent Fees	376	250	250	200	200
	Total	37,661	36,425	36,425	36,375	35,235
	TOTAL EXPENDITURES	318,310	146,095	146,095	145,875	125,235
	BEGINNING FUND BALANCE	211,135	38,662	34,291	29,920	31,756
	TOTAL REVENUES	356,972	180,386	176,015	177,631	178,267
	TOTAL EXPENDITURES	318,310	146,095	146,095	145,875	125,235
	ENDING FUND BALANCE	38,662	34,291	29,920	31,756	53,032

GENERAL DEBT SERVICE FUNDS, GENERAL OBLIGATIONS, LAND CONTRACTS, AND OTHER SHORT TERM DEBT (SUMMARIES)						
FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016						
		1996/1999/2005	EQUIPMENT	2000 H2O	REPURCHASE	2003 LT GO
		B. AUTH.	REPLACEMENT	SYSTEM	AGREEMENT	SAN/SEWER
REVENUE	DESCRIPTION	ADMIN	FUND (1)	BONDS	FIRE TRUCK	BONDS
	Current Property					
	1999 Building Auth. (.3450)	109,117				
	2003 LT G.O. Sewer (2.5000)					790,704
	State Shared Revenues					
	Interest Income	400				1,000
	Accrued Interest from sale					
	Cont. S.L. Comm. Schools	-				
	Cont. from General Fund				71,880	
	Cont. from Major St.					
	Cont. from Land Acquisition					
	Cont. From DDA					
	Cont. from Equipment Fund		-			
	Proceeds - Special Assessment					
	Contribution-Water & Sewer			288,477		
	TOTAL REVENUE	109,517	-	288,477	71,880	791,704
	BEG. FUND BALANCE			-	-	785,289
	TOTAL REVENUES	109,517		288,477		1,576,993
	TOTAL APPROPRIATED	109,670		750		272,997
	ENDING FUND BALANCE	(153)		287,727		1,303,996
EXPENDITURES						
	990 Debt-Principal	85,000	34,054	-	69,389	-
	995 Debt-Interest	23,920	2,544	-	2,491	272,247
	999 Paying Agent Fees	750		750		750
	TOTAL EXPENDITURES	109,670	36,598	750	71,880	272,997

265 DRUG FORFEITURE						
		Audit	Adopted	Amended	Proposed	Proposed
Revenue	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
447	Drug Forfeiture Funds	8,392				
664-1	Interest Income					
698	Miscellaneous Income					
	TOTAL REVENUES	8,392	-	-	0	0
		Audit	Adopted	Amended	Proposed	Proposed
Expenditure	Description	2013-2014	2014-2015	2014-2015	2015-2016	2016-2017
702	Wages/Salaries					
715-20	Fringe Benefits					
740	Operating Expense					
964	Capital Expenditures	7,771				
960	Miscellaneous Expenditures					
	TOTAL EXPENDITURES	7,771	0	0	0	
	BEGINNING FUND BALANCE	41,336	35,079	35,079	41,436	41,436
	TOTAL REVENUES	49,728	35,079	35,079	41,436	41,436
	TOTAL EXPENDITURES	7,771	-	-	-	-
	ENDING FUND BALANCE	41,957	35,079	35,079	41,436	41,436

DOWNTOWN DEVELOPMENT AUTHORITY

2015-2016 Goals and Objectives

As in previous budget years, preservation, maintenance of existing infrastructure and beautification of the downtown will continue to be priorities. The DDA will focus its efforts on projects to improve public areas in the downtown including replacing the gates on the dumpster enclosure in the Wells Street Parking Lot, purchasing flower baskets to adorn the downtown light poles and holiday decorations.

The DDA will also continue to focus on the support of marketing and promotion of events and activities that bring people downtown. These events include the Farmers Market, Ladies Night Out and Downtown Trick-or-Treat.

Revenues

402 Current Property Taxes (Captured)

The anticipated revenue decreased slightly due to decreased values in the downtown. However, it is anticipated that revenues will begin to stabilize as reflected in the revenue amounts proposed for FY 2016-2017.

Expenditures

969-369 Contribution to Building Authority TIF Funds

These funds go towards repayment of the bonds for the Wells Street Parking Lot.

702 Wages/Salaries

This line item pays the wage for the person who waters and maintains the downtown flower baskets.

740 Operating Expense

This line item is a general account designed to provide for all expenditures that do not fit in other line items.

880 Community Promotion

This line item provides money for sponsorships for various community programs and events.

DOWNTOWN DEVELOPMENT AUTHORITY						
OPERATING FUND						
280						
Revenue	Description	Audit 2013-2014	Adopted 2014-2015	Amended 2014-2015	Proposed 2015-2016	Proposed 2016-2017
402	Current Property Taxes (Capture	32,213	31,896	31,896	31,896	31,896
570	State Shared Revenues					
664	Interest Income	279	200	200	200	200
675	Contribution - Private Sources					
675-1	Contribution - Summer Events					
675-2	Contribution - Winter Events					
675-401	Transfer In-Capital Improvement					
	Professional Service - Premise					
	Professional Service - Consult.					
	Contrib. City of South Lyon					
	Other Revenues (Farmers Marke	13,703	7,500	7,500	7,500	7,500
698	Donations					
	Total Revenues	46,195	39,596	39,596	39,596	39,596
Expenditure	Description	Audit 2013-2014	Adopted 2014-2015	Amended 2014-2015	Proposed 2015-2016	Proposed 2016-2017
969-369	Contribution to Bldg. Auth. TIF F	37,548	36,425	36,425	35,235	34,035
702	Wages/Salaries	8,980	7,000	7,000	7,000	7,000
715-20	Fringe Benefits					
740	Operating Expense	3,929	3,500	3,500	3,500	3,500
740-2	Seasonal Improvements	6,959				
801	Professional Services					
802	Contractual Services					
807	Auditor					
880	Community Promotion	129	2,000	2,000	2,000	2,000
880.1	Community Prom. CBD Winter					
880.2	Community Promo. Design					
900	Printing/Publishing					
962	Miscellaneous Expense		1,000	1,000	1,000	1,000
970	Capital Expenditure	71				
	Total Expenditures	57,616	49,925	49,925	48,735	47,535
	BEGINNING FUND BALANCE	124,699	113,278	113,278	102,949	93,810
	TOTAL REVENUES**	170,894	152,874	152,874	142,545	133,406
	TOTAL EXPENDITURES	57,616	49,925	49,925	48,735	47,535
	ENDING FUND BALANCE	113,278	102,949	102,949	93,810	85,871
* Total Revenues include captured taxes (TIF)						

209 CEMETERY PERPETUAL CARE						
Revenue	Description	Audit 2013-2014	Adopted 2014-2015	Amended 2014-2015	Proposed 2015-2016	Proposed 2016-2017
402	Current Property Tax					
446	Penalties & Interest					
646	Sale of Lots	22,970	21,000	21,000	21,000	21,000
664	Interest Income					
	Other Income					
	TOTAL REVENUES	22,970	21,000	21,000	21,000	21,000
Expenditure	Description	Audit 2013-2014	Adopted 2014-2015	Amended 2014-2015	Proposed 2015-2016	Proposed 2016-2017
969-101	Transfer to General Fund	53,234	98,700	98,700	20,000	20,000
	TOTAL EXPENDITURES	53,234	98,700	98,700	20,000	20,000
	BEG. FUND BALANCE	711,067	680,803	680,803	603,103	604,103
	TOTAL REVENUES	22,970	21,000	21,000	21,000	21,000
	TOTAL REVENUES AVAILABLE	734,037	701,803	701,803	624,103	625,103
	TOTAL EXPENDITURES	53,234	98,700	98,700	20,000	20,000
	ENDING FUND BALANCE	680,803	603,103	603,103	604,103	605,103
	In reviewing the Perpetual Care Fund, it would appear that we will deplete					
	the fund in 5-6 years. It was always my understanding that this fund was for a					
	much larger term. Council might want to consider appropriating General Fund Revenues					
	instead.					