

**City of Swartz Creek
AGENDA**

**(VIRTUAL) Regular Council Meeting, Monday, June 8, 2020, 7:00 P.M.
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473**

1. **CALL TO ORDER**
2. **INVOCATION:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
4A. Council Meeting of May 26, 2020 MOTION Pg. 26
5. **APPROVE AGENDA:**
5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
6A. City Manager's Report MOTION Pg. 8
6B. Staff Reports & Meeting Minutes Pg. 30
6C. COVID 19 Opening Plan Attached
6D. Recommended FY 2021 Budget Book Attached
7. **MEETING OPENED TO THE PUBLIC:**
7A. General Public Comments
8. **COUNCIL BUSINESS:**
8A. Fiscal Year 2021 Budget Approval RESO Pg. 19
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION

Next Month Calendar

Downtown Development Authority:	Thursday, June 11, 2020, 6:00 p.m., PDBMB (Tentative)
Fire Board:	Monday, June 15, 2020, 6:00 p.m., Public Safety Bldg (Virtual)
Zoning Board of Appeals:	Wednesday, June 17, 2020, 6:00 p.m., PDBMB (Tentative)
City Council:	Monday, June 22, 2020, 7:00 p.m., PDBMB (Virtual)
Metro Police Board:	Wednesday, June 24, 2020, 10:00 a.m., Metro HQ (Tentative)
Park Board:	Wednesday, July 1, 2020, 5:30 p.m., PDBMB (Tentative)
Planning Commission:	Tuesday, July 7, 2020, 7:00 p.m., PDBMB (Tentative)
City Council:	Monday, July 13, 2020, 7:00 p.m., PDBMB (Virtual)

City of Swartz Creek Mission Statement

The City shall provide a full range of public services in a professional and competent manner, assuring that the needs of our constituents are met in an effective and fiscally responsible manner, thus promoting a high standard of community life.

City of Swartz Creek Values

The City of Swartz Creek's Mission Statement is guided by a set of values which serve as a common operating basis for all City employees. These values provide a common understanding of responsibilities and expectations that enable the City to achieve its overall mission. The City's values are as follows:

Honesty, Integrity and Fairness

The City expects and values trust, openness, honesty and integrity in the words and actions of its employees. All employees, officials, and elected officials are expected to interact with each other openly and honestly and display ethical behavior while performing his/her job responsibilities. Administrators and department heads shall develop and cultivate a work environment in which employees feel valued and recognize that each individual is an integral component in accomplishing the mission of the City.

Fiscal Responsibility

Budget awareness is to be exercised on a continual basis. All employees are expected to be conscientious of and adhere to mandated budgets and spending plans.

Public Service

The goal of the City is to serve the public. This responsibility includes providing a wide range of services to the community in a timely and cost-effective manner.

Embrace Employee Diversity and Employee Contribution, Development and Safety

The City is an equal opportunity employer and encourages diversity in its work force, recognizing that each employee has unlimited potential to become a productive member of the City's team. Each employee will be treated with the level of respect that will allow that individual to achieve his/her full potential as a contributing member of the City staff. The City also strives to provide a safe and secure work environment that enables employees to function at his/her peak performance level. Professional growth opportunities, as well as teamwork, are promoted through the sharing of ideas and resources. Employees are recognized for his/her dedication and commitment to excellence.

Expect Excellence

The City values and expects excellence from all employees. Just "doing the job" is not enough; rather, it is expected that employees will consistently search for more effective ways of meeting the City's goals.

Respect the Dignity of Others

Employees shall be professional and show respect to each other and to the public.

Promote Protective Thinking and Innovative Suggestions

Employees shall take the responsibility to look for and advocate new ways of continuously improving the services offered by the City. It is expected that employees will perform to the best of his/her abilities and shall be responsible for his/her behavior and for fulfilling the professional commitments they make. Administrators and department heads shall encourage proactive thinking and embrace innovative suggestions from employees.

**CITY OF SWARTZ CREEK
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS
MONDAY, JUNE 8, 2020, 7:00 P.M.**

The regular virtual meeting of the City of Swartz Creek city council is scheduled for **June 8, 2020** starting at 7:00 p.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Order 2020-75.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Connie Olger, 810-429-2766 48 hours prior to meeting,

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

Connie Olger is inviting you to a scheduled Zoom meeting.

Topic: Council Meeting

Time: June 8, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87674486270>

Meeting ID: 876 7448 6270

One tap mobile

+13126266799,,87674486270# US (Chicago)

+19292056099,,87674486270# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 876 7448 6270

Find your local number: <https://us02web.zoom.us/u/kcgE4LZWf6>

If you have any further questions or concern, please contact 810-429-2766 or email colger@cityofswartzcreek.org.

A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.

**CITY OF SWARTZ CREEK
VIRTUAL REGULAR CITY COUNCIL MEETING PROTOCOLS
MONDAY, JUNE 8, 2020, 7:00 P.M.**

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek City Council meetings, Roberts Rules of Order, Executive Order 2020-15 (Virtual Meetings), and the City Council General Operating Procedures. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

QUORUM OF COUNCIL

Four members of the Council shall be a quorum for the transaction of business at all Council meetings. In the absence of a quorum, any number of members less than a quorum may adjourn any regular or special meeting to a later date or may compel the attendance of absent members (ref City Charter, Chapter 5, Section 5.5(c))

A majority of the full Council, or a $\frac{2}{3}$ "super" majority, where required, shall be necessary for the passage of any question before it (i.e. four (4) votes being a majority, or five (5) votes being a "super" majority where required. Ref City Charter Chapter 5, Section 5.12(c)).

Councilmembers shall have the ability to be considered present for the purposes of deliberation and voting with audio capabilities as permitted by Michigan Executive Order 2020-15. They must be present in real time without interruption for the duration of a business item to vote. An uninterrupted quorum must be present for a business item to proceed to a vote.

Councilmembers shall refrain from additional communications with councilmembers during the meeting that the public cannot observe (e.g. direct or mass emails, texts, or other electronic messages to councilmembers).

MAINTAINING ORDER

Councilmembers and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of Council.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt the meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form are prohibited.

The city council members and city manager shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the Zoom application or by dialing *9 on their phone.

COUNCILMEMBER'S RIGHT TO SPEAK

1. Right to Speak - The Mayor, or in his/her absence, the Mayor Pro-Tem, will have the responsibility to recognize a Councilmember's right to speak before the body.

Councilmembers shall not be muted during virtual meetings, but they shall verbally or digitally request permission to speak.

2. Discussion - A Councilmember may discuss any one subject in its order on the agenda for a maximum of five (5) minutes. After all Councilmembers who wish to speak have exercised their right to speak on the subject, a Councilmember may be heard a second time for a maximum of five (5) minutes. With the consent of a majority of Council, a Councilmember may be permitted to speak for a longer period of time.
3. Privilege of Closing Discussion - The Councilmember moving the adoption of an Ordinance or Resolution shall have the privilege of closing the discussion after all Members wishing to speak on the subject have had the opportunity.
4. The City Manager may speak on any subject before Council. He may answer questions about the administration of the municipality or he may ask another administrative officer to answer for him. All questions about internal operation of the municipal corporation shall be directed to the City Manager. The City Manager shall not be muted during virtual meetings, but shall verbally or digitally request permission to speak.
5. Right to Appeal - Councilmembers shall have the right to appeal from a decision of the Chair. A majority of Council will determine the matter.

RIGHT TO SPEAK UNINTERRUPTED

A Member duly recognized shall be allowed to speak on the topic under discussion for the prescribed time and may be interrupted if a point of order is raised. If the Councilmember is judged to be out of order, he must change his remarks or surrender his right to continue speaking.

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. The Mayor will assign, by rotation, the reading of motions & resolutions. A Councilmember whom reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF COUNCIL

The public shall be allowed to address the Council under the following conditions:

1. Each person who wishes to address the Council will be first recognized by the Mayor and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand on the Zoom application or by pressing *9 on their phone.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the Council, unless special permission is otherwise requested and granted by the Mayor.

6. There shall be no questioning of speakers by the audience; however, the Council, upon recognition of the Mayor, may question the speaker.
7. No one shall be allowed to address the Council more than once unless special permission is requested, and granted by the Mayor.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the Council unless special permission has been requested, and granted by the Mayor.
9. Those addressing the Council shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

VOTING RECORD OF COUNCIL

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each Councilmember entered upon the journal.

City of Swartz Creek
CITY MANAGER'S REPORT
Regular Council Meeting of Monday, June 8, 2020 - 7:00 P.M.

TO: *Honorable Mayor, Mayor Pro-Tem & Council Members*

FROM: Adam Zettel, City Manager

DATE: June 3, 2019

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(No Change in Status)*

We await the filing date for 2020 appeals.

✓ **STREETS** *(See Individual Category)*

✓ **2020-2023 TRAFFIC IMPROVEMENT PROGRAM (TIP)** *(No Change in Status)*

Morrish Road is slated for 2022 federal funding. Note that the total scope of the project is around \$1,050,000, with 20% being the city's contribution.

The city has committed the match portion to this project, which is 80-20. It is unclear what year this project will be undertaken, but we want it done subsequent to the USDA water main work. This MAY span two construction seasons. We have put the engineers on notice regarding our desire to widen Paul Fortino to the north so that a left turn lane may be added. This will occur whether or not the townhome project proceeds.

✓ **STREET PROJECT UPDATES** *(Update)*

This is a standing section of the report on the status of streets as it relates to our dedicated levy, 20 year plan, ongoing projects, state funding, and committee work. Information from previous reports can be found in prior city council packets.

We have a pre-construction meeting scheduled for June 10 and should see a June start. Due to the scale of the project, we anticipate completing:

Chelmsford from Winston to Daval
Oakview from Winston to Daval
Winston from Chesterfield to Oakview
Oxford Court

Chelmsford and Oakview (to Seymour) will be completed next year.

The city accepted the low bid by Glaeser Dawes for 2020 and 2021 work projects, including our street reconstruction projects. This is the company that completed the first three phases of the street/water main reconstruction projects in the city since 2017.

Note that the street work is tied to the USDA projects as well.

✓ **WATER – SEWER ISSUES PENDING** *(See Individual Category)*

✓ **SEWER REHABILITATION PROGRAM** *(No Change in Status)*

Work is complete on the sewer collectors on the west end of downtown (Fairchild, McLain, Ingalls, Brady, Hayes, and Holland).

We will also be inspecting and cleaning areas of high fat, oil, and grease concentration in the system, such as Elms and Miller. We will be able to ascertain if we have any restaurant grease trap maintenance issues/enforcement to contend with.

We are still working to geo-locate sewer lines, manholes, and some services so we can map them and track maintenance data on GIS. The Genesee County Drain Commission has verbally committed to reimbursing the city for some of the work related to water and sewer, since they plan to use it from time to time. I do not have a figure at this time, but I expect it to be half of what is related to sanitary sewer and water line mapping.

Note that the most recent inspections are PACP compliant (Pipeline Assessment Certification Program). These inspections provide a GIS based video, along with standard pipe and maintenance scoring for use by state agencies and our assessment management planning efforts.

✓ **SEWER CAPACITY INITIATIVE** *(No Change in Status)*

ROWE has a potential solution for the district three capacity problem. They recommend a by-pass of specific portions of the collection system that function as a choke point through the installation of a larger capacity sewer line. This will require a sizable construction effort, approaching \$500,000. It will also require cooperation with Springbrook Home Owners Association, the United Methodist Church, and the Masonic Lodge. I am hopeful all those property owners will be agreeable and have been communicating with all three groups, with positive feedback.

Rowe has begun their design. We would like to perform this work in 2021. Once crews can begin work, they will survey the area and prepare engineering documents that will get us to bid.

Concerning inflow and infiltration (I&I), the county met with communities about the current status and long term solutions for the sanitary sewer systems. This is something we have been actively reducing for years through manhole water proofing and pipe lining. However, there are still issues, and the higher levels of government are pushing hard to reduce I&I.

In pursuing the 'general permit' that is issued by EGLE, the county will be mandating targets for I&I reduction. We do not know what this will look like for our community since many things come into play, including the current wet weather ratio, the ability of surface water management to effectively remove water from problem areas, and the capacity of the county interceptor. A plan is expected to be crafted by 2022. I will keep the council informed.

✓ **WATER MAIN REPLACEMENT - USDA** *(Update)*

We have a pre-construction meeting scheduled for June 10 and should see a June start. Due to the scale of the project, we anticipate completing:

Chelmsford from Winston to Daval
Oakview from Winston to Daval
Winston from Chesterfield to Oakview
Oxford Court
Miller from Tallmadge to Dye
Bristol from Elms to Miller

Chelmsford and Oakview (to Seymour) will be completed next year, along with the remainder of the water main work, which will include Morrish Road from Fortino to I-69 and Miller from Raubinger to Elms.

Bids for water main work were included with the street projects for 2020 and 2021, with Glaeser Dawes being approved as the low bid. This is the company that completed the first three phases of the street/water main reconstruction projects in the city since 2017.

Prior system report findings follow:

The Genesee County Drain Commission - Water and Waste Services Division Water Master Plan, indicates they are considering a northern loop to provide redundancy and stability to the system. This is good news since Gaines and Clayton Township rely on the overstressed Miller line. There is currently not any cost or participation information available. I will keep the council informed.

The city has been working with the county to abandon the Dye Road water main in the vicinity of the rail line. Note that we are holding this action pending the master plan review. This line is prone to breaks, which can be very costly and dangerous near the rail spur. The intention would be to connect our customers to the other side of the street, onto the county line. It appears the transition cost would be about \$25,000. We will work with the county on this matter and report back on our findings.

- ✓ **HERITAGE VACANT LOTS** *(No Change in Status)*
The last of the lots acquired prior to the special assessment have been approved for sale. The city also has two more lots that were acquired through the tax reversion process. At this point the buyer, JW Morgan, has been granted an extension to purchase the lots. We expect the lots to transfer in the next 60 days.
- ✓ **NEWSLETTER** *(Update)*
The July newsletter will be in the works soon.
- ✓ **CONSTRUCTION & DEVELOPMENT UPDATE** *(See Individual Category)*
This will be a standing section of the report that provides a consolidated list for a brief status on public and private construction/developmental projects in the city.

1. The city submitted another application for **DNR Trust funds for 2021 construction of the Genesee Valley Trail**. The MDOT grant is conditionally awarded. We seek to apply again for the Trust fund grant and combine this with the Safe Routes to School initiative for 2021 construction.
2. The **raceway has surrendered its 2020 race days due to a lack of beneficial state statutory changes**. They intend to use the site for thoroughbred horse racing, but the clock is running out. They are open to finding additional users for the site to supplement the racing. They are also communicating well in regards to partnering with community groups such as Hometown Days. I find the new owners to be very astute and capable. As of writing, the state is granting new, online betting privileges to the Northview track.
3. **(Update)** Communities First has a purchase option for **Mary Crapo**. The zoning, site plan, and PILOT for the 40 unit building conversion have been approved by the city. The land purchase and state approvals are still pending. The park board recommends against the lease unless terms are dramatically improved to allow flexible public use.
4. The **school bond** passed and many improvements are expected in 2019 throughout the district. Total investment for this effort will exceed \$50 million over two to three years. Plans have been submitted for work on Syring and Elms School.
5. **Street repair in 2020** is to include part of Chelmsford, the remainder of Winston, Oakview east of Daval, and Oxford Ct. We will be completing the remainder of Chelmsford and Oakview to Seymour in 2021. The city also has grants and loans for about **\$5 million in water main work** to occur between 2020 and 2022. COVID 19 may put a stop to some or all work efforts.
6. The **Applecreek Station** development of 48 townhomes is seeking final review by the county. These units range in size from 1,389 to 1,630 square feet, with garages. Construction will occur on vacant land in the back of the development, by Springbrook Colony. Site engineering plans have just been submitted by the owner. Rents are expected to be about \$1.00 per square foot (~ \$1,600 a month) which matches rents in Winchester Village. If this project occurs in 2019, 2020 DDA revenues will be positively and substantially improved.
7. The **Brewer Condo Project** was given site plan approval and tentative purchase agreement approval. This includes 15 townhome condos off Morrish Road in downtown. They are approximately 1,750 square feet, with two car garages and basements. A drainage solution has just been approved by the county.
8. The next **Springbrook East** phase is under construction. We have a tentative agreement to enable the developer to complete the improvements of underground and street repair. These improvements will be public, which makes the quality of improvements very important. Inspections and bonding will be required to ensure such quality.

✓ **TRAILS** *(No Change of Status)*

We submitted another grant application to the state DNR this month. We are on track to construct in 2021. Engineering is being completed as we speak. We are still working with the MTA and GM on some easements and permissions. Additional easements are

now known to be required from owners of land on Miller Road. We will be reaching out to secure those instruments. Having extra time is now a benefit for these issues.

✓ **REDEVELOPMENT READY COMMUNITIES** *(Update)*

A development and marketing package has been created for the Lovegrove Building. It is now getting ready for distribution at the request of the owner. The state has invested a lot of resources to investigate the potential for a transformational project using this building and site. We have been working with quality consultants, owner representatives, and state staff on options. This is a perk of the RRC program. It appears that underwriting the project could also result in funding, in part, by the state.

✓ **TAX REVERTED PROPERTY USE** *(No Change of Status)*

The housing market is not moving in any direction that we can discern. Being a presidential election year, I expect investment to be tepid as the nation awaits results. As such, if we have movement on the lot sales, we will take it. However, I do not see much value in remarketing the properties. The previous report follows.

I am seeking release from the buyers of tax reverted property on Wade Street and Heritage. I am doing so because the council granted sale approval over one year ago, but the purchase agreements remain unsigned after numerous requests. We can look to reoffer the properties or allow time to mature the prospects more.

✓ **8002 MILLER** *(Update)*

Occupancy and lease of the property has been established. Note that proceeds from this lease MUST go to offset the city's investment, effectively counting towards the eventual sale price by the user. This closely resembles a land contract.

At this point, Lasers has been largely shuttered for two months. They have requested a lease forbearance, and I have tentatively stayed any default proceedings. With restrictions lifting, life is slowly returning to normal, but this business was probably hit worse than most due to the elimination of so many school activities. Just the same, I will be contacting the owner about resumption of payments. If any members of the council wish to discuss this, it can be brought up any time (or scheduled for a closed session).

✓ **SCHOOL FACILITY PROPOSAL** *(No Change in Status)*

Work has stopped throughout the district. Prior to COVID 19, work was being done in earnest at Syring and the other campuses.

The school has placed a construction trailer to oversee this massive set of projects. This is located near the administration building, but away from work efforts, on the property next to the bus garage. Though this is obviously temporary, the project could take a couple years. They are also putting up construction signs at various school sites, including Mary Crapo.

Additional bond work shall continue in 2020 and 2021. It will include all facilities, including athletic facilities at the high school. We expect cooperation and benefit in terms of establishing safer connections for walkers, better land grades (e.g. the football field), and more attractive gateways.

- ✓ **BREWER TOWNHOMES** *(No Change of Status)*
County approvals have been granted for storm water. The developer is likely to work on the condominium documents so that the project is shovel ready. Obviously, there is some hesitation to commit to construction under the current circumstances. As previously noted, this development is a candidate for water and sewer fee waiver incentives. I will have more information soon.
- ✓ **SPORTS CREEK RACEWAY & GAMING COMMISSION** *(No Change of Status)*
The raceway has surrendered its 2020 race days due to a lack of beneficial state statutory changes. They intend to use the site for thoroughbred horse racing, but the clock is running out. They are open to finding additional users for the site to supplement the racing. The owner is not giving up on the potential for thoroughbred or harness racing, but it is expected that the site will be redeveloped entirely at this point.
- ✓ **CDBG** *(No Change of Status)*
At this point, we are looking to upgrade street name/stop signs in the downtown area using these funds. Improvements should be eligible for funding in the fall of 2020.
- ✓ **SAFE ROUTES TO SCHOOL** *(No Change in Status)*
A conditional award has been made by the MDOT! We are hopeful that this will enable installation of paths near the middle school, Elms, and Syring for student safety. These connections will also enhance our trail network. Andy is working on easements at the moment, and we are getting some initial memorandums of understanding regarding the use of private property. We anticipate moving into engineering this summer so we can construct in 2021.
- ✓ **CENSUS COMPLETE COUNT COMMITTEE** *(No Change of Status)*
The 2020 census deadline has been extended. The committee is creating alternate plans for their function due to COVID 19 social distancing protocols. Volunteer efforts with high school students have been suspended. As of writing, it appears our response rate is 75.1%, well above the state average of 63.5%.
- ✓ **GIS MAPS** *(No Change of Status)*
Staff is now able to edit the maps and accompanying data fields for our GIS system. This includes underground water, sewer, and storm facilities. We are also mapping basic street data. This system is going to be accessible by our staff anywhere in the city by mobile device and will enable locational support, as well as important maintenance and related data fields related to infrastructure.

We are also exploring the use of work order applications with GIS that will save some time and better integrate data analytics for our infrastructure. Some of these features may be viewable by the public as well once we are established.
- ✓ **SHARED SERVICES AGREEMENT-MUNDY TOWNSHIP** *(Update)*
Mundy's park is still under construction. Though things are taking longer, we expect to be discussing terms for basic maintenance services this summer. The previous report follows:

Mundy Township is very interested in utilizing our existing labor and equipment resources to support their new park facility on Hill Road. We have come to verbal terms with each other regarding expectations. I have also ensured we have the capacity and willingness from the DPW Director and union steward that represents the crew that will be doing the work. The city Treasurer is also equipped to track, report, and invoice such services by virtue of extending a system of accounting that we use to enable our staff to maintain the park and ride.

Moving forward, I expect to deliver a short shared services agreement that will enable city labor and equipment to be used to maintain the Mundy Township park. Again, this agreement will resemble the MDOT park-and-ride service expectation, while taking the form of the shared service agreement we have with Mundy Township for building services. Conceptually, I think this is a great idea to create efficiency for the township and more capacity for the city, while ensuring costs are fairly and appropriately covered. The working plan appears to support the concept in terms of its functionality and demand on our resources.

✓ **DISC GOLF** *(Update)*

Disc Golf is in the recommended budget. We hope to meet the disc golf committee onsite soon to go over the course markings and develop a funding plan and timeline for implementation. They intend to assist with course design and are also willing to set up a temporary course sometime this summer for folks to try out and create awareness. This could occur at the slip and slide.

✓ **REPUBLIC WASTE SERVICES** *(Update)*

There has been another big disruption in service for the yard waste collection of June 1. Informal reports indicate that Republic resources have been directed north to the flood impact areas. However, Mr. Hicks has not responded to our inquiries other than to say they will look into it. Mundy and other customers are experiencing the same thing. As I write this, it is unclear if recovery will even occur this week.

Concerning routine services, Mr. Hicks attended a late winter city council meeting, along with an area supervisor. He gave a thorough report to the city council relating to Republic's efforts to increase their service reliability. He indicated that they were addressing the following:

1. Management/leadership role changes
2. Enhanced employee retention with the goal to reduce 30% turnover to less than 10%
3. Surplus driver staffing
4. New equipment acquisitions
5. Designation of Swartz Creek as a "Priority Community"

✓ **WELL-HEAD SITE** *(No Change of Status)*

The potential user is still considering the city property. If they proceed, they will conduct a full title search, partial survey, and environmental analysis. They agree to share all of their findings in exchange for access. If there is still interest, they will need to secure

zoning approval from Vernon Township in Shiawassee County. They will look to seek a letter of agreement with the city at some point during this process.

With that said, no commitments have been made. The city council will still have ample opportunity to consider a tenant after a site design is completed and findings regarding water rights impact, zoning, and finance are considered. The previous report follows:

For some time, we have known that our well-head in Shiawassee County is of minimal value. A sale seems unlikely due to its circumstances. If Project Tim were a go, things would be different. However, that appears unlikely. In the meantime, the old pump house and fencing should probably be removed to make sure there are no risk factors left on the site.

As chance would have it, a company that provides high speed internet is interested in using this site for the purpose of installing a 25' x 28' enclosure with a satellite transmitter for area residents. They are offering to pay \$500/monthly to do so. They would also incur other incidental costs, including real and personal taxes that may be incurred. I am including their letter and concept plans. I indicated that the council may have an interest.

This is up for discussion at the meeting [January 13, 2020]. The upside is income. The downside is that it might encumber the site with a user that could compromise a future use. Even so, we could probably mitigate this.

✓ **MARY CRAPO (Update)**

The zoning, site plan, and PILOT have been approved for the 40 units of senior housing within the original building. The land sale is still pending by the school, and the state will be considering funding.

The developer offered a lease to the city, but this matter has stalled. While the maintenance and improvement of a recreational area in downtown has many intrinsic benefits, there are costs and limits as indicated in the lease mark up. I included this in the April 13th packet for discussion. In concept, a long term lease can make much sense to preserve this feature and make enhancements. However, the developer limited options for use (ballfield) and created some uncertainty with the limits on lease rights. There is also the ever-present matter of providing resources to maintain such a feature.

So, the real issue is, do we seek a ballfield area to be held in public trust (at the city's cost), or do we enable the developer to own it for their use. The park board considered this matter at their May and June meetings (with school administration input at the June meeting). There was no interest in leasing the park for a ballpark only. This appears to reflect a requirement that the owners maintain the ballfield for the school or pay the school to relocate it. If this is the case, they might see the city as a means to uphold their obligations.

The board resolved to reject the lease option as written at the May meeting and affirmed this stance in June. There is still a degree of interest for a lease if the city could maintain it as total green space or if the city had the ability to choose the recreational use.

Currently, Communities First feels the ballfield must be retained as the exclusive use of the site because that is what they feel the community desires. It appears Communities First will owe the school district \$70,000 if the ball field is removed. I communicated the findings of the park board to Communities First.

✓ **FIRE HALL ROOF (Update)**

The Public Safety roof is set to be completed by Lockhart Roofing for a fee of \$49,960. They are planning to begin the project this week and we expect it to take 1-2 weeks to complete.

✓ **COVID 19 (Update)**

I have attached our plans to incrementally bring customer service and enhanced recreation services back online. This is an amended plan based upon the unexpected lifting of restrictions by the Governor this week. Since the schedule was advanced so quickly and without warning, we had not mobilized other resources to see to the need for increased sanitation and waste services. However, we should be able to accommodate the move and get things moving.

Note that we do not expect to go back to 'normal' operations any time soon. However, we do expect to have predictable office hours and customer service back on June 8th. We expect to do so under the guidance of Executive Order 2020-91. See the attached plan for details.

Moving forward we can expect a number of direct and indirect pressures and changes that will impact our community and our city operations. Among those, I expect limits on our staff production, especially should the virus directly impact employees. We are utilizing remote (home) work operations, flexible scheduling, single occupancy vehicles (DPW), cancellation of home appointments, closure of the municipal office/park facilities, and related actions. The public will feel the impact of the office and park limits, as well as the ability of staff to freely and openly engage in routine business. This will make life slow down, plain and simple.

We can expect revenue hits. The economy is taking a remarkable beating. This will result in hardships for the residents, businesses, and other service providers. We can expect reduced state general revenue sharing, Act 51 street revenues sharing, and property values. We can also expect late utility/tax payments, foreclosures, and building activities. We are already placing a more critical eye on our expenses.

✓ **OTHER COMMUNICATIONS & HAPPENINGS (See Individual Category)**

✓ **MONTHLY REPORTS (Update)**

There are some routine reports included for your information.

✓ **BOARDS & COMMISSIONS (See Individual Category)**

✓ **PLANNING COMMISSION (No Change of Status)**

The Planning Commission met on March 10th. The meeting focused on Mary Crapo. There was public comment related to the zoning request for Mary Crapo. This included only the 2.2 acres of the 5 acre site that are related to the senior

apartment site plan. This includes the existing school, a small expansion, and related parking areas.

The commission recommended zoning the property to RM-1. The also conditionally approved the site plan. While the question of the remaining green space was not an official business item, there was a positive reception to retaining this space in the public trust moving forward.

There next meeting is scheduled for July 7. This is likely to be cancelled due to COVID 19 mitigation.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY** *(No Change of Status)*

The DDA met on March 12. There was not a quorum. Attendance is becoming a notable issue with this board.

Those present discussed plans for Family Movie Night and the potential for a micro-grant that could provide amenities in the downtown, such as benches, bike racks, and similar features.

Their tentative June meeting date is June 11.

✓ **ZONING BOARD OF APPEALS** *(No Change of Status)*

The ZBA did not have a March meeting due to COVID 19 mitigation. Their annual meeting will be postponed, which will be held with or without other business. This is expected to include training

✓ **PARKS AND RECREATION COMMISSION** *(Update)*

The Park Board had a virtual June meeting on the 3rd. The board reviewed current maintenance needs, disc golf, COVID impacts, and the Mary Crapo lease option.

These items are specifically covered elsewhere in the packet. Note that the restrooms and pavilions are stated to be fully operational by June 12. Maintenance items include much painting and clean up in Elms and Abrams, along with tree trimming, and pavilion identification. Longer term needs continue to be Abrams forestry, Abrams security, and tennis court use.

✓ **BOARD OF REVIEW** *(No Change in Status)*

The BoR met the week of March 16th and had forty-one petitions, ten disabled veteran exemptions and a few clerical issues and late personable property exemptions.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **FISCAL YEAR 2021 RECOMMENDED BUDGET** *(Business Item)*

The recommended Fiscal Year 2021 Budget Book is attached. From cover to cover, this is meant to be a very self-descriptive instrument so no additional explanation shall be provided here. The only additional note is that the resolution to approve the budget by fund is required and includes the reduced levies per the Headlee Rollback.

Council Questions, Inquiries, Requests, Comments, and Notes

Closed Session Minutes: Due to complications with reviewing and potentially discussing closed session minutes in a virtual meeting, we are delaying this item until we can convene in person or until we have more confidence in the new virtual protocols.

Miller Road Camping: The police have ensured that overnight stays are not occurring. Police are returning to normal code enforcement capacity and have been communicating with the prosecutor about this matter.

Outdoor Tavern Districts: The state may enable cities to create outdoor districts in which alcoholic beverages are permitted in an effort to compensate taverns for losses due to occupancy restrictions. This is something that I am sure our two taverns will prefer in or near the downtown.

**City of Swartz Creek
RESOLUTIONS
(Virtual) Regular Council Meeting, Monday, June 8, 2020, 7:00 P.M.**

Resolution No. 200608-4A MINUTES – May 26, 2020

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Tuesday, May 26, 2020, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 200608-5A AGENDA APPROVAL

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of June 8, 2020, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 200608-6A CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of June 8, 2020, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**Resolution No. 200608-8A RESOLUTION TO APPROVE THE FISCAL YEAR
2020-2021 CITY BUDGET**

Motion by Councilmember: _____

WHEREAS, the Swartz Creek City Council is required to approve a budget in accordance with the General Appropriations Act and Uniform Budgeting and Accounting Act; and

WHEREAS, a public hearing was posted and held in accordance with the city charter on May 26, 2020; and

WHEREAS, the Swartz Creek City Council finds the following Fund-based budget to be an accurate and desirable instrument to appropriate funds to serve the needs of the City of Swartz Creek.

THEREFORE BE IT RESOLVED, the Swartz Creek City Council hereby adopt the following 2020-2021 fiscal budget based upon the following tax mills:

General Operating Levy	4.7545 mills
Public Safety SAD	4.9000 mills
Street Levy	4.1550 mills
Sanitation Levy	2.6270 mills

101 GENERAL FUND	Estimated Beginning Fund Balance	\$	1,282,192
	<u>Estimated Revenues</u>	Adopted	
General Fund	Estimated Operating Revenues	2,518,610	
		<u>2,518,610</u>	
	<u>Appropriations</u>	Adopted	
General Government	Activities 000-299	404,410	
Public Safety	Activities 301-399	1,297,827	
Public Works	Activities 400-799	547,718	
Other Government	Activities 800-999	201,268	
		<u>2,451,222</u>	
		<u>2,451,222</u>	
	Effect on General Fund's Fund Balance		67,388
	Estimated Ending Fund Balance June 30, 2021	\$	1,349,580

202 MAJOR STREETS	Estimated Beginning Fund Balance	\$	697,232
	<u>Estimated Revenues</u>	Adopted	
Major Streets Fund	Estimated Operating Revenues	457,875	
		<u>457,875</u>	
	<u>Appropriations</u>	Adopted	
General Government	Activities 101-299	1,000	
Public Safety	Activities 301-399	0	
Public Works	Activities 400-799	430,855	
Other Government	Activities 800-999	100,000	
		<u>531,855</u>	
		<u>531,855</u>	

Effect on Major Street's Fund Balance

(73,980)

Estimated Ending Fund Balance June 30, 2021	\$ 623,252
--	-------------------

203 LOCAL STREETS FUND Estimated Beginning Fund Balance 702,932.76

<u>Estimated Revenues</u>	<u>Adopted</u>
Local Streets Fund Estimated Operating Revenue	659,000
	<u>659,000</u>
<u>Appropriations</u>	<u>Adopted</u>
General Government Activities 101-299	1,000
Public Safety Activities 301-399	0
Public Works Activities 400-799	547,695
Other Government Activities 800-999	0
	<u>548,695</u>
	<u>548,695</u>

Effect on Local Streets Fund's Fund Balance

110,305

Estimated Ending Fund Balance June 30, 2021	\$ 813,238
--	-------------------

204 MUNICIPAL STREET FUND Estimated Beginning Fund Balance 55,563.83

<u>Estimated Revenues</u>	<u>Adopted</u>
Municipal Street Fund Estimated Revenue	651,580
	<u>651,580</u>
<u>Appropriations</u>	<u>Adopted</u>
General Government Activities 101-299	0
Public Safety Activities 301-399	0
Public Works Activities 400-799	0
Other Government Activities 800-999	667,917
	<u>667,917</u>

Effect on Municipal Street Fund's Fund Balance

(16,337)

Estimated Ending Fund Balance June 30, 2021	\$ 39,227
--	------------------

226 GARBAGE FUND Estimated Beginning Fund Balance \$ 326,732

<u>Estimated Revenues</u>	<u>Adopted</u>
Garbage Fund Estimated Operating Revenue	415,025

<u>415,025</u>
Adopted
General Government Activities 000-299 43,372
Public Safety Activities 301-399 0
Public Works Activities 400-799 369,964
Other Government Activities 800-999 0
<u>413,336</u>

Effect on Garbage Fund's Fund Balance

1,689

Estimated Ending Fund Balance June 30, 2021	\$ 328,421
248 DDA FUND Estimated Beginning Fund Balance	\$ 32,767

Estimated Revenues	Adopted
DDA Fund Estimated Operating Revenue	68,962
	<u>68,962</u>

Appropriations	Adopted
General Government Activities 101-299	2,820
Public Safety Activities 301-399	0
Public Works Activities 400-799	44,395
Other Government Activities 800-999	0
	<u>47,215</u>
	<u>47,215</u>

Effect on Local Streets Fund's Fund Balance

21,747

Estimated Ending Fund Balance June 30, 2021	\$ 54,514
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350 CITY HALL DEBT FUND Estimated Beginning Fund Balance	\$ 2,339
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Estimated Revenues	Adopted
City Hall Debt Fund Estimated Revenue	100,365
	<u>100,365</u>

Appropriations	Adopted
General Government Activities 101-299	0
Public Safety Activities 301-399	0
Public Works Activities 400-799	0
Other Government Activities 800-999	101,118
	<u>101,118</u>

Effect on City Hall Debt Fund's Fund

Balance

(753)

Estimated Ending Fund Balance June 30, 2021	\$ 1,586
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402 FIRE EQUIPMENT FUND Estimated Beginning Fund Balance	\$ 106,947
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Estimated Revenues

Adopted

Fire Equipment Replacement Fund Est
Operating Rev.

75,011

75,011

Appropriations

Adopted

General Government Activities 101-299
Public Safety Activities 301-399
Public Works Activities 400-799
Other Government Activities 800-999

0

3500

0

0

3500

3500

Effect on Fire Equip Replacement Fund's Fund Balance

71,511

Estimated Ending Fund Balance June 30, 2021	\$ 178,458
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590 WATER FUND Estimated Beginning Fund Balance	\$ 6,003,942
--	---------------------

Estimated Revenues

Adopted

Water Supply Fund Estimated Operating
Revenue

2,232,000

2,232,000

Appropriations

Adopted

General Government Activities 000-299
Public Safety Activities 301-399
Public Works Activities 400-799
Other Government Activities 800-999

150,060

2,343,520

99,579

2,593,159

2,593,159

Effect on Water Supply Fund's Fund

Balance

(361,159)

Estimated Ending Fund Balance June 30, 2021	\$ 5,642,782
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**WATER FUND EXPENSES INCLUDE \$252,700 IN
DEPRECIATION**

591 SEWER FUND Estimated Beginning Fund Balance	\$	7,455,936
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<u>Estimated Revenues</u>	<u>Adopted</u>
Sanitary Sewer Fund Estimated Operating Revenue	1,272,700
	1,272,700

<u>Appropriations</u>	<u>Adopted</u>
General Government Activities 000-299	147,714
Public Safety Activities 301-399	0
Public Works Activities 400-799	1,351,777
Other Government Activities 800-999	0
	1,499,490
	1,499,490

Effect on Sanitary Sewer Fund's Fund Balance		(226,790)
Estimated Ending Fund Balance June 30, 2021	\$	7,229,145

SEWER FUND EXPENSES INCLUDE \$270,000 IN DEPRECIATION

661 MOTOR POOL FUND Estimated Beginning Fund Balance	\$	449,240
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<u>Estimated Revenues</u>	<u>Adopted</u>
Motor Pool Fund Estimated Operating Revenue	234,250
	234,250

<u>Appropriations</u>	<u>Adopted</u>
General Government Activities 101-299	19,158
Public Safety Activities 301-399	0
Public Works Activities 400-799	386,681
Other Government Activities 800-999	0
	405,839
	405,839

Effect on Motor Pool Fund's Fund Balance		(171,589)
Estimated Ending Fund Balance June 30, 2021	\$	277,651

MOTOR POOL EXPENSES INCLUDE \$24,000 IN DEPRECIATION

Total Estimated Revenues	\$8,685,378
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Total All Funds Appropriations

\$9,263,347

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 05/26/2020**

The virtual meeting was called to order at 7:00 p.m. by Mayor Krueger in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance.

Councilmembers Present: Cramer, Farmer, Gilbert, Hicks, Krueger, Pinkston, Henry.

Councilmembers Absent: None.

Staff Present: City Manager Adam Zettel, Clerk Connie Olger, Treasurer Deanna Korth, City Attorney Chris Stritmatter.

Others Present: Lania Rocha, Metro PD Chief Bade, Steve Long, Samantha Fountain.

APPROVAL OF MINUTES

Resolution No. 200526-01

(Carried)

Motion by Councilmember Henry
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday May 11, 2020 to be circulated and placed on file.

YES Farmer, Gilbert, Hicks, Krueger, Pinkston, Henry, Cramer.
NO: None. Motion Declared Carried.

APPROVAL OF AGENDA

Resolution No. 200526-02

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as, printed for the Regular Council Meeting of May 26, 2020, to be circulated and placed on file.

YES: Gilbert, Hicks, Krueger, Pinkston, Henry, Cramer, Farmer.
NO: None. Motion Declared Carried.

CITY MANAGER’S REPORT

Resolution No. 200526-03

(Carried)

Motion by Councilmember Farmer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager’s Report of May 26, 2020, including reports and communications to be circulated and placed on file.

Discussion Ensued.

YES: Hicks, Krueger, Pinkston, Henry, Cramer, Farmer, Gilbert.
NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Steve Long 5356 Worchester, commented on the rules of the outdoor alcohol carry out and the Lovegrove’s building.

COUNCIL BUSINESS:

FISCAL YEAR 2020 BUDGET

PUBLIC HEARING

Open: 7:19 p.m.

Mr. Zettel commented budget instrument is included in this council packet. All funds are conservatively looking balanced.

Closed 7:31 p.m.

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR REHABILITATION FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.

Resolution No. 200526-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Cramer

WHEREAS, the City of Swartz Creek is applying for \$165,850 in funding through MDOT from the Transportation Economic Development Category B Program to construct paving rehabilitation improvements on Hill Road

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the City has authorized Mr. Andrew Harris, P.E., City Engineer, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the City attests to the existence of, and commits to, providing at least \$178,850 toward the construction costs of the project(s), and all costs for design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the City commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

Discussion Ensued.

YES: Krueger, Pinkston, Henry, Cramer, Farmer, Gilbert, Hicks.

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE ANNUAL COVERAGE AND PAYMENT FOR GENERAL AND LIABILITY INSURANCE OF THE CITY TO MEADOWBROOK

Resolution No. 200526-05

(Carried)

Motion by Councilmember Gilbert

Second by Councilmember Henry

WHEREAS, the City of Swartz Creek has a need to insure property, equipment, and services that it owns and provides; and

WHEREAS, the City of Swartz Creek has been engaged in risk management with the Michigan Municipal League Liability and Property Pool, as serviced by Meadowbrook Insurance Group since 1985; and

WHEREAS, the City of Swartz Creek finds this professional service to meet or exceed financial expectations, as well as the staffing and service needs of the city.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek appropriate and approve payment for an amount not to exceed \$46,139 to Michigan Municipal

League Meadow Brook Insurance, payment of the City's annual 2020-2021 premiums for property and liability insurance, funds to be apportioned to reflect departmental coverage as noted in the invoice.

YES: Pinkston, Henry, Cramer, Farmer, Gilbert, Hicks, Krueger.

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

None.

REMARKS BY COUNCILMEMBERS:

Councilmember Gilbert commented for everyone to stay safe & healthy.

Councilmember Hicks asked Chief Bade if any of the summer programs are going to happen this year. Chief Bade replied that all programs are cancelled this year.

Councilmember Cramer gave update on the census. He said Fine Arts were not sure about concerts at this time. He asked about the summer movies. Mr. Zettel replied that they are going to try to still have the program.

Councilmember Henry commented there was no flooding in the village during the last storm.

Mayor Krueger commented about rescheduling movies and possibly extending the dates.

ADJOURNMENT

Resolution No. 200526-06

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Henry

I Move the Swartz Creek City Council adjourn the regular meeting at 7:38 p.m.

Unanimous Voice Vote.

David A. Krueger, Mayor

Connie Olger, City Clerk

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT					
05/07/2020	47843	S-00000201	BETTY SHANNON	JAN, FEB & MARCH 2020 CONTRACT REIM RETI	370.68
05/07/2020	47844	B-00000040	BS & A SOFTWARE	ANNAUL SUPPORT 5/1/20-5/1/21 DEL TAX/UB/	4,846.00
05/07/2020	47845	C-00000001	C & H CONSTRUCTION CO INC	ELMS PARK SIDEWALK MAINTENANCE	3,985.00
05/07/2020	47846	C-00000178	CHASE CARD SERVICES	MONTHLY STATEMENT 3/22-4/21/20	261.73
05/07/2020	47847	C-00000148	CITY OF SWARTZ CREEK	REIMB PETTY CASH THRU 5/5/20	170.49
05/07/2020	47848	C-00000095	COMCAST BUSINESS	CITY HALL MONTHLY INVOICE 4/26-5/25/20	143.30
05/07/2020	47849	C-00000056	CONSUMERS ENERGY	8011 MILLER RD3/31-4/29/20	25.36
05/07/2020	47850	C-00000056	CONSUMERS ENERGY	8095 CIVIC DR 3/31-4/29/20	395.01
05/07/2020	47851	C-00000056	CONSUMERS ENERGY	5361 WINSHALL DR #2 RESTRMS 9987 3/31-4/	26.70
05/07/2020	47852	C-00000056	CONSUMERS ENERGY	9099 MILLER RD 3/31-4/29/20	29.66
05/07/2020	47853	C-00000056	CONSUMERS ENERGY	5361 WINSHALL DR 8369 3/31-4/29/20	26.97
05/07/2020	47854	C-00000056	CONSUMERS ENERGY	5257 WINSHALL DR 3/31-4/29/20	25.90
05/07/2020	47855	C-00000056	CONSUMERS ENERGY	8499 MILLER RD 3/31-4/27/20	27.76
05/07/2020	47856	C-00000056	CONSUMERS ENERGY	8059 FORTINO DR 3/31-4/29/20	31.40
05/07/2020	47857	C-00000056	CONSUMERS ENERGY	4510 MORRISH RD 3/31-4/29/20	35.22
05/07/2020	47858	C-00000056	CONSUMERS ENERGY	5015 HOLLAND DR LOT LIGHTS 3/31-4/29/20	33.08
05/07/2020	47859	C-00000056	CONSUMERS ENERGY	5121 MORRISH RD 3/31-4/29/20	521.30
05/07/2020	47860	C-00000056	CONSUMERS ENERGY	8083 CIVIC DR 3/31-4/29/20	504.96
05/07/2020	47861	C-00000056	CONSUMERS ENERGY	48473 LED LIGHT RD WORCHESTER/CHESTERFIE	23.93
05/07/2020	47862	R-00000068	DAVE WRIGHT	PAVALION CANCELLATION 7/18/20	220.00
05/07/2020	47863	E-00000048	ENERGY REDUCTION COALITION	EXCESS BENEFIT PAYMENT	1,136.79
05/07/2020	47864	F-00000070	FAMILY FARM AND HOME INC	APRIL 2020 INVOICES	45.94
05/07/2020	47865	G-00000042	GILL ROYS HARDWARE	APRIL 2020 INVOICES LESS DISCOUNT	357.35
05/07/2020	47866	G-00000057	GRAND TRUNK WESTERN RAILROAD	EML/RR CROSSING MAINT 5/1/20-4/30/20	3,459.00
05/07/2020	47867	G-00000139	GRANITE INLINER LLC	SWR LINING PH 9 BRADY/FORD/MAPLE/FAIRCLD	64,141.00
05/07/2020	47868	MISC	HELEN M OPRE	UB REFUND FOR 4486 SPRINGBROOK	81.94
05/07/2020	47869	I-00000040	INA STORE INC	PARTS CASE/SHIPPING	263.46
				PARTS CASE/SHIPPING	128.47
				PARTS CASE	156.88
					548.81
05/07/2020	47870	I-00000036	INTEGRITY BUSINESS SOLUTIONS	SOAP	52.99
				DISINFECTANT (3)	22.47
				BLEACH	28.99
				GLOVES (2 BX)	27.00
				GLOVES	8.10
					139.55
05/07/2020	47871	V-00000031	JAMS MEDIA LLC	CENSUS/ORDIN 447	276.10
05/07/2020	47872	R-00000068	JOANNA MCNABB	ELMS PARK REFUND 7/18/20	220.00
05/07/2020	47873	J-00000024	JOHNS TRUCK SERVICE	REPLACE WHEEL BEARINGS AND TIE ROD END	300.00
				REPLACE BRACKET FOR REAR SCREENS	200.00
					500.00
05/07/2020	47874	L-00000061	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	820.00
				MOW & TRIM CITY PROPERTIES	820.00
				MOW & TRIM CITY PROPERTIES	820.00
					2,460.00
05/07/2020	47875	K-00000013	KNAPHEIDE TRUCK EQUIPMENT	PLOW DEFLECTOR	229.40
05/07/2020	47876	R-00000068	KRISTINA CHARLES	PAVILION CANCELLATION ABRAMS PARK 2/20/2	170.00
05/07/2020	47877	L-00000065	LEGACY ASSESSING SERVICES INC	ASSESSING SERVICES MAY 2020	2,618.00
05/07/2020	47878	M-00000216	MICHIGAN LUMBER CO	LUMBER	30.96
05/07/2020	47879	H000000047	MIDWEST MOTOR SUPPLY CO INC	VINDICATOR-E GALLON	84.00
05/07/2020	47880	R-00000068	MIKE COMPTON	PAVILION CANCELLATION 6/13/20	220.00
05/07/2020	47881	O-00000025	OHM ADVISORS	USDA WATERMAIN IMPROVEMENT PROJ	1,164.50

05/07/2020	47882	O-00000025	OHM ADVISORS	SPRINGBROOK E CONST SERVICES	715.25
05/07/2020	47883	O-00000025	OHM ADVISORS	DYE TO ELMS TRAIL	900.00
05/07/2020	47884	O-00000025	OHM ADVISORS	SITE PLAN REVIEW - MARY CRAPO	342.50
05/07/2020	47885	O-00000025	OHM ADVISORS	MDNR TRUST FUND AND TAP GRANT	3,120.00
05/07/2020	47886	P-00000013	PITNEY BOWES INC.	EML/LEASING CHARGES	144.12
05/07/2020	47887	R-00000046	RWS OF MID MICHIGAN	FY20 GARBAGE/RECYCLING/YARD WASTE APRIL	23,739.27
05/13/2020	47888	B-00000040	BS & A SOFTWARE	TIMESHEETS.NET/ONLINE EMPL SELF SERVICE	3,210.00
05/13/2020	47889	C-00000095	COMCAST BUSINESS	MONTHLY INVOICE 4/29-5/28/20	279.00
05/13/2020	47890	C-00000177	COMMUNITY IMAGE BUILDERS	MARY CRAPO PROJECT	142.00
05/13/2020	47891	C-00000056	CONSUMERS ENERGY	STREET LIGHTS 1294 4/1-4/30/20	7,256.94
05/13/2020	47892	C-00000056	CONSUMERS ENERGY	4125 ELMS RD PAVILION 4437 4/2-5/3/20	32.75
05/13/2020	47893	C-00000056	CONSUMERS ENERGY	6425 MILLER PARK & RIDE 4/2-5/3/20	82.96
05/13/2020	47894	C-00000056	CONSUMERS ENERGY	4125 ELMS RD 4353 A 4/2-5/3/20	28.58
05/13/2020	47895	C-00000056	CONSUMERS ENERGY	8100 CIVIC DR 4/1-4/30/20	951.62
05/13/2020	47896	C-00000056	CONSUMERS ENERGY	48473 LED LIGHT RD WORCHESTER/CHESTERFIE	1,009.89
05/13/2020	47897	C-00000056	CONSUMERS ENERGY	8301 CAPPY LN A 4/1-4/30/20	257.62
05/13/2020	47898	C-00000056	CONSUMERS ENERGY	TRAFFIC LIGHTS 1781 4/1-4/30/20	414.84
05/13/2020	47899	C-00000056	CONSUMERS ENERGY	4524 MORRISH RD 4/1-4/30/20	53.26
05/13/2020	47900	C-00000056	CONSUMERS ENERGY	SIRENS TRAFFIC LIGHTS 1997 4/1-4/30/20	27.45
05/13/2020	47901	C-00000056	CONSUMERS ENERGY	ELMS PARKING LOT AREA LIGHTS 2300 4/1-4/	33.68
05/13/2020	47902	F-00000071	FIDELITY SECURITY LIFE INSUR/EYEMED	MAY 2020 VISION RETIREES (5) LESS FEB AD	26.24
05/13/2020	47903	F-00000026	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	5.00
05/13/2020	47904	I-00000036	INTEGRITY BUSINESS SOLUTIONS	GLOVES 3 BOXES	23.40
				GLOVES 1 BOX	9.21
				DISINFECTANT	87.16
				HAND SANITIZER 4 GALLONS	179.96
				CLOROX DISINFECTING WIPES	47.68
					347.41
05/13/2020	47905	L-00000061	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	820.00
05/13/2020	47906	H000000047	MIDWEST MOTOR SUPPLY CO INC	VINDICATOR-E GALLON (2)	168.00
05/13/2020	47907	S-00000032	SIMEN FIGURA & PARKER PLC	MONTHLY INVOICE APRIL 2020	2,058.00
05/13/2020	47908	S-00000075	SUBURBAN AUTO SUPPLY	IDLER PULLER	34.99
				BATTERY	159.99
				7 BLADE/4 FLAT ADPTR	10.99
					205.97
05/13/2020	47909	S-00000086	SWARTZ CREEK AREA FIRE DEPT.	FIRE SERVICE APRIL 2020	1,391.99
05/13/2020	47910	V-00000032	VERIZON WIRELESS	MONTHLY INVOICE 4/2/20-5/1/20	468.12
05/13/2020	47911	W-00000002	WALDORF AND SONS INC	CLEAN SEWER MAIN 7482 COUNTRY MEADOW	600.00
05/21/2020	47912	P-00000098	BFT LP	TRASH CAN LINERS (500)	86.99
05/21/2020	47913	R-00000069	BIO-SERV CORPORATION	PEST CONTROL LIBRARY-SR CENTER	57.00
05/21/2020	47914	B-00000029	BLUE CARE NETWORK-EAST MI	RETIREE HEALTH JUNE 2020 CLOLINGER	1,383.61
				COBRA JUNE 2020 O'BRIEN	684.42
					2,068.03
05/21/2020	47915	G-00000022	GEN CTY ROAD COMMISSION	APRIL 2020 S-MTCE & OPERATIONS	13.29
05/21/2020	47916	G-00000033	GENESEE CTY DRAIN COMMISSIONER	WATER 3/25-4/30/20 2,007,510 CF	126,931.83
05/21/2020	47917	I-00000036	INTEGRITY BUSINESS SOLUTIONS	MASKS 1 BOX	80.00
				MASKS 4 BOXES	143.96
				GLOVES (2 BX)	14.98
					238.94
05/21/2020	47918	MISC	JENNIFER FERGUSON	UB REFUND FOR 9265 CEDAR CREEK	320.95
05/21/2020	47919	R-00000068	MARY H GUZMAN-MUNOZ	ELMS PARK REFUND PAV #2 7-19-20	220.00
05/21/2020	47920	M-00000243	METRO POLICE AUTH OF GENESEE COUNTY	MAY 2020 ORDIN FEES	267.30
05/21/2020	47921	M-00000216	MICHIGAN LUMBER CO	CASING	6.56
05/21/2020	47922	H000000047	MIDWEST MOTOR SUPPLY CO INC	DISINFECTANT (2)	138.00
05/21/2020	47923	P-00000078	PARAGON LABORATORIES INC	WATER SAMPLES WO SWARTZ CREEK	1,008.00
				WATER SAMPLES WO SWARTZ CREEK	727.00

					1,735.00
05/21/2020	47924	P-00000027	PRINTING SYSTEMS	AV APPLICATIONS	93.50
				QVF AV APPS	28.52
					<u>122.02</u>
05/21/2020	47925	S-00000174	SELF SERVE LUMBER CO.	LUMBER	31.38
05/21/2020	47926	S-00000214	SUPER FLITE OIL CO INC	FUEL - DPW APRIL 2020	553.12
05/21/2020	47927	U-00000005	UNUM LIFE INSURANCE	JUNE 2020 RETIREE LIFE (4)	49.73
05/27/2020	47928	S-00000117	STATE OF MICHIGAN-DEPART. TREA	WATER SUPPLY SYSTEM REVENUE BOND CLOSING	588.00
					<u>271,848.39</u>
GEN TOTALS:					
Total of 86 Checks:					271,848.39
Less 0 Void Checks:					0.00
Total of 86 Disbursements:					<u>271,848.39</u>

City of Swartz Creek

Building Permit List

2020

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
Building							
PB1900096	05/29/20	POWELL, SARAH		58-02-501-099	\$0	\$125.00	5153 OAKVIEW DR 48473-Demolish Structure
PB2000009	05/12/20	Wolgast Corporation-Grand Raj	(616) 949 6868	58-02-100-006	\$4,392,782	\$14,288.00	1 DRAGON DRIVE 48473 School Project
PB2000018	05/06/20	KUNZ, DAVID		58-02-528-002	\$1,500	\$135.00	8103 MILLER RD 48473-Siding
PB2000019	05/06/20	HOEDEMAN, MICHAEL & K		58-36-527-009	\$7,000	\$135.00	7024 PARK RIDGE PKWY 48473-Res Utility Building
PB2000020	05/13/20	Lockhart Roofing Co.	(810) 235 9866	58-02-503-092	\$0	\$100.00	5151 WINSHALL DR 48473-Roofing
PB2000021	05/26/20	GENTRY, ERIC		58-03-526-006	\$0	\$100.00	9056 CHESTERFIELD DR 48473-Roofing
PB2000022	05/26/20	WOODSIDE BUILDERS, INC	(810) 635 2227	58-36-676-050	\$173,099	\$1,040.00	7177 LINDSEY DR 48473 Res Single Family
PB2000023	05/29/20	Hanson's Window & Constructi	(248) 581 3030	58-36-527-013	\$20,567	\$100.00	7056 PARK RIDGE PKWY 48473-Roofing

Total: 8 Permits Value: \$4,594,948 Fee Total: \$16,023.00 Total Number of Dwelling Units 1

Electrical

PE2000018	05/15/20	Holland Heating & Cooling Inc	(810) 653 4328	58-35-576-039	\$0	\$210.00	8048 MILLER RD 1 48473-Electrical
PE2000019	05/22/20	Ted's Electric Service, Inc.	(989) 689 6241	58-02-100-006	\$0	\$796.00	1 DRAGON DRIVE 48473 Electrical

Total: 2 Permits Value: \$0 Fee Total: \$1,006.00 Total Number of Dwelling Units 0

Mechanical

PM200022	05/20/20	Holland Heating & Cooling	(810) 653 4328	58-03-533-201	\$0	\$160.00	5463 SEYMOUR RD 48473-Mechanical
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Total: 1 Permits Value: \$0 Fee Total: \$160.00 Total Number of Dwelling Units 0

City of Swartz Creek Building Permit List 2020

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
Right of Way							
PROW-0167	05/06/20	CONSUMERS ENERGY COM		58-02-501-111	\$0 \$100.00	5239 OAKVIEW DR	48473-Right of way
PROW-0168	05/18/20	CONSUMERS ENERGY COM		58-03-533-187	\$0 \$100.00	9111 NORBURY DR	48473-Right of way
PROW-0169	05/13/20	SWARTZ CREEK COMM SCI		58-35-200-019	\$0 \$100.00	4110 MORRISH RD	48473 Right of way
PROW-0170	05/26/20	WOODSIDE BUILDERS, INC	(810) 635 2227	58-36-676-050	\$0 \$100.00	7177 LINDSEY DR	48473 Right of way

Total:	4 Permits	Value: \$0	Fee Total: \$400.00	Total Number of Dwelling Units	0
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Zoning

PZ20-0003	05/06/20	OCENASEK, NANCY	(810) 635 2657	58-36-551-006	\$0 \$25.00	7557 MASON ST	48473-Shed
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Total:	1 Permits	Value: \$0	Fee Total: \$25.00	Total Number of Dwelling Units	0
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Permit Total: 16 Value: \$4,594,948 Fee Total: \$17,614.00

Permit.DateIssued Between 5/1/2020 12:00:00 AM AND 5/31/2020 11:59:59 PM

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
5067 MORRISH RD	58-01-100-023	Site Inspection	05/07/2020	05/07/2020	Violation(s)
104 ASHLEY CIR	58-35-776-104	Final	05/12/2020	05/12/2020	Approved
5067 MORRISH RD	58-01-100-023	Status	05/13/2020	05/13/2020	No Change
5121 SCHOOL ST	58-02-526-016	Ordinance	05/13/2020	05/13/2020	No Violation
5228 DON SHENK DR	58-02-503-007	Service	05/13/2020	05/13/2020	Approved
8048 MILLER RD 1	58-35-576-039	Rough	05/14/2020	05/14/2020	Approved
8006 MILLER RD	58-35-576-048	NOV Letter	05/18/2020	05/18/2020	Violation(s)
4534 RAUBINGER RD	58-01-501-014	NOV Letter	05/18/2020	05/18/2020	Violation(s)
4061 ELMS RD	58-31-501-002	Final	05/18/2020	05/18/2020	Approved
3269 HERITAGE BLVD	58-30-651-096	Rough-Basement	05/19/2020	05/19/2020	Approved
8024 MILLER RD	58-35-576-043	Final	05/19/2020	05/19/2020	Approved
5067 MORRISH RD	58-01-100-023	Status	05/20/2020	05/20/2020	No Change
8041 MAPLE ST	58-02-530-012	Ordinance	05/20/2020		
6280 MILLER RD	58-31-200-006	Citation	05/20/2020		
5021 SCHOOL ST	58-02-526-003	Ordinance	05/20/2020		
5021 SCHOOL ST	58-02-526-003	Ordinance	05/20/2020		
5125 MC LAIN ST	58-02-526-042	Rough-Reinspection	05/20/2020	05/20/2020	Approved
3500 ELMS RD	58-25-576-007	Ordinance	05/21/2020		
4062 MORRISH RD	58-35-200-005	Ordinance	05/21/2020		
4322 ELMS RD	58-36-577-007	Ordinance	05/21/2020		
5125 MC LAIN ST	58-02-526-042	Ordinance	05/21/2020		
4138 ELMS RD	58-36-200-009	Ordinance	05/21/2020		
5286 MILLER RD	58-29-551-020	Ordinance	05/21/2020		
5292 SEYMOUR RD	58-03-531-062	Ordinance	05/21/2020		
5387 MILLER RD	58-32-100-006	Ordinance	05/21/2020		
6133 BRISTOL RD	58-31-526-010	Ordinance	05/21/2020		
7006 YARMY DR	58-36-526-074	Ordinance	05/21/2020		
7221 BRISTOL RD	58-36-200-020	Ordinance	05/21/2020		
7281 BRISTOL RD	58-36-100-008	Ordinance	05/21/2020		
8012 MAPLE ST	58-02-530-045	Ordinance	05/21/2020		
8056 MAPLE ST	58-02-530-030	Ordinance	05/21/2020		
8078 MAPLE ST	58-02-530-008	Ordinance	05/21/2020		
8090 MAPLE ST	58-02-530-010	Ordinance	05/21/2020		
4290 MORRISH RD	58-35-400-001	Ordinance	05/21/2020		
4306 MORRISH RD	58-35-576-016	Ordinance	05/21/2020		
5120 WINSTON DR	58-02-501-047	Ordinance	05/21/2020		

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
5261 OAKVIEW DR	58-02-501-114	Ordinance	05/21/2020		
7550 MILLER RD	58-36-552-010	Ordinance	05/21/2020		
7566 MILLER RD	58-36-552-007	Ordinance	05/21/2020		
1 DRAGON DRIVE	58-02-100-006	Footing-Bleachers	05/21/2020	05/21/2020	Approved
5372 WINSHALL DR	58-03-580-009	Final	05/21/2020	05/21/2020	Approved
3259 ELMS RD	58-30-300-001	Rough	05/21/2020	05/21/2020	Approved
7025 YARMY DR	58-36-526-023	Reinspection	05/26/2020	05/26/2020	Complied
8067 MILLER RD	58-02-529-021	Site Visit	05/26/2020	05/26/2020	Approved
5153 OAKVIEW DR	58-02-501-099	Status	05/27/2020	05/27/2020	No Change
4301 ELMS RD	58-31-551-006	Status	05/27/2020	05/27/2020	No Change
4534 RAUBINGER RD	58-01-501-014	Status	05/27/2020	05/27/2020	Partially Comple
5375 SEYMOUR RD	58-03-533-031	Ordinance	05/27/2020		
4062 MORRISH RD	58-35-200-005	Ordinance	05/27/2020	05/27/2020	Violation(s)
5078 WINSTON DR	58-02-501-068	Ordinance	05/28/2020	05/28/2020	Violation(s)
8006 MILLER RD	58-35-576-048	Status	05/28/2020	05/28/2020	Complied
5095 MC LAIN ST	58-02-526-037	Ordinance	05/28/2020	05/28/2020	Violation(s)
5067 MORRISH RD	58-01-100-023	Status	05/28/2020	05/28/2020	No Change
11 KINGSLEY	58-35-776-011	Progress	05/28/2020	05/28/2020	Not Ready
11 KINGSLEY	58-35-776-011	Final	05/28/2020	05/28/2020	Approved
11 KINGSLEY	58-35-776-011	Final	05/28/2020	05/28/2020	Approved

Inspections: 56

Population: All Records

Inspection.DateTimeScheduled Between 5/1/2020 12:00:00 AM AND 5/31/2020 11:59:59 PM

Enforcements By Category

06/01/20

BLIGHT

Enforcement Number	Address	Status	Filed	Closed
E20-006	5121 SCHOOL ST	No Violation	05/12/20	05/13/20
E20-007	5078 WINSTON DR	Violation	05/14/20	
E20-008	8006 MILLER RD	Closed	05/18/20	05/28/20
E20-009	4534 RAUBINGER RD	Violation	05/18/20	
E20-010	8041 MAPLE ST	Inspection Pending	05/18/20	
E20-012	5021 SCHOOL ST	Inspection Pending	05/20/20	

Total Entries: 6

BUILDING VIOLATIONS

Enforcement Number	Address	Status	Filed	Closed
E20-005	5067 MORRISH RD	Stop work order pos	05/04/20	
E20-038	4062 MORRISH RD	Violation	05/27/20	

Total Entries: 2

PARKING

Enforcement Number	Address	Status	Filed	Closed
E20-011	6280 MILLER RD	Violation	05/20/20	

Total Entries: 1

UNLICENSED VEHICLES

Enforcement Number	Address	Status	Filed	Closed
E20-036	5095 MC LAIN ST	Violation	05/26/20	

Total Entries: 1

WEED COMPLAINT

Enforcement Number	Address	Status	Filed	Closed
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Enforcements By Category

06/01/20

E20-013	5021 SCHOOL ST		05/20/20
E20-014	3500 ELMS RD	Inspection Pending	05/21/20
E20-015	4062 MORRISH RD	Inspection Pending	05/21/20
E20-016	4322 ELMS RD	Inspection Pending	05/21/20
E20-017	5125 MC LAIN ST	Inspection Pending	05/21/20
E20-018	4138 ELMS RD	Inspection Pending	05/21/20
E20-019	5286 MILLER RD	Inspection Pending	05/21/20
E20-020	5292 SEYMOUR RD	Inspection Pending	05/21/20
E20-021	5387 MILLER RD	Inspection Pending	05/21/20
E20-022	6133 BRISTOL RD	Inspection Pending	05/21/20
E20-023	7006 YARMY DR	Inspection Pending	05/21/20
E20-024	7221 BRISTOL RD	Inspection Pending	05/21/20
E20-025	7281 BRISTOL RD	Inspection Pending	05/21/20
E20-026	8012 MAPLE ST	Inspection Pending	05/21/20
E20-027	8056 MAPLE ST	Inspection Pending	05/21/20
E20-028	8078 MAPLE ST	Inspection Pending	05/21/20
E20-029	8090 MAPLE ST	Inspection Pending	05/21/20
E20-030	4290 MORRISH RD	Inspection Pending	05/21/20
E20-031	4306 MORRISH RD	Inspection Pending	05/21/20
E20-032	5120 WINSTON DR	Inspection Pending	05/21/20
E20-033	5261 OAKVIEW DR	Inspection Pending	05/21/20
E20-034	7550 MILLER RD	Inspection Pending	05/21/20
E20-035	7566 MILLER RD	Inspection Pending	05/21/20
E20-037	5375 SEYMOUR RD	Inspection Pending	05/27/20

Total Entries: 24

Total Records: 34

City Council Packet

Population: All Records

Enforcement.DateFiled Between 5/1/2020 12:00:00 AM AND 5/31/2020 11:59:59 PM

June 8, 2020

DPS ACTIVITY

MAY 2020

	<u>REGULAR</u>	<u>HOLIDAY</u>	<u>VACATION</u>	<u>ABSENT</u>	<u>OT</u>	<u>DT</u>
101 GENERAL FUND						
262.0 ELECTIONS						
345.0 P S BLDG	12.40			2.15		
410.0 BUILDING/ZONING/PLAN	12.00					
781.0 AMPHI-PARK	0.50					
782.0 ABRAMS PARK	7.80					
783.0 ELMS PARK	74.60			0.44		
784.0 BICENT. PARK	8.00					
790.0 SENIOR CENTER/LIBRA	6.30					
793.0 CITY HALL	35.00			0.01		
794.0 COMM PROMO	2.40					
796.0 CEMETERY	1.00					
202 MAJOR STREET FUND						
429.0 SAFETY						
441.0 PARK & RIDE	6.25					
463.0 STREET MAIN	50.30		0.44	0.81		
474.0 TRAFFIC	6.00			0.03		
478.0 SNOW & ICE						
482.0 ADMIN	89.30					
203 LOCAL STREET FUND						
429.0 SAFETY	0.50					
463.0 STREET MAIN	69.80		4.00	1.08		
474.0 TRAFFIC						
478.0 SNOW & ICE						
482.0 ADMIN	33.60					
226 GARBAGE FUND						
528.0 COLLECT	9.80					
530.0 WOODCHIPPING	107.80			7.95		
782.0 ABRAMS PARK GARBAGE	8.00					
783.0 ELMS PARK GARBAGE	18.50					
793.0 CITY HALL	0.68					
590 WATER						
540.0 WATER SYSTEM	347.50		0.78	20.50		2.00
540.0 WATER-ON CALL						
542.0 READ & BILL	6.25			0.54		
793.0 CITY HALL	1.69					
591 SEWER						
536.0 SEWER SYSTEM	126.00			1.55	9.00	
536.0 SEWER-ON CALL						
537.0 LIFT STATION	14.80					
542.0 READ & BILL	1.75			0.54		
793.0 CITY HALL	1.68					
661 MOTOR POOL FUND						
795.0 CITY GARAGE	171.80		2.78	1.40		
			60.00	5.00		
DAILY HOURS TOTAL	1232.00	0.00	68.00	42.00	9.00	2.00

Public Works
Monthly Work Orders

06/01/20

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
DRAN20-0074 COMPLETED	MI10-006273-0000-01	CORNERSTONE BAPTIST CHURCH 6273 MILLER RD	05/18/20 05/19/20	STORM DRAINS
DRAN20-0075	DU10-005396-0000-01	MOLZER, LISA 5396 DURWOOD DR	05/21/20	STORM DRAINS
FNRD20-1734 COMPLETED	DU10-005388-0000-03	DURIANCIK, DAVID 5388 DURWOOD DR	05/05/20 05/05/20	FINAL READ
FNRD20-1735 COMPLETED	MI10-008196-0000-01	THOMPSON, JAMES E 8196 MILLER RD	05/11/20 05/11/20	FINAL READ
FNRD20-1736	CH10-008480-0000-02	GALANT, NANCY 8480 CHELMSFORD DR	05/11/20	FINAL READ
FNRD20-1737 COMPLETED	MO10-004048-0000-04	SHEPHERD, JAMES 4048 MORRISH RD	05/11/20 05/11/20	FINAL READ
FNRD20-1738 COMPLETED	CH30-007571-0000-01	CHRENKO, EDWARD 7571 CHURCH ST	05/12/20 05/12/20	FINAL READ
FNRD20-1739 COMPLETED	CE10-009265-0000-06	FERGUSON, JENNIFER 9265 CEDAR CREEK CT	05/13/20 05/13/20	FINAL READ
FNRD20-1740 COMPLETED	GR10-005273-0000-07	DERSCHA, RACHELLE 5273 GREENLEAF DR	05/26/20 05/26/20	FINAL READ
FNRD20-1741 COMPLETED	CH20-009072-0000-01	MILLER, DANIEL W 9072 CHESTERFIELD DR	05/27/20 05/27/20	FINAL READ
FNRD20-1743	MI10-007566-0000-09	FOX, DELORIS 7566 MILLER RD	05/29/20	FINAL READ
FNRD20-1744 COMPLETED	SP10-004274-0000-01	ANGERS, DOLORES 4274 SPRINGBROOK DR	05/29/20 05/29/20	FINAL READ
GWO20-0556	LU10-009128-0000-03	MC CROON, ERIC 9128 LUEA LN	05/01/20	GENERIC WORK ORDE
GWO20-0571 COMPLETED	BR20-006179-0000-01	ABOUSAMRA, YOUSSEF 6179 BRISTOL RD	05/08/20 05/08/20	GENERIC WORK ORDE
INSP20-000039	WA10-007465-0000-03	FUTURE HOLDING LLC 7465 WADE ST	05/26/20	TREE INSPECTION
READ20-0796 COMPLETED	MI10-008138-0000-01	SHARP FUNERAL HOME 8138 MILLER RD	05/01/20 05/01/20	READ METER
READ20-0797	BI10-005302-0000-02	TYNES, WILLIAM 5302 BIRCHCREST DR	05/18/20	READ METER
SWBK20-0077 COMPLETED	DO10-005362-0000-02	FOOTE, DEBBIE 5362 DON SHENK DR	05/13/20 05/13/20	SEWER BACKUP
SWBK20-0078 COMPLETED	GR10-005158-0000-02	HERMAN, AMANDA 5158 GREENLEAF DR	05/19/20 05/19/20	SEWER BACKUP
SWLK20-0017	DU10-005264-0000-02	METCALFE, WILLIAM 5264 DURWOOD DR	05/05/20	SIDEWALK REPAIR

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
WBKU20-0055 COMPLETED	HE10-005223-0000-01	GREEN, ROBERT 5223 HELMSLEY DR	05/14/20 05/14/20	WATER BACK UP-CHE
WPRESS20-000028	YO10-009189-0000-01	SAIN, VALERIE 9189 YOUNG DR	05/06/20	WATER PRESSURE
WTON20-1360 COMPLETED	LU10-009128-0000-04	BROOKINS. COLETTE 9128 LUEA LN	05/05/20 05/05/20	WATER TURN ON

Total Records: 23

Report Generated: 6/1/2020 4:55 PM

Report Options: Scheduled From: 5/1/2020 To: 5/31/2020

**DPS Equipment Rental
May 2020
Page 1**

Nature Of Work	4WD 7-15,3-08 2-08, 10-18, 1-20	4WD 7-15,3-08 2-08, 10-18a	2WD 5-16	JCB Backhoe 06'00	Backhoe w/breaker 06'00a	Bucket Truck 6-99	Brush Hog 09'02	Dump 11	Dump w/plow 11a	Dump 12'02	Dump w/plow 12'02a	Dump 12-04	Dump w/plow 12-04a
101.262 Elections													
101.450 Forestry													
101.781 Paitas Amphi													
101.782 Winshall Pk	1.5												
101.783 Elms Pk	12.5												
101.784 Bicentennial Pk													
101.790 Sen Ctr./Lib	1												
101.345 PS Bldg	4												
101.793 City Hall	11												
101.794 Comm Promo													
661.795 City Garage	3												
101.796 City Cem													
202.463 Maint. Major	29.5												
202.474 Traffic-Major	4												
202.478 Snow/Ice-Maj													
202.482 Major-Admin													
203.463 Maint-Local	19												
203.474 Traffic-Local													
203.478 Snow/Ice-Local													
203.482 Local-Admin													
226.528 Waste Collect	3												
226.530 Woodchipping	65												
590.540 Water System	126.5												
590.542 Water-Read/Bill	1.75												
591.536 Sewer System	24.5												
591.537 Sewer Lift Stat	5												
226.782 Winshall Pk Gbg	5.5												
226.783 Elms Pk Gbg	10.5												
591.542 Sewer Read/Bill	1.75												
Total	329	0	0	0	0	0	0	0	0	0	0	0	0

**DPS Equipment Rental
May 2020
Page 2**

Nature Of Work	Case Backhoe 17	Sweeper 8-07	JD Tractor 19	Chipper #21	#42 Arrow	Kubota 5-18								
101.262 Elections														
101.450 Forestry														
101.781 Pajtas Amphi														
101.782 Winshall Pk														
101.783 Elms Pk	6.5													
101.784 Bicentennial Pk														
101.790 Sen Ctr./Lib														
101.345 PS Bldg														
101.793 City Hall														
101.794 Comm Promo														
661.795 City Garage	1													
101.796 City Cem														
202.463 Maint. Major														
202.474 Traffic-Major														
202.478 Snow/Ice-Maj														
202.482 Major-Admin														
203.463 Maint-Local	2													
203.474 Traffic-Local														
203.478 Snow/Ice-Local														
203.482 Local-Admin														
226.528 Wast Collect														
226.530 Woodchipping				13										
590.540 Water System														
590.542 Water-Read/Bill														
591.536 Sewer System														
591.537 Sewer Lift Stat														
Total	9.5	0	0	13	0	0	0	0	0	0	0	0	0	0

May 2020	MILES DRIVEN		GALLONS GAS PURCHASED		GALLONS DIESEL PURCHASED
#6-16 2WD gas					
#1-20 4WD diesel	93.0				
#7-15 4WD gas	277.8		24.0		
#3-08 P/U 4WD gas	560.0		61.0		
#10-18 P/U diesel	498.0				
#2-08 P/U 4WD gas	553.0		74.8		
#6-00 BACKHOE diesel					
#11 DUMP gas					
#12-02 DUMP diesel					
#12-04 DUMP diesel	49.0				
#12-99 GENERATOR gas					
#17 CASE BACKHOE diesel					
#19 JD TRACTOR diesel					
#06-99 BUCKET TRUCK gas					
#21 WOOD CHIPPER diesel					
#807 STREET SWEEPER diesel	30.0				25.0
#42 ASPHALT HEATER diesel					
#37 TRAIL ARROW					
#10-15 GEN gas					
#5-18 KUBOTA (Hours)	0.6				
gas can					
TOTAL	2060.8		159.8		25.0

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF VIRTUAL REGULAR MEETING
JUNE 3, 2020

Meeting called to order at 5:30 p.m. by Chairperson Barclay.

Members Present: James Barclay, Connie Olger, Jentery Farmer, Samantha Fountain, George Hicks
Rae Lynn Hicks, Steve Long, Trudy Plumb.

Members Absent: Mark Gonyea.

Staff Present: Adam Zettel & Andy Harris.

Others Present: Lania Rocha, Ben Mainka.

APPROVAL OF AGENDA: Motion by Plumb to approve agenda of June 3, 2020, support by R. Hicks. Motion carried by voice consent.

APPROVAL OF MINUTES: Motion by Fountain to approve minutes of May 6, 2020 support by Plumb. Motion carried by voice consent.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. May 6, 2020 Minutes
- B. Staff Letter

REPORTS:

- A. DPW REPORT: Mr. Harris commented lots of things on the park maintenance list have been done, but still working on it. Abrams Park restrooms updates with new door & urinal, tree stumps are slated for removal, mulch has been refreshed at all parks, all the flowers are in downtown.
- B. City Manager: Mr. Zettel commented parks will be fully open June 12, 2020.

BUSINESS:

- A. Disc Golf: Mr. Barclay recommended a meeting be set up with the committee. Mr. Zettel will get an email out to committee members for that.
- B. Mary Crapo Lease Potential: Mr. Zettel gave a brief recap of the Crapo Project and per the last park board meeting the city had no interest in the lease Communities First presented. Ben Mainka commented the school board has high degree of confidence in the Communities First plan and would like them to honor the agreement of them paying the district \$70,000 so they could replace the ballfield at another site. He supports the park board's decision to decline the lease of the current ballfield due to the specifications in the agreement.

- C. COVID Opening: Mr. Zettel discussed earlier. Due to the governor's change of order last week, we are proceeding with fully opening the parks June 12, 2020.

MEETING OPEN TO THE PUBLIC: None.

BOARD MEMBER COMMENTS: Mr. Farmer inquired of spraying weed control in the parks. Mr. Harris replied mowing regularly should take care of the tall weeds and that weed control is costly.

Mrs. Hicks inquired on the Elms Park path. Mr. Harris is planning on staff working on this and hopefully it will get done this year.

Mr. Barclay suggested we have our July meeting in person at one of the parks and everyone agreed. Mr. Zettel was asked to set up next meeting at one of the parks.

Mrs. Fountain wanted to know if there were any updates on the trail grant. Mr. Zettel commented nothing as of date, typically we hear some news in late summer.

ADJOURNMENT: Meeting adjourned at 6:05 p.m.

NEXT MEETING: July 1, 5:30 p.m.

Connie Olger, Secretary



Where Friendships Last Forever

Resumption of Non-Essential Services and Facility Opening Plan

June 3, 2020

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Introduction

The City of Swartz Creek is taking measures to protect the public and staff as the State of Michigan, currently under a state of emergency, mitigates the spread of COVID-19 virus. The situation is dynamic, and these measures may change rapidly. This update includes the lifting of the general Stay Home, Stay Safe order.

This document constitutes the city's plan for reopening facilities and engaging in non-essential services as it relates to COVID 19 best practices and guidance. The protocols within establish expectations for staff, customers, contractors, and the general public as it relates to city services and facilities. The framework and standards are largely derived from CDC guidance and the State of Michigan Gubernatorial Executive order 2020-91.

This document does not replace or negate any of the provisions in the city's Employee Handbook, which applies to officials and employees alike. Where a conflict between the best practices in this document conflict with established policy, applicable regulations (e.g. OSHA, CDC, or local), the most stringent shall apply. Formal supplements and additional guidance, in written or verbal form, are expected from time to time.

The intention of returning to work is to provide for essential and non-essential services in a manner that can most effectively and practically mitigate the impact of the COVID 19 virus on our workforce, officials, and the public. Input from the city's customers, elected/appointed officials, staff, regulatory agencies, and labor representatives is encouraged and will be taken seriously as the situation continues to evolve. Any unsafe conditions or recommendations for policy consideration are to be reported to the City Manager at 810.287.2147 or azettel@cityofswartzcreek.org

Note that flexibility and caution are still themes of operations in Michigan. As such, the limitation of interactions, gatherings, and travel are encouraged. Systems for employees that enable such caution remain in focus. The city's position is that all payments and correspondence from our customers and business partners be made electronically. We also encourage bill payments using U.S. Mail, the Drop-box (located in the city office parking lot by the south west side of the building), or online <https://bsaonline.com/?uid=2016>

The city's online information and permitting services are also extensive and available for use <https://bsaonline.com/?uid=2016>

Emergency, School, Veteran, and Senior Services are provided by other parties. Please consult their respective websites or use the contact information below.

Swartz Creek Area Fire Department: 810.635.2300
Swartz Creek Community Schools: 810.591.2300
Swartz Creek Area Senior Center: 810.635.4122
Genesee County Department of Veterans Services: 810.257.3068

Please continue to visit the city Facebook page and website for updates. Additional information from the state can be found at the following website: <https://www.michigan.gov/Coronavirus>

Opening Expectations

The safe opening of public access to city facilities includes the following elements:

A. Assuring Social Distancing by Reducing the Density of Occupants On-Site

The City must reduce the number of employees and visitors present within the publicly accessible and work areas of city facilities to ensure that the recommended six foot social distancing space is observed at all times.

This objective can be achieved by:

1. Reducing occupancy load (employees and visitors) within each city facility.
2. Staggering start times for DPW employees.
3. Development of a plan to control the number and spacing of visitors to the municipal building.

With these objectives in mind, staff created two 'shifts' of office staff that will generally work on alternate days. The reduction in overall capacity is mitigated by dividing the day into in-house administration duties and customer service duties. The result is an office environment at half capacity with limited public availability.

Staff maintains a detailed personnel plan which reduced the number of employees on-site daily using the following means:

- Allowing those capable to work remotely from home;
- Dividing the available workforce needed for on-site duties into groups that include one supervisor and one administrative assistance that will generally work an alternating schedule (Ex: one day on / one day off). To the extent possible, employees who are capable of working remotely will do so on their off day or when not engaged in customer service;
- Adjusting hours of operation to reduce the need for personnel to cover for downtime, such as breaks and lunch periods.

The resulting schedule is presented at Exhibit A.

In addition, staff developed protocols for limiting the number and flow of visitors into the municipal building to two (2) for general counter service. They will also adhere to spacing in accordance with aisle delineators and floor markings. Access to the service counter will be limited to one station, which shall have a synthetic barrier in place.

B. Protecting the Health of Employees

While preservation of social distancing within city facilities is critical, protecting the health of all city employees requires that additional best practices and protocols be instituted. The following outreach, physical improvements, and

protocols will be implemented at all city facilities and integrated into policies developed for city operations that occur offsite:

1. Employee Education – Employees will receive direct communications on how to protect themselves and others in the workplace from the potential for transmission of COVID-19. Please see attached brochure at Exhibit B.
2. Policies for Off-Site Work – Employees who provide public services outside of city facilities are subject to detailed policies to protect their health and observe best practices while in the field. Please see attached policies at Exhibit A.
3. Health Monitoring – Every city employee (or official) reporting for work will complete a health screening that includes a health assessment questionnaire and temperature check. Employees with an elevated temperature are directed to notify their supervisor and will not be allowed to enter the work area.
4. Personal Protective Equipment – Employees will be provided with personal protective equipment, including gloves, masks, and face shields, as appropriate to their job activities. A mask or face shield must be worn, if the employee is able to medically tolerate a face covering, whenever an employee enters, moves around, and exits a city facility and whenever dealing with a member of the public or where social distancing of six feet is not possible. Masks are optional when sitting at a desk or workstation, only. Gloves are available and use is mandatory if exchanging money, documents, or articles with a member of the public.
5. Barriers – Plexiglass and sneeze guards are being installed at the city office service counters as a physical barrier to the person-to-person transmission of COVID-19.
6. Hand Sanitizer Stations – City facilities will be outfitted with hand sanitizer stations for use by employee and visitors.
7. Enhanced Cleaning/Disinfecting of Facilities – In addition to the scheduled, routine cleaning, staff will be conducting periodic wipe downs within facilities throughout the workday and completing a deep cleaning of the municipal office prior to the start of each workweek. The City is prepared to have areas where there has been contact involving an individual known to be COVID-19 positive disinfected by a service provider that specializes in this level of cleaning.
8. Ambient Air Quality – The HVAC filters used at all facilities will be upgraded to the highest attainable standard based on current HVAC capacities consistent with best practices recommended by the “MI Safe Start” plan.
9. Cleaning/Disinfecting of Tools and Equipment - Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Disinfecting wipes and other disinfecting products will be supplied to employees for this purpose.
10. Signage – To ensure there is proper observance of protocols in place for the

safety of employees and users, signage will be placed on the exterior and interior of City facilities. Please see Exhibit C for copies of signage.

11. Visitors – For the protection of employees, all visitors are requested to wear a mask while inside a city facility if they are able to medically tolerate a face covering.
12. Break Rooms - Break Rooms, vaults, and similar locations shall be single occupancy only.
13. Offices - Offices shall be limited to exclusive use by the office employee.
14. Hallways – Hallways shall be designated as one-way within the municipal building.
15. Entry Points - Municipal office employees shall use the west side employee entrance only; visitors must use the main entrance only; DPW employees shall use the main entrance at the DPW facility; DPW visitors are not permitted in the DPW buildings unless an emergency or essential function must be performed
16. Waste Bins – All PPE refuse shall be deposited in the following locations:
 - a. Visitors to the Municipal Building (Atrium Exit)
 - b. Employees of the Municipal Building (Break Room)
 - c. Employees and Visitors of the DPW (Main Entrance)
17. Travel – Business travel is limited to essential only
18. Water Fountains – All water fountains that the city maintains shall be off
19. Employee Suspected or Confirmed as a COVID-19 Case
 - a. An employee will be considered to have a Suspected Case of COVID-19 if:
 - (i) The employee is experiencing any of the following COVID-19 symptoms: fever, shortness of breath, and/or continuous cough; or
 - (ii) The employee is experiencing at least two of the following COVID-19 symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or loss of taste or smell.
 - (iii) An immediate family member or a person who the employee is residing with has tested positive for or exhibited symptoms of COVID-19; or,
 - (iv) In the last fourteen (14) days, the employee has been exposed to a person who has tested positive for COVID-19.

An employee suspected as a COVID-19 Case is required to:

- (i) Immediately notify the employee's direct supervisor
- (ii) Self-quarantine for fourteen (14) days;
- (iii) Seek immediate medical evaluation and care.

If an employee qualifies as a suspected COVID-19 case, the City will:

- (i) Notify all employees who may have come into close contact (defined as being within six feet for a prolonged period of time without personal protection equipment) with the employee in the past fourteen (14) days; and,

- (ii) Ensure that the employee's work area is thoroughly disinfected.
- b. An employee will be considered to have a Confirmed Case of COVID-19 if the employee has been working on-site in the past fourteen (14) days and tested positive for COVID-19.

An employee suspected as a COVID-19 Case is required to:

- (i) Immediately notify the employee's direct supervisor; and,
- (ii) Remain off work until cleared to return in accordance with the requirements of this plan.

If an employee qualifies as a Confirmed COVID-19 case, the city will:

- (i) Notify all employees who may have come into close contact (defined as being within six feet for a prolonged period of time without personal protection equipment) with the employee in the past fourteen (14) days;
- (ii) Ensure that the employee's work area is thoroughly disinfected.
- (iii) If necessary, close the work area until all necessary disinfecting is completed; and,
- (iv) Communicate with employees about the presence of a confirmed COVID- 19 case and the disinfecting plan, including when the work area will be available.

20. Employee Return to Work – An employee who is suspected or confirmed as a COVID-19 case is prohibited from returning to work until:
- a. In the case of a suspected case of COVID-19, the employee will be permitted to return to work if:
 - (i) Fourteen (14) days have lapsed since the employee was quarantined; or,
 - (ii) The employee has had no fever for at least 72 hours (i.e. 3 full days of no fever without the use of medicine that reduces fevers), other symptoms have improved, and at least 7 days have passed since symptoms first appeared; or,
 - (iii) The employee receives a negative COVID-19 test.The city reserves the right to require a COVID-19 test as a condition of return to work.
 - b. In the case of a confirmed case of COVID-19, the employee will be permitted to return to work if the employee no longer has a fever (without the use of medicine that reduces fevers), other symptoms have improved, and the employee tests negative on two COVID-19 tests administered 24 hours apart following CDC guidelines.

Opening Schedule

The tentative schedule for opening city facilities is as follows:

A. Paul D. Bueche Municipal Building

June 8 – City Hall will open to the public per the schedule below:

Monday: 8:00 a.m. – 10:00 (Sensitive population access)

Monday: 10:00 a.m. – 12:00 p.m.

Tuesday: 12:00 p.m. – 4:30 p.m.

Wednesday: 8:00 a.m. – 12:00 p.m.

Thursday: 12:00 p.m. – 4:30 p.m.

Employees will work on-site for extended periods to accommodate opening and closing of public access, as well as to complete other tasks in accordance with the personnel plans developed by the Treasurer.

Note that assessing, building services, police, and fire services are provided by third parties. Officials performing those services shall follow the guidance of their employers. Officials performing those service within a city facility shall adhere to these protocols.

B. Parks & Recreation Facilities

The city shall open park facilities with restrictions. All pavilions, playscapes, and similar enclosures shall be signed to indicate that social distancing is required. Restroom sanitation shall be done daily.

Note that the Library, Senior Center, and Pajtas Amphitheater are operated by third parties. Park amenities will tentatively open for use based on the following schedule:

Current - (social distancing required)

- Passive recreation (open areas) at all city parks
- Trails, excluding exercise equipment
- Elms Park Dog Park

June 12 - Phase I Opening of the following (social distancing required)

- Sand Volleyball Court
- Tennis Courts (restored to full court capacity)

- Park Pavilions
- Playscapes and swings
- Restrooms

Exhibit A

Departmental Personnel Plans

All City Officials and Employees

- Do not report to work while you are experiencing illness symptoms noted by the CDC, including fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, and/or loss of taste or smell. Contact your direct supervisor if you are experiencing these symptoms. If symptoms emerge after reporting for work, notify your supervisor immediately and take precautions to isolate yourself from co-workers and others on the job site.
- Notify your direct supervisor if you are undergoing or awaiting results for testing of COVID-19.
- If you are experiencing COVID-19 symptoms, seek medical treatment immediately.
- All CDC, State of Michigan, and City of Swartz Creek guidelines will be observed if you test positive for COVID-19. Please refer to the attached documentation outlining benefits available under the Families First Coronavirus Response Act. Your return to work will be coordinated by the city using CDC, State of Michigan, and city guidelines.
- If you sneeze or cough, do so into a napkin or tissue, if available, or your elbow. Napkins or tissues should be properly disposed of immediately.
- Upon entering any city facility from outside, immediately wash your hands with soap and water for a minimum of 20 seconds before beginning any office activity/directive. If soap and water is not readily available, alcohol-based hand sanitizer that contains at least 60-95% alcohol is encouraged as an alternative.
- At the start of every shift, personnel are to take and record their temperature and complete and forward the health questionnaire to your immediate supervisor
- Personnel shall wear a protective mask when moving throughout a city facility or communicating with any member of the public at any city facility. The protective mask can be removed when working at a desk or workstation.
- Social distancing of not less than six (6) feet must always be maintained within any City facility. Hand-shaking and other social contact greeting within six feet are prohibited.
- Sharing of general office supplies/equipment is prohibited. The only exceptions are those supplies/equipment that are shared by all personnel which are sanitized regularly by facilities maintenance (i.e. office printers).
- Visitors/non-city employees are not permitted to enter the DPW unless approved by a supervisor. An authorized visitor/non-city employee must always wear a mask while in the DPW.
- Employees must regularly sanitize work areas and workstations before and after use. Sanitizing agents/products will be provided by the city. It is the employee's

responsibility to notify direct supervisor if additional sanitizing agents/products are needed at any time.

Municipal Building Staff

The municipal building staff will maintain a schedule where at most 50% of the staff will report to work at any time under normal circumstances. All full-time employees will be working at home on the days that they are not in the office. Employees in this division include:

Adam Zettel
Deanna Korth
Connie Olger
Susan Arvoy
Jody Key

All municipal office employees will follow the city guidelines regarding interaction with residents and employees:

- All employees will check-in daily, take their temperature and fill out the required health form (Exhibit B)
- City-provided masks will be worn at any time an employee leaves his or her desk, especially when interacting with residents
- Employees will be instructed to sanitize their desk areas each day when arriving and when leaving for the day
- Gloves will be provided for use when interacting with residents

Payment, Applications, and Related Communication Acceptance

- In-person payments, voter forms, various applications, and other communications will be accepted using the protocols for residential entry into city hall
- A drop box will be available inside city hall at the main entrance and in the parking lot near the employee entrance.
- Signs will be posted to direct residents accordingly.
- Residents who come to city hall for payments and other deposits will be encouraged to use one of the drop boxes
- On-line options for payments and various applications will also be publicized and encouraged

Assessing

- The assessor will work remotely until further notice

Finance

- Office employees will continue to process payroll and accounts payable both from

home and from the municipal building

Building Services

- Building services are provided remotely/online. Mundy Township staff perform intake and inspections via interlocal agreement

Clerk Services

- Mail will be opened and scanned/delivered daily
- Absentee ballot processing will begin in June
- Protocols for election workers employed for onsite voting are incomplete
- Meetings shall continue to be conducted via Zoom
- Minutes, FOIA requests, and related reporting shall be completed remotely or as needed within the workplace

Municipal Office Work Schedule*

	Mon 6/1/2020	Tues 6/2/2020	Wed 6/3/2020	Thur** 6/4/2020	Fri 6/5/2020
Connie		x	x		at home
Deanna	x			x	at home
Jody	x	x			at home
Susan			x	x	at home

	Mon** 6/8/2020	Tues 6/9/2020	Wed 6/10/2020	Thur 6/11/2020	Fri 6/12/2020
Connie	x		x		at home
Deanna		x		x	at home
Jody		x	x		at home
Susan	x			x	at home

Pay End

*Mr. Harris and Mr. Zettel shall maintain office and field hours as-needed. The contract assessor is scheduled to work remotely. Contractors shall access the city offices by appointment only.

** This two week schedule shall continue to cycle based upon the standard payroll and accounts payable activities.

***Mrs. Olger, Mrs. Korth, Mr. Harris, and Mr. Zettel are all designated supervisors of COVID 19 protocols.

Department of Public Works Staff

The following elements are proposed to ensure the safety of employees. The Department of Public Works generally operates in open air public spaces throughout the city, enabling

proper social distancing measures to be followed in the field. However, some circumstances require cooperative tasks or indoor activities within city and private facilities.

General provisions

- Employees shall NOT report to the DPW for the beginning of their shift unless directed to by a supervisor (they shall mobilize directly from their residence)
- Employees shall be assigned an exclusive city vehicle
- Remote assignments will be distributed by a supervisor, if available
- Arrival, break, lunch, and departure gatherings in at the DPW will be suspended.
- Work orders will be sent to employees via email or text.
- Staff will be encouraged to take lunch on the jobsite or home
- Employees will be provided with the appropriate PPE by the city including but not limited to gloves, mask, face-shield (pending), etc.
- Hand sanitizing stations will available at the DPW and made available for vehicle use
- The DPW breakroom, office, and bathroom shall be single occupancy

Departmental City Vehicle Policy

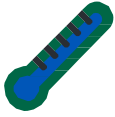
- All assigned city vehicles are to be used exclusively by the assigned employee, unless otherwise directed by a supervisor.
- Vehicles should not be shared unless requested so by a supervisor
- Employees shall sanitize their vehicles at the end of each shift, including door handles, steering wheels, keys, gear levers, grab handles, surrounding hard surfaces, and commonly touched surfaces.
- Sanitizing agents/products will be provided by the city
- Employees shall notify their supervisor if additional sanitizing agents/products are needed prior to depletion of such agents/products

Field Operations

- Reporting to the DPW is only required if field materials, field equipment, reliable internet connection (pending), office supplies, and or other direction is required to complete a work shift.
- Sanitize all equipment before and after use during a work shift
- Social distancing of not less than six (6) feet must be maintained at all times when at the assigned job site area
- Use of protective masks is mandatory at the assigned job site when social distancing of not less than six (6) feet is not possible. Protective masks and gloves will be provided by the city and it is the employee's responsibility to notify a supervisor if additional items are needed at any time
- All field meetings are to be conducted outside while on-site or at a facility authorized by a supervisor
- Hand-shaking and other contact greetings with contractors/builders or

- their personnel are prohibited at the assigned job site.
- Do not share any personal protection equipment.
 - Social distancing of not less than six (6) feet must be maintained at all times when interacting with the public; Hand-shaking and other contact greetings with any member of the public are prohibited; Notify an approaching member of the public that social distancing of not less than six (6) feet must be maintained; Protective masks are to be worn during any and all face to face interaction with a member of the public
 - Please follow the CDC guidelines for reusable gloves and mask types and observe sanitizing procedures
 - Do not use on-site water coolers or any type of shared on-site water container
 - Do not touch any contractor/builder equipment or tools
 - Do not accept any food or beverage from the contractor/builder or their personnel at any time
 - Dispose of all personal protection equipment properly
 - Use of portable restrooms at assigned job sites is prohibited
 - New “clean” apparel shall be worn daily
 - If employees are uncomfortable with a contractor not practicing CDC guidelines in their vicinity, they shall remove themselves from the situation and contact a supervisor.
 - Utilize technology to limit contact with contractors and the public

Exhibit B
Best Practice Health Brochure & Daily Health Questionnaire



Health Monitoring/Evaluation

If you aren't feeling well before your workday begins or have the following symptoms, **STAY HOME**: Fever, Coughing, Shortness of Breath, Chills, Muscle Pain, Headache, Sore Throat, Loss of Taste or Smell.

Notify your supervisor if you have been exposed to someone who has tested positive for COVID-19 or is exhibiting these symptoms.

If you become ill during your workday, immediately notify your supervisor.

Upon daily arrival at work, you must complete a short health self-assessment and a temperature check. If your temperature exceeds 98.6°, notify your supervisor.

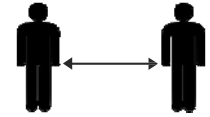


Personal Protection

You will be provided with a mask appropriate to your job. The mask must be worn whenever you enter, move around, and exit a City facility and whenever dealing with a member of the public or where social distancing of six feet is not possible.

Masks are optional when sitting at your desk or workstation, only.

Gloves are available and use is mandatory if you are exchanging money, documents, or articles with a member of the public.



Best Practices

Remember to maintain social distancing of at least six feet at all times.

Wash your hands frequently using soap and water for a minimum of twenty seconds. Use hand sanitizer stations as needed.

While on City business, do not allow any passengers when operating a motor vehicle and do not occupy any vehicle as a passenger.

Avoid sharing supplies and equipment with co-workers without sanitizing in between uses.

If your job requires you to work outside of a City facility, please follow all departmental protocols established to accomplish your tasks safely.

Employee Health Screening Form

Employer Name

Person Completing Form

Date

Screen each employee for symptoms before they start their shift and, as a best practice, after they complete each shift.

- If the person answers affirmative to a combination of two of any of the following, the person should be politely asked to leave immediately and notify their supervisor. 1. Dry Cough 2. Sore Throat 3. Shortness of breath
- **Temperature: 100.4 is automatic “No GO.”** Temperature of 99.2 or higher, but less than 100: have the person begin monitoring their temperature twice a day for a minimum of 7 days to determine if the temperature is going up or down. The person should notify their supervisor.

Circle an answer (y=yes, n=no) for each symptom for each employee. If an employee reports any of the symptoms:

1. Send employee home immediately.
2. Increase cleaning in your facility ensure staff are least 6 feet apart from one another.
3. Exclude employee until they are fever-free (without medication) for 72 hours and 7 days have passed since their first symptom.
4. If multiple employees have symptoms, contact your local health department.

Other symptoms: chills, muscle aches, headache, sore throat, new smell and taste disorder(s); consider also runny nose, diarrhea, nausea, vomiting.

EMPLOYEE NAME	BEFORE STARTING SHIFT								DESCRIBE OTHER SYMPTOMS
	Fever	Cough	Shortness of breath	Runny Nose	Head or Body Aches	Sore Throat	Nausea, Vomiting or Diarrhea	Loss of taste of smell	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	

Exhibit C Signs



**Do not enter this
facility if you have a
cough, fever or
shortness of breath.**





Use the drop box in the atrium or in the parking lot (by employee entrance) to make payments, submit applications, or return voter documents.

Applications, forms, envelopes, and materials are available on the table to your right.

Masks and social distance are required for service!

Only two customers are permitted beyond this point!



Outdoor gatherings are limited to 100 persons and require social distancing.

Please maintain proper hygiene!

Help us keep the park clean by placing all waste in trash bins and using hand sanitizer when using facilities!

Personnel shall wear a protective mask when moving throughout the facility or communicating with any member of the public. The protective mask can be removed when working at a desk or workstation.

- Social distancing of not less than six (6) feet must always be maintained within the facility.

Please do not
enter, stand at
doorway.

Exclusive use by
the office
employee.

Employees
must regularly
sanitize work
areas and
workstations
before and after
use.



**SINGLE
OCCUPANCY
ONLY**

City of Swartz Creek

*Budget Book Draft
Fiscal Year 2020-2021
City Council Meeting
June 8, 2020 Edition*



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City of Swartz Creek Budget Book

Fiscal Year 2020-2021

How to Use This Book

This book serves to tie together the highest level visions of the city to the objective account expenses. Whether you simply wish to engage in the overview of the city's financial condition as outlined in the executive summary, or you wish to connect the dots between the Parks and Recreation Capital Improvement Plan to specific fiscal year 2021 line item expenses, this document is for you. This is the first draft for this budget book model. Please take liberties to comment and note errors for improvement of future editions.

This book is divided into sections, with the highest level overviews and narrative descriptions being the Executive Summary and Budget Summary. These sections serve as the 'elevator speech' for how the city's overall fiscal health is and what top funding priorities and fiscal issues are expected for the upcoming year.

The Policy-to-Budget section outlines how the city's policy documents have shaped the current year's operating and capital investments, as well as those capital investments for the next six year rolling period. This section pulls the time relevant priorities from the Master Plan, Downtown Development Authority Plan, Parks and Recreation Plan, and various engineered infrastructure plans. This section then illustrates how those priorities are expected to be realized and how they factor into the current budgeting process. This section allows the public to observe how and if the city is able to meet its policy expectations.

Additional sections include fund and department level Fact Sheets to help orient a reader to what services are provided by specific funds or departments within those funds, what the staffing levels are, what the coming initiatives are, and what the capital investments are.

The meat of the Budget Book is the Budget itself. This document is the fund-by-fund accounting of all revenues and expenses of the city, broken down to the account line item. The budget follows the standard governmental chart of accounts and is the instrument used to break apart expenses by fund and department so that the actual cost of each service and investment can be as accurate as possible. For example, if the use of a truck is 50% water, 25% sewer, and 25% parks, then the cost of that 'equipment rental' will be reflected proportionately to those funds/departments.

You will also find various charts, graphs, and appendices in the budget book that illustrate points of common interest, such as the organizational chart, the fund hierarchy chart, tax revenue apportionment, comparative tax rates, and unabridged capital improvement documents of the city.

Happy Reading!

City of Swartz Creek Mission Statement

The City shall provide a full range of public services in a professional and competent manner, assuring that the needs of our constituents are met in an effective and fiscally responsible manner, thus promoting a high standard of community life.

City of Swartz Creek Values

The City of Swartz Creek's Mission Statement is guided by a set of values which serve as a common operating basis for all City employees. These values provide a common understanding of responsibilities and expectations that enable the City to achieve its overall mission. The City's values are as follows:

Honesty, Integrity and Fairness

The City expects and values trust, openness, honesty and integrity in the words and actions of its employees. All employees, officials, and elected officials are expected to interact with each other openly and honestly and display ethical behavior while performing his/her job responsibilities. Administrators and department heads shall develop and cultivate a work environment in which employees feel valued and recognize that each individual is an integral component in accomplishing the mission of the City.

Fiscal Responsibility

Budget awareness is to be exercised on a continual basis. All employees are expected to be conscientious of and adhere to mandated budgets and spending plans.

Public Service

The goal of the City is to serve the public. This responsibility includes providing a wide range of services to the community in a timely and cost-effective manner.

Embrace Employee Diversity and Employee Contribution, Development and Safety

The City is an equal opportunity employer and encourages diversity in its work force, recognizing that each employee has unlimited potential to become a productive member of the City's team. Each employee will be treated with the level of respect that will allow that individual to achieve his/her full potential as a contributing member of the City staff. The City also strives to provide a safe and secure work environment that enables employees to function at his/her peak performance level. Professional growth opportunities, as well as teamwork, are promoted through the sharing of ideas and resources. Employees are recognized for his/her dedication and commitment to excellence.

Expect Excellence

The City values and expects excellence from all employees. Just "doing the job" is not enough; rather, it is expected that employees will consistently search for more effective ways of meeting the City's goals.

Respect the Dignity of Others

Employees shall be professional and show respect to each other and to the public.

Promote Protective Thinking and Innovative Suggestions

Employees shall take the responsibility to look for and advocate new ways of continuously improving the services offered by the City. It is expected that employees will perform to the best of his/her abilities and shall be responsible for his/her behavior and for fulfilling the professional commitments they make. Administrators and department heads shall encourage proactive thinking and embrace innovative suggestions from employees.

Executive Summary

This city's fiscal health is sound albeit less stable for the coming years. The city currently maintains adequate fund balances and revenues for expected operations. The city can deliver all essential services as set by the city council. Concerning capital improvements, the city is able to invest at an adequate level for essential infrastructure (water, sewer, and streets) and a minimal level for elective services such as parks, recreation, culture, and downtown facilities. For the projected fiscal year, the city shall meet all of its operational and debt needs, while encumbering funds to complete the USDA and planned street reconstruction projects. The future instability is derived from gloomy multi-year forecasts of state revenues that follow our recent COVID 19 situation.

Revenues from taxes and state sources have stabilized and generally keep up with inflation. In fact, new development and strong real estate have generated an increase in excess of inflation for the current budget. However, the city is experiencing a Headlee Rollback this year, reducing our levies and compromising this increase (4.7545 mils for public safety, 2.6270 and 4.1550 mils for streets). The tax effort since 2016 remains unchanged and without any planned or proposed changes. The rate is now at 16.2877, including averaged assessment effort. This rate is about 38% of the total tax effort for homeowners and 25% for non-homestead tax payers (the remainder of taxes paid goes to schools, county, and other service providers). As of late 2019, the city rate is ranked fourth lowest of eleven cities in Genesee County, between Grand Blanc (#3) and Flushing (#5).

The city's debt exposure is very limited. It includes two general obligation liabilities:

2020 USDA Bond (Water): \$2,940,000 , last payment in 2060

2017 Infrastructure (Water/Street) Bond: \$1,420,000, last payment on May 1, 2027

Building (Paul D. Bueche Municipal Building): \$95,000, last payment on May 1, 2021

The city has been reporting negligible outstanding pension liability in recent years. However, current market conditions and changing actuarial expectations could, once again, make this a prominent financial issue for the city. Despite this, our position is still very rare and exceptionally positive compared to other communities. We expect this relative position to remain strong, despite a new experience study from MERS. All current and future hires of the city are on defined contribution retirement and health care plans, thereby eliminating the potential for future unfunded liabilities. Contributions are modest for the current budget.

Enterprise Funds (Water & Sewer) are independently supported by user fees. These funds are operationally sound with surplus proceeds for capital investments. Fund balance (savings) for both funds meet operational guidelines. The sewer rate has been targeted for a potential reduction based upon this fiscal situation. However, a recent sewer capacity study requires investment to increase capacity in the system. This relief project (Springbrook) is currently under design. The water rate future, while current stable, is unknown due to the uncertain future circumstances of the Karegnondi Water Authority. No changes are proposed for either rates in the current budget. Note that the USDA loan/grant investment has been awarded and will be reflected in the budget as expenses and revenues progress with construction.

The street funds function separately and account for Major, Local, and Municipal street revenues and expenses. These funds, along with transfers from the general fund support street maintenance and capital investments that are in line with the 20 year street asset management plan. This plan is ahead of schedule. The reconstruction that is occurring in tandem with USDA water main (Chelmsford, Winston, & Oakview) will be budgeted over fiscal year 2021 and 2022 as the work proceeds.

Fund balances (savings/reserves) are maintained at a minimum of six months operating for every major fund. Some funds exceed this.

The biggest risk to the city moving forward is that we may have experienced our strongest fiscal year in a decade and a half, and these 'good times' may be behind us with the COVID economy looming over state/local revenues. We have spent the last decade just keeping pace with expenses while experiencing relatively strong appreciation in values, new development in the city, and a relatively robust state economy. The concern that follows is: if strong economic years deliver 1-2% gains in revenue, what happens when we experience a recession such as that of 2007? Of course, there is not a good answer. Given our efforts to combine services, streamline asset management, pay off debt, and increase local tax effort, we have adjusted our government in the most effective ways to adjust to the last recession. As many communities are noting to the state legislature, there are greater systemic issues with municipal finance in Michigan that make years-of-plenty average and lean years downright devastating.

Policy-to-Budget

This section provides an overview of how the city's vision is translated to its budgeted operations and capital improvements. Full details of policy documents and the complete capital improvement plans are found in the appendix.

The city, as referenced in its master plan and other policy documents, is endeavoring to build a thriving community based on strong neighborhoods and a small but successful network of local and regional service businesses. To this end, the city has opted to strategically invest in infrastructure, city services that are customer oriented, recreation/culture, downtown, and blight remediation. See details below.

In the current fiscal year (2020), with many projects starting and continuing into fiscal year 2021, the city has engaged in massive street reconstruction, water main replacement, park improvements, downtown additions, and new customer service delivery tools (online bill pay, online building/zoning services, marketing of properties, branding, etc.). The community continues to work on a massive trail extension from Dye Road to Elms Park.

Planned initiatives that are policy driven and funded for the coming budget year include: continued street and water main repair, community branding and economic development through a new partnership with the Swartz Creek Community Schools and Swartz Creek Area Chamber of Commerce (this is part of the ongoing state sponsored Redevelopment Ready Communities Program), design standard creation for downtown, continued investment Downtown, and continued recreation investment.

The city continues to enhance its digital abilities. With many customer service features now more user friendly, we are placing a renewed emphasis on virtual/digital staff capabilities. This is something that will quicken our services while controlling costs. We also find it essential in the COVID 19 environment. The city is including additional funds for training and certification across the board.

The specific capital investments that the city is undertaking related to the USDA water main and street replacement bids will have a large impact on the budget. However, due to timing of the efforts (with the city fiscal year being mid-season construction; July 1), we will not have an idea of when the bulk of the expenses and subsequent federal reimbursement shall occur. This will be adjusted as the construction efforts unfold. For now, we can illustrate the cost of such investments, as directed by various policy documents, as follows for the remainder of the 2020 construction season and beginning of the 2021 construction season:

2020 Projects

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation Status</u>	<u>Reference Document</u>
Reclaim Elms East	Remove brush and overgrowth	\$10,000	Budgeted- General	Pre-planning	2018 Park Plan
Disc Golf	Install course off Bristol Road	\$10,000	Budgeted-General	Planning	2018 Park Plan
Sewer Lining	Refurbish sewer lines on Fairchild, Mclain, School, Ingalls, Hayes, Ford, Brady, and Holland	\$220,000	In budget	Complete	2017 Sanitary Sewer Rehabilitation Plan
Winston, Chelmsford & Oakview	Reconstruct remainder of Winton and Chelmsford & Oakview streets (Daval to Winston)	\$1,224,152	Street Levy & Act 51	Pre-Construction	20 Year Paving Program (2016) & 2017 Water Asset Management Plan
USDA Watermain	Miller (Tallmadge to Dye) & Bristol (Elms to Miller)	\$1,992,777	USDA Grant/Loan	Pre-Construction	2017 Water Asset Management Plan
USDA Watermain	Replace Winston and Chelmsford & Oakview Drives water main - Daval to Winston	\$608,897	USDA Grant/Loan	Pre-Construction	2017 Water Asset Management Plan
Total Investment		\$4,045,826			

2021 Projects

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation Status</u>	<u>Reference Document</u>
Path Extension	Create unimproved route at Elms Park	\$20,000	Tentative budget	Pre-planning	2018 Park Plan
Genesee Valley Trail	Complete extension from Dye to Elms Park	\$1,000,000	Partial grant (MDOT TAP) & pending grant (DNR)	Designed	2018 Park Plan
Sewer Lining	Refurbish sewer lines on Fortino, Church, Mason, First, Second, Third, Frederick, & Miller	\$220,000	Budgeted	Pre-planning	2017 Sanitary Sewer Rehabilitation Plan
Chelmsford, Winston & Oakview	Replace remainder of Chelmsford & Oakview street (Daval to Seymour)	\$816,101	Street Levy & Act 51	Awarded	20 Year Paving Program & 2017 Water Asset Management Plan
USDA Watermain	Replace remainder of Chelmsford & Oakview water mainn (Daval to Seymour)	\$405,932	USDA Grant/Loan	Awarded	
USDA Watermain	Miller (Raubinger to Elms) & Morrish (Fortino to I-69)	\$1,328,518	USDA Grant/Loan	Awarded	2017 Water Asset Management Plan
Total Investment		\$3,790,551			

Master Plan Task Audit

Plan Recommendation	Actions	Responsibility	Timing	Status	Notes
Plan Overall and Future Land Use					
Schedule Review of Master Plan and Implementation	Review the Master Plan and prepare a report for the City Council on its implementation.	Planning Commission; City Council	< Five Years	In Compliance	This is the first of any such formal report.
	Hold a joint meeting with City Council to re-familiarize them with the Master Plan and Planning Commission roles. This is especially important as new members are elected or appointed. The joint meeting is also a good way to develop policy consensus between the two boards.			On-going	Planning Commissions and Council Members participate in a cross-attendance program designed to network officials
Implement Future Land Use Plan	Amend the Zoning Ordinance to address new issues and recommendations detailed in this or an Amended Master Plan.	Planning Commission; City Council	On-going	In Compliance	Complete.
	Initiate appropriate rezonings, especially where the future land use map recommends a lower intensity use than current zoning.			In Compliance	No such changes are warranted.
	Refer to the Master Plan when considering rezonings to ensure the conditions upon which the plan was based are still relevant and the timing for the change is appropriate (the Future Land Use Map is a 10+ year plan).			In Compliance	During such events, the last being the assisted living, this action was taken.
Community Character					
Provide transition between land uses	Provide for appropriate transitional land uses in the Zoning Ordinance to reduce potential conflicts and maintain investment in properties.	Planning Commission	On-going	In Compliance	The future land use map and narrative guidance provide for this during zoning and site plan review.

	Prohibit commercial uses from intruding into residential areas along Miller Road, west of the Otterburn PUDD.			In Compliance	No such encroachment has been enabled.
Establish standards for nonconforming situations	Welcome nonconforming land uses to continue but not be allowed to expand.	Planning Commission	On-going	In Compliance	Nonconforming land uses are permitted, if legal, in the zoning code. Staff communicates this to owners, lenders, and other interests upon request.
	Encourage nonconforming sites to gradually upgrade and be brought more into conformance with the Zoning Ordinance.			In Compliance	The zoning code enables non-conforming changes if changes are MORE conforming than existing.
	Discuss & implement regulations concerning existing pole signs at Otterburn PUDD and prohibit construction of high pole signs in city.			In Compliance	This matter was deliberated and decided for the PUD during the KFC site plan. This should be the last pole sign.
Coordinate a plan to oversee jeopardized projects	Meet with developers and home associations to determine shortfalls of infrastructure or safety provisions due to the project slowdown.	Bldg Dept.; City Council	Short-term; on-going	In Compliance	Springbrook East shortfalls are corrected. Heritage shortfalls have been negotiated through the unit sale provisions agreed to by the city and HoA.
	Develop regulations or special assessment districts to ameliorate such conditions that the market will be unable to attend to.			Obsolete	Project infrastructure in Springbrook East and Heritage is up-to-date, pending an asphalt cap on the north end of Heritage Blvd.
Regulate infill development	Develop architectural design standards for downtown and neighborhood around it that require traditional characteristics to the buildings.	Planning Commission; DDA	Short-term; on-going	Incomplete	Funds have not been budgeted yet to provide this.
	Promote infill housing near downtown to help revitalize the downtown business area and activity associated with it			On-going	The Brewer Townhome, Apple Creek Station, and Mary Crapo projects have been granted local approval.
	Develop design standards for structures near downtown Swartz Creek that complement the historic character of the community while respecting the needs of modern businesses.			Incomplete	This attribute is directly related to the above mention design guidelines and is likewise unfunded.

Develop building setbacks and design standards	Establish setback and site design standards that respect the existing nature of the community and promote developments that are high quality and complementary to the city character.	Planning Commission; Developers; DDA	Short-term; on-going	In Compliance	The zoning ordinance is found to achieve this.
	Require building materials to be high quality and durable.			In Compliance	The zoning ordinance has recently enhanced design standards that require additional durable materials.
	Require business signs that adequately serve businesses but are subtle, and offer materials, color and landscaping that complement the building.			In Compliance	The sign ordinance has been updated.
	Require landscaping that enhances the development site along the street and within the parking lot.			In Compliance	The zoning ordinance has relatively enhanced landscaping standards.
	Use landscaping to screen and buffer between sites.			In Compliance	The zoning ordinance has relatively enhanced landscaping standards.
	Use the minimum amount of site lighting necessary to provide safe passage while avoiding negative off-site glare.			In Compliance	The zoning ordinance requires 'cut-off' fixtures and has limits to photometric output at lot lines.
	Consider the potential of 'build-to' lines, mixed vertical uses, and minimum heights in certain areas.			Incomplete	This has not been considered yet, but it could be part of a form based code strategy should the city fund such regulations.
Encourage maintenance of existing buildings	Maintain buildings and sites with a neat and orderly appearance on all sides.	Building Dept; PC; DDA; City Council	Long-term; On-going	In Compliance	The zoning ordinance requires this. Staff have engaged in training for further enforcement of performance standards.
	Improve efforts to attract new business to Downtown.			In Compliance	The city (and DDA) are engaged in the Redevelopment Ready Communities Program, and have progressed to specific site marketing with incentives.
Provide a comprehensive pathway and pedestrian network throughout the community	Require all new construction to provide pedestrian pathways along the roadway and require linkages from the building to the pathway.	Planning Commission, Department of Public Services	On-going	In Compliance	This requirement is observed during site plan review.
	Continue efforts to create pedestrian walkways throughout the community, as part of an overall network.			In Compliance	Trail construction is planned, pending funding assistance by the state.

Coordinate the appearance of the community.	Establish a common theme for streetscape improvements such as street lights, street trees, benches, directional and street signs, etc. along major streets that provide access to the city for visitors.	Planning Commission; City Council; DDA	Short-term; on-going	In Compliance	Decorative street signs have been installed on major street gateways. The street committee has opted to install LED street lights of a decorative nature on reconstructed streets.
	Require the same high quality of design and aesthetic appearance of developments along main streets, including Miller Road, Elms Road, Morrish Road etc.			In Compliance	This is observed during site plan review, including the Dort Federal project approved in 2017.
	Develop design standards for structures near downtown Swartz Creek that complement the historic character of the community while respecting the needs of modern businesses.			Incomplete	This has not been considered yet, but it could be part of a form based code strategy should the city fund such regulations.
Ensure that entryways into the city create a positive impression of Swartz Creek and match the historic character of the community.	Establish a consistent sign program for each of the primary entryways into the city; one that is consistent with the streetscape and gives an image of quality.	Planning Commission; DDA	On-going	Incomplete	No gateway signs have been planned or funded by the city or DDA.
	Work with surrounding communities to establish land use and site design standards that are consistent with Swartz Creek's.			On-Going Ineffective	Efforts to create dialogue with Gaines Township during their master plan were unsuccessful.
	Maintain the residential uses on Miller Road, to the west of the Otterburn PUDD.			In Compliance	No activity has upset this balance.
	Develop design guidelines and regulations to guide commercial development along Morrish Road, south of Sports Creek Raceway, to ensure attractive development and as transition into downtown Swartz Creek.			Incomplete	This has not been considered yet, but it could be part of a form based code strategy should the city fund such regulations.
	Develop design guidelines and regulations to guide commercial mixed use development of Northtown and incorporate provisions to ensure it is developed as gateway into the community.			Incomplete	This has not been considered yet, but it could be part of a form based code strategy should the city fund such regulations.
Repair & replace infrastructure in Winchester Neighborhoods	Begin the development of a capital improvement program of Winchester Village and other, older areas of the City.	City Council	Short-term	In Compliance	The consolidated capital improvement plan focuses heavy investment, including decorative upgrades in this neighborhood.

	Determine what revenue sources could be used to finance the CIP.			In Compliance	Staff have identified multiple grant and loan projects for streets, water main, and recreation (MDOT TAP funds, MDNR Trust funds, USDA rural development funds, & local bonding)
	Implement the CIP and funding program.			In Compliance	The consolidated CIP is on schedule. Future funding shortfalls are expected unless the state increases the street revenue sharing as indicated during the recent gas tax increase.
Traffic Circulation and Parking					
Maintain safe traffic circulation and speeds throughout the city.	Maintain driveway spacing and location standards in the Zoning Ordinance.	Planning Commission; City Council	Short term	In Compliance	The code requires such spacing, and staff requires engineered studies and planning commission review to deviate.
	Provide safe pedestrian circulation when designing access and circulation for vehicles.			In Compliance	Site plan review demands this feature now.
	Consider implementation of the 'complete streets' design concept.			In Compliance	The city has resolved to do so and has invested heavily into sidewalks, such as that on Ingalls, as well as bike lanes. The bike lane concept is recommended for Seymour Road.
Downtown					
Create a lively retail and entertainment environment in Downtown Swartz Creek.	Develop an ongoing business recruitment program for Downtown.	PC; City Council; Business community: DDA	Long term;	In Compliance	The city, DDA, and chamber of commerce are able to market specific sites and incentives for downtown business.
	Develop new retail building space in the downtown area to attract a greater concentration of tenants.		On-going	In Compliance	The city is directly providing for upgraded space at 8002 Miller Road and is active in promoting improvements and reuse with façade grants, state incentives, and outreach.
	Develop additional housing in the downtown area to add to the customer base for retail businesses and to generate activity in the area.			In Compliance	Two townhome projects are moving forward
The character of Downtown must be maintained & enhanced.	Establish downtown building and sign design requirements to create a unified, quality image.	PC; City Council; Business community: DDA	Long term;	Incomplete	Mixed uses need to be permitted as-of-right, a change pending for 2018. Design guidelines have not been budgeted.
	Consider a form-based code overlay for Downtown		On-going	Incomplete	A form based code has not been pursued or budgeted.

Budget Summary Narrative

City of Swartz Creek Budget Summary for Fiscal Year 2020-2021

101 General Fund

Most of the General Fund Revenues are from Property Taxes, the Public Safety Special Assessment and Constitutional Sales Tax. These sources make up about 80% percent of the General Fund Revenue. The remainder includes various fees for services including, Building, Zoning and Planning and Park Reservation Fees. We do not expect to see an increase in General Fund Revenues in the next few years; we are hoping that revenues will remain stable.

Estimated Revenues for FY21 in the General Revenue Department are estimated at \$2,322,610.27 which represents a decrease from the previous fiscal year of .13%.

- Tax revenue is estimated to have a 5.4% increase.
- Public Safety Assessment District (P SFTY) estimated revenue is expected to increase 5.1%
- Constitutional Sales Tax and Revenue Sharing have been budgeted with the expectation that funding will be lower than in the previous year due to the Covid-19 pandemic and the Governor's Executive Order 2020-21.
- Fund 865 Sidewalks was closed into General Fund at the end of FY20. Estimated Revenues and Appropriations will now be accounted for under Sidewalk Department 444.000.
- Fund 866 Weeds was closed into General Fund at the end of the FY20. Estimated Revenues and Appropriations will now be accounted for under Department 523.000 Grass, Brush, & Weeds
- Revenue and Appropriations for all CDBG Grants will be accounted for under Department 694.000 Community Development Block Grant beginning with FY21. This was done to keep the City's chart of accounts compliant with state guidelines.

General Fund Appropriations budgeted for fiscal year 2021 show a decrease from the projected activity for fiscal year 2020 of 15.3%

- The election department budget has been increased this year for elections in August and November with the possibility of having one in May 2021 as well. With the Covid-19 outbreak and social distancing practices in place the City Clerk has budgeted additional funds in postage, training, supplies, and equipment in anticipation of state changes to election protocol this year.
- A new Disc Golf Park is being prepared and expenditures related to this new activity can be found in Department 788.000 Disc Golf Park.
- The Finance/Budgeting/Accounting Department (201.000) will be reported under the Treasurer Department (253.000) beginning in FY21. Any substantial increases in the Treasurer Department estimated expenditures are due to the merging of these two departments.
- The Metro Police Authority appropriation shows an increase of 3% which was expected this year.

Transfers out from the general fund for this budget are as follows:

- Transfer out for City Hall debt \$100,367.50 (contributions from the General Fund, Garbage Fund, Water Fund, and Sewer Fund).
- Transfer out to the Fire Equipment Fund for future Fire Equipment purchases \$75,000.

• Estimated Revenues FY 2021	\$2,518,610
• Estimated Expenses FY 2021	\$2,451,222
• Estimated Net of Revenues/Appropriations	\$67,388
• Estimated Fund Balance as of June 30, 2020	\$1,282,192.00
• Estimated increase in Fund Balance	\$67,388
• Estimated Year End Fund Balance June 30, 2021	\$1,349,580

202 Major Street Fund

Revenue received in this fund supports the following activities: street reconstruction, routine maintenance of major streets, removal of snow and ice, street sweeping, bridge maintenance, maintenance of Miller Road Park and Ride, maintenance of intercommunity storm drains and paint striping of streets and parking lots.

- There is an anticipated decrease in appropriations for major streets (Act 51 revenue) from the State of Michigan due to the Covid-19 pandemic and Governor's Executive Order 2020-21.
- There is an increase in repairs and maintenance under routine maintenance for streets. This increase was budgeted for normal maintenance needs.
- Two major street projects are budgeted this fiscal year. Oakview from Seymour to Chelmsford has \$50,000 of estimated construction engineering costs. Winston from Oakview to Chesterfield has cost estimates for construction engineering of \$20,000.

• Estimated Revenues FY 2021	\$457,875.00
• Estimated Expenses FY 2021	\$531,855
• Estimated Net of Revenues/Appropriations	\$73,980
• Estimated Fund Balance as of June 30, 2020	\$697,232
• Estimated decrease in Fund Balance	\$73,980
• Estimated Year End Fund Balance June 30, 2021	\$623,252

203 Local Street Fund

Revenue received in this fund supports the following activities: street reconstruction, routine maintenance of local streets, removal of snow and ice, street sweeping and maintenance of intercommunity storm drains.

- There is an anticipated decrease in local street funding (Act 51 revenue) from the State of Michigan due to the Covid-19 pandemic and Governor's Executive Order 2020-21.
- A transfer in from the Municipal Street Fund from the street levy was made less the annual bond principal, interest and agency fees. This is a continuation from FY20. No major local street projects were done in FY20 so fund balance continues to increase in anticipation of requirements for funding larger street reconstruction projects.
- There are increases to repairs and maintenance under Department 463.000 Routine Maintenance.
- Construction engineering costs are budgeted for two projects, Chelmsford from Seymour to Oakview and Oxford Court.

• Estimated Revenues FY 2021	\$659,000
• Estimated Expenses FY 2021	\$548,695
• Estimated Net of Revenues/Appropriations	\$110,305
• Estimated Fund Balance as of June 30, 2020	\$702,933
• Estimated increase in Fund Balance	\$110,305
• Estimated Year End Fund Balance June 30, 2021	\$813,238

204 Municipal Street Fund

Revenues from the Street Initiative Proposal passed at the May 3, 2016 special election are tracked in this fund. Payments of principal, interest, and agency fees for the GO Tax Series 2017 bonds for local street improvements are accounted for in this fund. The 4.22 mil levy will appear on the summer tax bill in calendar years 2016-2035. Transfers are made from this fund to the local street fund to cover costs for local street projects.

• Estimated Revenues FY 2021	\$651,580
• Estimated Expenses FY 2021	\$667,917
• Estimated Net of Revenues/Appropriations	\$16,337
• Estimated Fund Balance as of June 30, 2020	\$55,564
• Estimated decrease in Fund Balance	\$16,337
• Estimated Year End Fund Balance June 30, 2021	\$39,227

226 Garbage Fund

The majority of the revenue for the Garbage Fund is from the annual tax levy for garbage. This fund provides the revenues for sanitation collection which includes garbage pickup, recycling (contracted service) and brush chipping. This fund also contributes to the garbage cleanup for other city properties such as the parks.

The Garbage Fund budget reflects revenues from the garbage levy of 2.627 mills. Expenditures include contract increases for wages and benefits as well as increases for waste collection pickup in the city by an outside vendor.

• Estimated Revenues FY 2021	\$415,025
• Estimated Expenses FY 2021	\$413,336
• Estimated Net of Revenues/Appropriations	\$1,689
• Estimated Fund Balance as of June 30, 2020	\$326,732
• Estimated increase in Fund Balance	\$1,689
• Estimated Year End Fund Balance June 30, 2021	\$328,421

248 Downtown Development Fund

Revenues are from the capture of tax dollars within the DDA district and grants from private entities for Family Movie Night. Expenses cover a variety of services including the façade program, developing the properties on Fortino Drive and the Holland Drive Streetscape Project.

• Estimated Revenues FY 2021	\$68,962
• Estimated Expenses FY 2021	\$47,215
• Estimated Net of Revenues/Appropriations	\$21,747
• Estimated Fund Balance as of June 30, 2020	\$32,767
• Estimated increase in Fund Balance	\$21,747
• Estimated Year End Fund Balance June 30, 2021	\$54,514

350 City Hall Debt Fund

Revenues come in from the General Fund, Garbage Fund, Water Fund, and Sewer Fund to meet the annual bond payment due for the construction of the city hall building at 8083 Civic Drive. Last payment due May 2021.

• Estimated Revenues FY 2021	\$100,365
• Estimated Expenses FY 2021	\$101,118
• Estimated Net of Revenues/Appropriations	\$753
• Estimated Fund Balance as of June 30, 2020	\$2339
• Estimated decrease in Fund Balance	\$753
• Estimated Year End Fund Balance June 30, 2021	\$1,586

402 Fire Equipment Replacement Fund

Revenues are transferred in from the General Fund and accumulate for future fire equipment replacement.

• Estimated Revenues FY 2021	\$75,011
• Estimated Expenses FY 2021	\$3,500
• Estimated Net of Revenues/Appropriations	\$71,511
• Estimated Fund Balance as of June 30, 2020	\$106,947
• Estimated increase in Fund Balance	\$71,511
• Estimated Year End Fund Balance June 30, 2021	\$178,458

590 Water Fund

The majority of revenues are collected from the readiness to serve fees and commodity charges. Readiness to serve charges are charged on every account. Commodity charges are based on water usage and vary per customer.

- The City is receiving a \$2,391,000 grant from the USDA in addition to a loan of \$2,940,000 to use for water main reconstruction projects within the next five years. These projects are found under Department 543.230 Water Main Repair USDA Grant.
- The Appropriations for most departments other than Water Main Repair USDA Grant have very little change this year.
- The requested budget includes depreciation expense of \$252,700 without which there would be a decrease to fund balance of \$108,459.47.

• Estimated Revenues FY 2021	\$2,232,000.00
• Estimated Expenses FY 2021	\$2,593,160**
• Estimated Net of Revenues/Appropriations	(\$361,160) **

**** INCLUDES DEPRECIATION EXPENSE OF \$252,700**

• Estimated Fund Balance as of June 30, 2020	\$6,003,942
• Estimated decrease in Fund Balance	(\$361,160)
• Estimated Year End Fund Balance at June 30, 2021	\$5,642,782

591 Sewer Fund

The majority of revenues are collected from the readiness to serve fees that are charged on every account. There is also a commodity charged based on the water usage of each customer.

- The City will be spending \$90,000 on flushing and videoing areas of the sewer system as part of the continued maintenance program.
- The sewer relining project that began in FY20 will continue. The City expects to spend \$183,128 during this fiscal year.
- Depreciation expense of \$270,000 is expected. Without depreciation expense the sewer fund would have a net increase to fund balance of \$43,209.55.

• Estimated Revenues FY 2021	\$1,272,700
• Estimated Expenses FY 2021	\$1,499,490**
• Estimated Net of Revenues/Appropriations	(\$226,790)**

**** INCLUDES DEPRECIATION EXPENSE OF \$270,000**

• Estimated Fund Balance as of June 30, 2020	\$7,455,936
• Estimated decrease in Fund Balance	(\$226,790)
• Estimated Year End Fund Balance at June 30, 2021	\$7,229,146

661 Motor Pool Fund

Revenues are collected from several departments within the General Fund, Garbage Fund, Major Street Fund, Local Street Fund, Water Fund, and Sewer Fund for any vehicles/equipment used for department activities. The Motor Pool Fund covers insurance for all vehicles, regular repairs and maintenance of vehicles and city equipment, and the purchase of vehicles and equipment for the Department of Public Services.

- Estimated Revenues include proceeds from the sale of assets that have reached the end of useful life. This will help offset the purchase of other needed equipment.
- Appropriations for FY21 include funding for a new dump truck of \$200,000 and miscellaneous equipment.
- Total depreciation expense is budgeted at \$100,000. Without depreciation expense the motor pool fund would have a net decrease to fund balance of \$71,589.00.

• Estimated Revenues FY 2021	\$234,250
• Estimated Expenses FY 2021	\$405,839
• Estimated Net of Revenues/Appropriations	\$171,589
• Estimated Fund Balance as of June 30, 2020	\$449,240
• Estimated decrease in Fund Balance	\$171,589
• Estimated Year End Fund Balance June 30, 2021	\$277,651

865 Sidewalks Fund

Revenues and expenses cover the sidewalk repair program and also the cost of snow and ice removal from City of Swartz Creek Sidewalks per city ordinance.

- The Sidewalk Fund is being closed and will now be reported under the General Fund Sidewalk Department 444.000. The sidewalk revenue and expenses are a necessary service of the City and any deficits are made whole by the General Fund.
- At year end June 30, 2020 any surplus in fund balance will be transferred to General Fund or the deficit will be covered by General Fund to close out this fund.

- **Estimated Revenues FY 2021** **\$ -0-**
- **Estimated Expenses FY 2021** **\$ -0-**
- **Estimated Net of Revenues/Appropriations** **\$ -0-**
- **Estimated Fund Balance as of June 30, 2020** **\$1,519**
- **Estimated change in Fund Balance** **\$ -0-**
- **Estimated Year End Fund Balance June 30, 2021** **\$1,519**

866 Weed Fund

Revenues and expenses are from the enforcement of the City of Swartz Creek Weed Ordinance.

- The Weed Fund is being closed and will now be reported under the General Fund in Grass, Brush & Weeds Department 523.000. The mowing revenue and expenses result from the City weed ordinance and any deficit in revenue is covered by General Fund.
- At year end June 30, 2020 any surplus in fund balance will be transferred to General Fund or the deficit will be covered by General Fund to close out this fund.

- **Estimated Revenues FY 2021** **\$ -0-**
- **Estimated Expenses FY 2021** **\$ -0-**
- **Estimated Net of Revenues/Appropriations** **\$ -0-**
- **Estimated Fund Balance as of June 30, 2020** **\$8,515**
- **Estimated change in Fund Balance** **\$ -0-**
- **Estimated Year End Fund Balance June 30, 2021** **\$8,515**

Long Term Liabilities

MERS unfunded liability as of December 31, 2018 for all Defined Benefit Pensions, active and retired employees, is \$272,247.

Unfunded liability for Retiree Health care costs as of June 30, 2019 is estimated at \$536,368.

The last City Hall Bond Payment (Swartz Creek Building Authority Bonds Series 2001) is due May 1, 2021. The balance as of June 30, 2020 will be \$95,000.

The last payment for the Local Streets and Water Main Projects (General Obligation Limited Tax Bonds Series 2017) is due May 1, 2027. The balance as of June 30, 2020 will be \$1,420,000.

Fund and Department Fact Sheets

LEGISLATIVE-EXECUTIVE 101 (000,101,172,201,266)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021			
<p>* Support the council and legislative service</p> <p>* Provide for executive management of all city funds and services (city manager's office)</p> <p>* Provision of all non-police legal services</p>	<p>* Secure Final USDA Program</p> <p>* Improve and review online services and electronic payment methods</p>			
	CAPITAL OUTLAY			
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	
None	\$0	\$0	\$0	
Total	0	0	0	

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 0.56 full time employees (FTE).
- * 0.50 of the FTE's are composed of salaried staff, including the city manager, clerk, and treasurer.
- * 0.06 of the FTE's are composed of hourly staff in the city offices.

BUDGET SUMMARY

	ACTUAL <u>2018-2019</u>	AMENDED <u>2019-2020</u>	REQUESTED <u>2020-2021</u>
Total Exp	158,388	203,101	160,171

Draft: May 17, 2018

CLERK-IT-ELECTIONS 101 (215,228,262)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021			
* Provide for the creation, retention, and distribution of official documents, notices, and other public records * Conduct elections * Oversee information technology needs and services	* Conduct the August & November general elections * Continue to update records retention and management system			
	CAPITAL OUTLAY			
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	
None	\$0	\$0	\$0	
Total	<u>0</u>	<u>0</u>	<u>0</u>	

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 1.448 full time employees (FTE).
- * 0.394 of the FTE's are composed of salaried staff, including the city clerk and others.
- * 1.05 of the FTE's are composed of hourly staff in the city offices.
- * 0.004 of the FTE's are composed of hourly staff at the DPW.

BUDGET SUMMARY

	<u>ACTUAL</u> <u>2018-2019</u>	<u>AMENDED</u> <u>2019-2020</u>	<u>REQUESTED</u> <u>2020-2021</u>
Total Exp	74,663	108,030	99,298

Draft: May 17, 2018

TREASURER 101 (253)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021												
<ul style="list-style-type: none"> * Prepare the annual tax roll and levy calculation * Distribute taxes and settle delinquent tax roll * Manage city investments and asset banking * Provide finance, budgeting, and accounting services * Oversee accounts receivable for taxes, utility bills, building, and other miscellaneous receivables 	<ul style="list-style-type: none"> * Implement the new state chart of accounts * Implement GASB 87 Lease Accounting 												
CAPITAL OUTLAY													
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;"><u>2020-2021</u></th> <th style="width: 15%; text-align: center;"><u>2021-2022</u></th> <th style="width: 10%; text-align: center;"><u>2022-2023</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">None</td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$0</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center; border-top: 1px solid black;">0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> </tr> </tbody> </table>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	None	\$0	\$0	\$0	Total	0	0	0
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>										
None	\$0	\$0	\$0										
Total	0	0	0										

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 1.13 full time employees (FTE).
- * 0.48 of the FTE's are composed of salaried staff, including the city treasurer and others.
- * 0.65 of the FTE's are composed of hourly staff in the city offices.

BUDGET SUMMARY

	<u>ACTUAL</u> 2018-2019	<u>AMENDED</u> 2019-2020	<u>REQUESTED</u> 2020-2021
	46,847	47,121	
Total Exp	46,069	44,154	93,323

Draft: May 17, 2018

ASSESSING 101 (247,257)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021			
<ul style="list-style-type: none"> * Assess all real and personal property in the city * Prepare the annual assessment roll * Equalize values with the Gensee County Equalization Department * Maintain digital and physical property record cards * Support the operations of the Board of Review * Fund Michigan Tax Tribunal Appeals and Refunds 	<ul style="list-style-type: none"> * Payment for commercial appraisals is expected as a contracted service * Evaluate potential changes in state law that might impact local assessing 			
	CAPITAL OUTLAY			
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	
None	\$0	\$0	\$0	
Total	0	0	0	

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 0.08 full time employees (FTE).
- * 0.03 of the FTE's are composed of salaried staff.
- * 0.05 of the FTE's are composed of hourly staff in the city offices.
- * Some wages are also set aside for Board of Review officials
- * This function is carried out primarily by Heather MacDermaid, the city's contract assessor.
- * Assessor hours are 9:00 am - 4:30 pm on Tuesdays
- * The city manager is also a Michigan Certified Assessing Officer

BUDGET SUMMARY

	<u>ACTUAL</u> <u>2018-2019</u>	<u>AMENDED</u> <u>2019-2020</u>	<u>REQUESTED</u> <u>2020-2021</u>
Total Exp	48,638	58,448	51,618

Draft: May 17, 2018

POLICE 101 (301-334); Formerly (301-304)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021			
<ul style="list-style-type: none"> * Patrol city and perform investigative services * Provide a dedicated traffic safety officer * Provide K-9 services * Provide school liaison services and additional protection for school events, per contract * Provide a dedicated code enforcement * Manage summer kids programs (Cops in the Park, Camp 911, & Bicycle Rodeo) 	<ul style="list-style-type: none"> * Implement and analyze the Police Protection Unit cost sharing methodology * Continue payments for existing post-retirement medical and pension benefits 			
	CAPITAL OUTLAY			
	None	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
	\$0	\$0	\$0	
Total	0	0	0	0

STAFFING SUMMARY

- * The Metro Police Authority (MPA) employees 1 Chief, 1 Operations Lt., 2 Patrol Sergeants, & 1 Operations Sergeant.
- * The MPA staffs 16 full time and 8 part time patrol officers.
- * The MPA staffs 2 full time investigators.
- * 1 Property Room Manager, 1 Record Clerk/Dispatcher, 1 Administrative Assistant, 1 part time clerk/dispatcher, & 1 part time Police Service Officer
- * All employees serve the MPA board, which serves Swartz Creek & Mundy (as well as contracts for schools).
- * The MPA maintains two K-9s.

BUDGET SUMMARY

	<u>ACTUAL</u> <u>2018-2019</u>	<u>AMENDED</u> <u>2019-2020</u>	<u>REQUESTED</u> <u>2020-2021</u>
Total Exp	998,302	1,023,088	1,052,045

Draft: May 17, 2018

FIRE DEPARTMENT 101 (336)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021			
<p>* Fund half of the fixed costs of the Swartz Creek Area Fire Department, shared with Clayton Twp</p> <p>* Fund the cost of alarms/runs within the City of Swartz Creek</p>	<p>* Consider capital purchase of new equipment with Clayton Township</p>			
	CAPITAL OUTLAY			
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	
None	\$0	\$0	\$0	
Total	0	0	0	

STAFFING SUMMARY

- * The fire board employees a part time chief and part time administrative assistant.
- * The fire board retains the services of 22 paid, on-call firefighters
- * All employees serve the fire authority board, which serves Swartz Creek & Clayton

BUDGET SUMMARY

	<u>ACTUAL</u> <u>2018-2019</u>	<u>AMENDED</u> <u>2019-2020</u>	<u>REQUESTED</u> <u>2020-2021</u>
Total Exp	176,006	200,781	206,650

Draft: May 17, 2018

BUILDING, PLANNING, ZONING 101 (410,728)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021			
* Review and approve building permits, consult with the public regarding building codes, inspections, zoning, and plan reviews * Oversee ordinance enforcement for zoning and building issues * Consult on city owned properties in relation to construction and repair * Oversee rental inspection program * Prepare planning documents, site plan reviews, and packets for Planning Commission and Zoning Board of Appeals	* Market RRC properties and apply incentives			
	CAPITAL OUTLAY			
		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
	None	\$0	\$0	\$0
Total	0	0	0	

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 0.245 full time employees (FTE).
- * 0.17 of the FTE's are composed of salaried staff, including the city manager.
- * 0.075 of the FTE's are composed of hourly staff in the city offices.
- * The city building official services are executed by contract with Mundy Township (Matt Hart).
- * Trade inspections by the city are performed by two individuals on an as-needed basis.

BUDGET SUMMARY

	<u>ACTUAL</u> <u>2018-2019</u>	<u>AMENDED</u> <u>2019-2020</u>	<u>REQUESTED</u> <u>2020-2021</u>
Total Exp	125,405	117,279	128,884

Draft: May 17, 2018

FACILITIES & LIGHTING 101 (345,448,790,793,796,797)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021																
<p>* Provide for operations, maintenance, and repair of city buildings and grounds (public safety building, library, city hall, DPW garage, cemetery, vacant lots, & parking lots)</p> <p>* Fund street lighting contract with Consumers Energy</p>	<p>* Provide additional updates at the public safety building</p> <p>* Contribute investment at the former Sunoco site</p> <p>* Install new lighting in Winchester Village/downtown</p>																
CAPITAL OUTLAY																	
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;"><u>2020-2021</u></th> <th style="width: 15%; text-align: center;"><u>2021-2022</u></th> <th style="width: 10%; text-align: center;"><u>2022-2023</u></th> </tr> </thead> <tbody> <tr> <td>New Lighting</td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$0</td> </tr> <tr> <td></td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$0</td> </tr> <tr> <td>Total</td> <td style="text-align: center; border-top: 1px solid black;">0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> </tr> </tbody> </table>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	New Lighting	\$0	\$0	\$0		\$0	\$0	\$0	Total	0	0	0
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>														
New Lighting	\$0	\$0	\$0														
	\$0	\$0	\$0														
Total	0	0	0														

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 1.154 full time employees (FTE).
- * 0.01 of the FTE's are composed of salaried staff, including the director of public works.
- * 1.144 of the FTE's are composed of hourly staff, primarily from the DPW.
- * Primary contractors for this service include Lawn Kings (mowing) & Ace (snow removal)

BUDGET SUMMARY

	<u>ACTUAL</u> 2018-2019	<u>AMENDED</u> 2019-2020	<u>REQUESTED</u> 2020-2021
Total Exp	221,565	222,464	208,058

Draft: May 17, 2018

SIDEWALKS 101 (444)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021												
<p>* Pass sidewalk repair expenses through for upkeep on sidewalk in public right of ways</p> <p>* Pass snow removal expenses through for work performed on sidewalk in the public right of way</p>	<p>* Begin another cycle of sidewalk inspections and repair</p> <p>* Continue winter sidewalk snow clearing enforcement</p>												
	CAPITAL OUTLAY												
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;"><u>2020-2021</u></th> <th style="width: 15%; text-align: center;"><u>2021-2022</u></th> <th style="width: 10%; text-align: center;"><u>2022-2023</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">None</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center; border-top: 1px solid black;">\$0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> </tr> </tbody> </table>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	None				Total	\$0	0	0
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>										
None													
Total	\$0	0	0										

STAFFING SUMMARY

* This department is not staffed.

BUDGET SUMMARY

	<u>ACTUAL</u> 2018-2019	<u>AMENDED</u> 2019-2020	<u>REQUESTED</u> 2020-2021
Total Exp	2,345	2,200	900

*prior to FY21 was a separate fund

Draft: May 17, 2018

GRASS, BRUSH & WEEDS 101 (523)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021												
* Pass mowing expenses through for properties mowed in violation to ordinance	* Continue seasonal weed cutting enforcement												
	CAPITAL OUTLAY												
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;"><u>2020-2021</u></th> <th style="width: 15%; text-align: center;"><u>2021-2022</u></th> <th style="width: 10%; text-align: center;"><u>2022-2023</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">None</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right; border-top: 1px solid black;">\$0</td> <td style="text-align: right; border-top: 1px solid black;">0</td> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> </tbody> </table>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	None				Total	\$0	0	0
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>										
None													
Total	\$0	0	0										

STAFFING SUMMARY

* This department is not staffed.

BUDGET SUMMARY

	<u>ACTUAL</u> 2018-2019	<u>AMENDED</u> 2019-2020	<u>REQUESTED</u> 2020-2021
Total Exp	5,850	6,800	4,500

*prior to FY21 was a serarte fund

Draft: May 17, 2018

PARKS & PROMOTIONS 101 (780,781,782,783,784,786,787,788,794)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021		
* Provide for operations, maintenance, and repair of city parks (Abrams, Elms, Bicentennial, Disc Golf, Veterans Memorial, Pajtas Amphitheater) * Provide support for community events and activities related to parks and festivals (parade support & holiday decorating)	* Complete disc golf course		
	* Begin forestry in Abrams Park		
	* Extend Genesee Valley Trail		
	CAPITAL OUTLAY		
		<u>2020-2021</u>	<u>2021-2022</u>
Trail	\$150,000	\$0	\$0
Abrams Park	\$10,000	\$10,000	\$10,000
Total	160,000	10,000	10,000

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 1.495 full time employees (FTE).
- * 0.09 of the FTE's are composed of salaried staff, including the director of public works.
- * 1.405 of the FTE's are composed of hourly staff, primarily from the DPW.
- * Primary contractors for this service include Lawn Kings (mowing)

BUDGET SUMMARY

	ACTUAL <u>2018-2019</u>	AMENDED <u>2019-2020</u>	REQUESTED <u>2020-2021</u>
Total Exp	140,747	177,183	174,209

Draft: May 17, 2018

MAJOR STREET FUND 202

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021			
* Maintain major streets (Miller, Elms, Bristol, Morrish, Fairchild, Seymour, & Oakview) * Clear major streets of ice and snow * Maintain right-of-ways, including storm drains * Provide traffic control services * Contribute to street sweeping activities * Plan and execute reconstruction of streets with Traffic Improvement Program federal monies	* Reconstruct Winston - Oakview to Chesterfield * Reconstruct Oakview - Seymour to Chelmsford			
	CAPITAL OUTLAY			
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	
Oakview - Seymour to Chelmsford	\$50,000	\$0	\$0	
Winston - Oakview to Chesterfield	\$20,000	\$0	\$0	
	\$0	\$0	\$0	
Total	\$70,000	0	0	

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 1.126 full time employees (FTE).
- * 0.14 of the FTE's are composed of salaried staff, including the director of public works.
- * 0.986 of the FTE's are composed of hourly staff, primarily from the DPW.

BUDGET SUMMARY

	ACTUAL <u>2018-2019</u>	AMENDED <u>2019-2020</u>	REQUESTED <u>2020-2021</u>
Total Rev	536,342	469,021	457,875
Total Exp	361,673	452,935	531,255
Net Rev/Exp	174,669	16,086	(73,380)
*Includes federal funds for Fairchild		*Includes Winston & Oakview Projects for FY20 & FY21	

Draft: May 17, 2018

LOCAL STREET FUND 203

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021		
<ul style="list-style-type: none"> * Maintain local streets (non-major streets; e.g. Winchester Village, Parkridge, Otterburn, Heritage) * Clear local streets of ice and snow * Maintain right-of-ways, including storm drains * Provide traffic control services * Contribute to street sweeping activities 	<ul style="list-style-type: none"> * Reconstruction of Chelmsford - Seymour to Oakview * Reconstruction of Oxford Ct. 		
	CAPITAL OUTLAY		
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Oxford Ct.	\$55,000	\$0	\$0
Chelmsford - Seymour to Oakview	\$50,000	\$0	\$0
	\$0	\$0	\$0
Total	\$105,000	0	0

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 1.102 full time employees (FTE).
- * 0.16 of the FTE's are composed of salaried staff, including the director of public works.
- * 0.942 of the FTE's are composed of hourly staff, primarily from the DPW.

BUDGET SUMMARY

	ACTUAL <u>2018-2019</u>	AMENDED <u>2019-2020</u>	REQUESTED <u>2020-2021</u>
Total Rev	815,405	708,788	659,000
Total Exp	427,125	772,668	548,695
Net Rev/Exp	388,280	(63,880)	110,305

Draft: May 17, 2018

MUNICIPAL STREET FUND 204

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021								
* Provide funds for planned projects within the 20 year street plan * Provide funds for street bond	* Follow recommendations of the Street Project Selection Committee to establish and fund projects in the 20 year plan								
	CAPITAL OUTLAY								
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;"><u>2020-2021</u></th> <th style="width: 15%; text-align: center;"><u>2021-2022</u></th> <th style="width: 10%; text-align: center;"><u>2022-2023</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: right; border-top: 1px solid black;">Total</td> <td style="text-align: center; border-top: 1px solid black;">\$0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> </tr> </tbody> </table>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	Total	\$0	0	0
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>						
Total	\$0	0	0						

STAFFING SUMMARY

* This department is not staffed.

BUDGET SUMMARY

	ACTUAL <u>2018-2019</u>	AMENDED <u>2019-2020</u>	REQUESTED <u>2020-2021</u>
Total Rev	630,135	631,255	651,580
Total Exp	625,679	605,475	667,917
Net Rev/Exp	4,456	25,780	(16,337)

Draft: May 17, 2018

GARBAGE FUND 226

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021												
<p>* Fund the garbage, recycling, and yard waste collection contract with Republic Waste Services</p> <p>* Support garbage collection activiteis in downtown and parks</p> <p>* Supports costs related to street sweeping</p> <p>* Fund staff and contracted brush chipping</p>	<p>*There are no changes to past operations</p>												
	CAPITAL OUTLAY												
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;"><u>2020-2021</u></th> <th style="width: 15%; text-align: center;"><u>2021-2022</u></th> <th style="width: 10%; text-align: center;"><u>2022-2023</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">None</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center; border-top: 1px solid black;">\$0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> </tr> </tbody> </table>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	None				Total	\$0	0	0
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>										
None													
Total	\$0	0	0										

STAFFING SUMMARY

* Staffing for this function consists of the equivalent of 1.356 full time employees (FTE).

* 0.18 of the FTE's are composed of salaried staff, including the director of public works.

* 1.176 of the FTE's are composed of hourly staff, primarily from the DPW.

* This function is executed in large part by Republic Waste Services

BUDGET SUMMARY

	ACTUAL <u>2018-2019</u>	AMENDED <u>2019-2020</u>	REQUESTED <u>2020-2021</u>
Total Rev	400,589	397,657	415,025
Total Exp	385,299	395,154	413,336
Net Rev/Exp	15,290	2,503	1,689

Draft: May 17, 2018

DOWNTOWN DEVELOPMENT AUTHORITY FUND 248

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021																
* Allocate special revenues (TIF) to projects that improve the economic vitality and function of downtown * Fund the façade improvement program * Fund and program Family Movie Night (donation supported) * Plan for future investments	* Implement reuse of Holland Square * Award and oversee façade grants																
CAPITAL OUTLAY																	
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;"><u>2020-2021</u></th> <th style="width: 15%; text-align: center;"><u>2021-2022</u></th> <th style="width: 10%; text-align: center;"><u>2022-2023</u></th> </tr> </thead> <tbody> <tr> <td>Facades</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Streetscape Debt</td> <td style="text-align: right;">\$40,000</td> <td style="text-align: right;">\$40,000</td> <td style="text-align: right;">\$40,000</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$40,000</td> <td style="text-align: right; border-top: 1px solid black;">40,000</td> <td style="text-align: right; border-top: 1px solid black;">40,000</td> </tr> </tbody> </table>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	Facades	\$0	\$0	\$0	Streetscape Debt	\$40,000	\$40,000	\$40,000	Total	\$40,000	40,000	40,000
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>														
Facades	\$0	\$0	\$0														
Streetscape Debt	\$40,000	\$40,000	\$40,000														
Total	\$40,000	40,000	40,000														

STAFFING SUMMARY

* This department is not staffed.

BUDGET SUMMARY

	<u>ACTUAL</u> 2018-2019	<u>AMENDED</u> 2019-2020	<u>REQUESTED</u> 2020-2021
Total Rev	56,588	47,810	68,962
Total Exp	116,595	67,223	47,215
Net Rev/Exp	(60,007)	(19,413)	21,747

Draft: May 17, 2018

CITY HALL DEBT FUND 350

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021												
* Consolidate all fund contributions to city hall debt service * Payment of \$101,118, last payment in May 2021	* Make annual payment												
	CAPITAL OUTLAY												
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 16.6%; text-align: center;"><u>2020-2021</u></th> <th style="width: 16.6%; text-align: center;"><u>2021-2022</u></th> <th style="width: 6.8%; text-align: center;"><u>2022-2023</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">None</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: center; border-top: 1px solid black;">\$0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> </tr> </tbody> </table>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	None				Total	\$0	0	0
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>										
None													
Total	\$0	0	0										

STAFFING SUMMARY

* This department is not staffed.

BUDGET SUMMARY

	ACTUAL <u>2018-2019</u>	AMENDED <u>2019-2020</u>	REQUESTED <u>2020-2021</u>
Total Rev	88,746	88,743	100,365
Total Exp	89,480	89,480	101,118
Net Rev/Exp	(734)	(737)	(753)

Draft: May 17, 2018

FIRE EQUIPMENT REPLACEMENT FUND 402

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021												
* Provide annual fund contributions to offset large equipment purchases	* Add to savings for future equipment purchases												
CAPITAL OUTLAY													
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;"><u>2020-2021</u></th> <th style="width: 15%; text-align: center;"><u>2021-2022</u></th> <th style="width: 10%; text-align: center;"><u>2022-2023</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">None</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: center; border-top: 1px solid black;">\$</td> <td style="text-align: center; border-top: 1px solid black;">0</td> <td style="text-align: center; border-top: 1px solid black;">0</td> </tr> </tbody> </table>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	None				Total	\$	0	0
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>										
None													
Total	\$	0	0										

STAFFING SUMMARY

* This department is not staffed.

BUDGET SUMMARY

	ACTUAL <u>2018-2019</u>	AMENDED <u>2019-2020</u>	REQUESTED <u>2020-2021</u>
Total Rev	139,774	75,010	75,011
Total Exp	213,183	5,839	3,500
Net Rev/Exp	(73,409)	69,171	71,511

*Included Gen. Fund trf in for truck purchase

Draft: May 17, 2018

WATER FUND 590

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021																				
<ul style="list-style-type: none"> * Read and bill water customers * Repair water main breaks and other leaks * Flush, exercise, inspect, and paint hydrants * Exercise valves * Provide water "turn on, turn off" service * Distribute water provided by the Great Lakes Water Authority (Lake Huron) via Genesee County Drain Commission 	<ul style="list-style-type: none"> * Coordinate with street reconstruction and investment with the intent of providing replacement water main * Review rates (KWA and water loss impacts) * Continue USDA RD Grant/Loan Process * Integrate investments into street plan 																				
CAPITAL OUTLAY																					
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;"><u>2020-2021</u></th> <th style="width: 15%; text-align: center;"><u>2021-2022</u></th> <th style="width: 10%; text-align: center;"><u>2022-2023</u></th> </tr> </thead> <tbody> <tr> <td>Oakview Drive</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$200,000</td> <td style="text-align: right;">\$250,000</td> </tr> <tr> <td>USDA RD</td> <td style="text-align: center;">Pending</td> <td style="text-align: center;">Pending</td> <td style="text-align: center;">Pending</td> </tr> <tr> <td></td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr style="border-top: 1px solid black;"> <td>Total</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">200,000</td> <td style="text-align: right;">250,000</td> </tr> </tbody> </table>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	Oakview Drive	\$0	\$200,000	\$250,000	USDA RD	Pending	Pending	Pending		\$0	\$0	\$0	Total	\$0	200,000	250,000
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>																		
Oakview Drive	\$0	\$200,000	\$250,000																		
USDA RD	Pending	Pending	Pending																		
	\$0	\$0	\$0																		
Total	\$0	200,000	250,000																		

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 2.777 full time employees (FTE).
- * 0.86 of the FTE's are composed of salaried staff, including the director of public works, treasurer, and finance.
- * 1.917 of the FTE's are composed of hourly staff, from the DPW and office utility billing staff.

BUDGET SUMMARY

	<u>ACTUAL</u> 2018-2019	<u>AMENDED</u> 2019-2020	<u>REQUESTED</u> 2020-2021
Total Rev	2,222,783	2,234,795	2,232,000
Total Exp	2,268,096	2,526,686	2,593,159
Net Rev/Exp	(45,313)	(291,891)	(361,159)
Operating*	188,245	(96,891)	(108,459)

Draft: May 17, 2018

***Excluding depreciation**

SEWER FUND 591

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021		
* Read and bill water customers * Inspect sewer man holes for backups * Televiser and "jet" mains * Line existing sewer lines * Operate the city's lift station * Collect sanitary sewer for treatment by the Genesee County Drain Commission	* Continue lining program * Engineer plans for Springbrook relief		
	CAPITAL OUTLAY		
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Lining	\$183,128	\$0	\$0
Future Lining	\$0	\$220,000	\$0
Future Lining	\$0	\$0	\$220,000
Total	\$183,128	220,000	220,000

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 2.722 full time employees (FTE).
- * 0.83 of the FTE's are composed of salaried staff, including the director of public works, treasurer, and finance.
- * 1.892 of the FTE's are composed of hourly staff, from the DPW and office utility billing staff.

BUDGET SUMMARY

	ACTUAL <u>2018-2019</u>	AMENDED <u>2019-2020</u>	REQUESTED <u>2020-2021</u>
Total Rev	1,309,622	1,295,165	1,272,700
Total Exp	1,250,437	1,471,195	1,499,490
Net Rev/Exp	59,185	(176,030)	(226,790)
Operating*	327,679	85,970	43,210

Draft: May 17, 2018

***Excluding depreciation**

MOTOR POOL FUND 661

SERVICE DESCRIPTION	OPERATIONAL PLAN 2020-2021																
* Provide, fuel, service, and repairs on all city vehicles * Support garage facilities and equipment related to the operation of the fleet	* Purchase misc equipment																
CAPITAL OUTLAY																	
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;"><u>2020-2021</u></th> <th style="width: 15%; text-align: center;"><u>2021-2022</u></th> <th style="width: 10%; text-align: center;"><u>2022-2023</u></th> </tr> </thead> <tbody> <tr> <td>DPW Truck</td> <td style="text-align: right;">\$260,000</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td></td> <td style="text-align: right;">\$0</td> <td></td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$260,000</td> <td style="text-align: right; border-top: 1px solid black;">0</td> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> </tbody> </table>		<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	DPW Truck	\$260,000	\$0	\$0		\$0		\$0	Total	\$260,000	0	0
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>														
DPW Truck	\$260,000	\$0	\$0														
	\$0		\$0														
Total	\$260,000	0	0														

STAFFING SUMMARY

- * Staffing for this function consists of the equivalent of 0.453 full time employees (FTE).
- * 0.07 of the FTE's are composed of salaried staff, including the director of public works.
- * 0.383 of the FTE's are composed of hourly staff, primarily from the DPW.

BUDGET SUMMARY

	<u>ACTUAL</u> 2018-2019	<u>AMENDED</u> 2019-2020	<u>REQUESTED</u> 2020-2021
Total Rev	158,400	155,581	234,250
Total Exp	131,897	219,023	405,839
Net Rev/Exp	26,503	(63,442)	(171,589)
Operating*	48,435	(35,442)	(147,589)

Draft: May 17, 2018

***Excluding depreciation**

Fiscal Year 2021 Budget

ADOPTED BUDGET FOR CITY OF SWARTZ CREEK
Fiscal Year June 30, 2021

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
ESTIMATED REVENUES						
Dept 000.000 - General						
101-000.000-402.000	Current Tax Revenue	708,166.65	710,949.00	709,000.00	745,000.00	
101-000.000-402.301	Current Tax Revenue P SFTY	676,113.73	680,600.00	676,000.00	710,700.00	
101-000.000-412.000	Delinquent Tax Revenue	466.88	275.00	300.00	275.00	
101-000.000-433.000	St-Charge in Lieu	1,684.05	1,785.00	1,785.00	1,785.00	
101-000.000-434.000	St-Mobile Tax in Lieu	924.00	975.00	890.00	890.00	
101-000.000-441.000	LCSA Share Taxes PA 80 2014/2016 Fwd	17,819.37	9,639.03	9,639.03	9,650.00	
101-000.000-445.000	Late Payment Interest Revenue	14,420.25	11,000.00	11,000.00	13,000.00	
101-000.000-445.100	MR Penalty & Interest	807.95	500.00	1,200.00	500.00	
101-000.000-448.000	Collection Fees	8,800.00	8,800.00	8,800.00	8,800.00	
101-000.000-449.000	NSF Fee	775.00	675.00	525.00	425.00	
101-000.000-451.000	Franchise Fees	118,804.02	116,000.00	113,525.00	113,160.00	
101-000.000-451.100	Wireless Leases	60,796.80	46,500.00	62,000.00	59,700.00	
101-000.000-574.100	Constitutional Sales Tax	497,505.00	515,000.00	525,000.00	437,832.00	16
101-000.000-574.300	CVTRS Revenue Share	51,953.00	50,512.00	53,000.00	45,214.00	16
101-000.000-608.000	Admin Fee	68,412.09	68,500.00	73,590.00	80,000.00	
101-000.000-663.000	Income From Land Held For Resale	33,196.69				
101-000.000-664.000	Interest Income	11,388.72	11,200.00	11,200.00	9,800.00	
101-000.000-667.001	Rental Income - Lease of City Property	7,285.00	13,600.00	13,600.00	24,000.00	
101-000.000-675.000	Misc.	180.00	150.00	180.00	150.00	
101-000.000-677.000	Reimbursements	2,720.37	138.56	240.00		
101-000.000-677.200	Reimbursements from DDA	2,500.00	2,500.00	2,500.00	2,500.00	
101-000.000-677.350	Reimbursement - Debt Service	53,238.00	53,238.00	50,740.50	59,227.27	
101-000.000-694.000	Cash Over & Short	1.08	2.30	2.52	2.00	
101-000.000-696.000	BOND OR INSURANCE RECOVERIES		878.67	878.67		
Totals for dept 000.000 - General		2,337,958.65	2,303,417.56	2,325,595.72	2,322,610.27	
Dept 172.000 - Executive						
101-172.000-677.000	Reimbursements			22,500.00		

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
Totals for dept 172.000 - Executive		0.00	0.00	22,500.00	0.00	
Dept 215.000 - Administration and Clerk						
101-215.000-627.000	Charges for Services	48.60	42.00	51.00	40.00	
Totals for dept 215.000 - Administration and Clerk		48.60	42.00	51.00	40.00	
Dept 253.000 - Treasurer						
101-253.000-448.000	Collection Fees	6,109.07				
101-253.000-627.100	Notary Services	120.00				
Totals for dept 253.000 - Treasurer		6,229.07	0.00	0.00	0.00	
Dept 262.000 - Elections						
101-262.000-677.000	Reimbursements		350.00	350.00		
Totals for dept 262.000 - Elections		0.00	350.00	350.00	0.00	
Dept 301.000 - Police Dept						
101-301.000-543.000	State Liquor Returns	4,115.10	4,195.95	4,278.45	4,100.00	
101-301.000-656.000	Parking Fees	980.00				
101-301.000-657.000	Ordinance Fees					
Totals for dept 301.000 - Police Dept		5,095.10	4,195.95	4,278.45	4,100.00	
Dept 336.000 - Fire Department						
101-336.000-677.000	Reimbursements		800.00	1,200.00		
Totals for dept 336.000 - Fire Department		0.00	800.00	1,200.00	0.00	
Dept 345.000 - PUBLIC SAFETY BUILDING						
101-345.000-627.000	Charges for Services	25,430.00	25,000.00	22,250.00	22,250.00	
101-345.000-677.000	Reimbursements	3,374.23	3,100.00	2,830.00	2,800.00	
Totals for dept 345.000 - PUBLIC SAFETY BUILDING		28,804.23	28,100.00	25,080.00	25,050.00	
Dept 410.000 - Building & Zoning & Planning						
101-410.000-477.000	Building Permits	29,955.00	30,000.00	31,000.00	28,000.00	
101-410.000-477.005	Plumbing Inspection Revenue	7,751.00	6,500.00	3,600.00	3,500.00	
101-410.000-477.006	Mechanical Inspection Revenue	15,771.50	14,800.00	14,800.00	13,000.00	
101-410.000-477.007	Electrical Inspection Revenue	14,561.00	9,500.00	11,900.00	9,000.00	
101-410.000-478.000	Other Permits	5,865.00	3,500.00	2,830.00	3,000.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-410.000-479.000	Rental Inspection Revenue	5,890.00	9,000.00	8,700.00	8,000.00	
101-410.000-608.100	Site Plan Review Fees	340.00	500.00	1,055.00	400.00	
101-410.000-627.000	Charges for Services	1,570.00	980.00	400.00	300.00	
101-410.000-677.000	Reimbursements	6,425.00				
Totals for dept 410.000 - Building & Zoning & Planning		88,128.50	74,780.00	74,285.00	65,200.00	
Dept 444.000 - Sidewalks		reporting past activity in Dept. 444.000 for comparison				
101-444.000-418.478	Snow Removal Revenue	1,750.00	1,000.00	1,215.00	900.00	
Totals for dept 444.000 - Sidewalks		0.00	0.00	0.00	900.00	
Dept 448.000 - Lighting						
101-448.000-589.000	Condo Lighting	6,574.56	6,574.00	6,574.00	6,574.00	
101-448.000-589.100	Clayton-Bristol Rd St Lighting	1,414.20	2,150.00	2,150.00	2,150.00	
101-448.000-589.200	Carriage Commons Lighting Reim	1,146.96	1,146.00	1,146.00	1,146.00	
Totals for dept 448.000 - Lighting		9,135.72	9,870.00	9,870.00	9,870.00	
Dept 523.000 - Grass, Brush & Weeds		reporting past activity in Dept. 523.000 for comparison				
101-523.000-416.000	Current Weed Revenue	5,850.00	6,800.00	4,000.00	4,500.00	
Totals for dept 523.000 - Grass, Brush & Weeds		0.00	0.00	0.00	4,500.00	
Dept 694.000 - Community Development Block Grant		reporting past activity in Dept. 694.000 for comparison				
101-694.000-522.000	Federal Grants - CDBG				31,450.00	
101-694.000-529.100	Senior Ctr Operations	1,724.00	1,850.00	1,850.00	1,850.00	
Totals for dept 694.000 - Community Development Block Grant		0.00	0.00	0.00	33,300.00	
Dept 728.005 - Holland Square Streetscape						
101-728.005-674.248	Contribution from DDA	90,000.00	40,000.00	40,000.00	40,000.00	
Totals for dept 728.005 - Holland Square Streetscape		90,000.00	40,000.00	40,000.00	40,000.00	
Dept 782.000 - Facilities - Abrams Park						
101-782.000-651.000	Use and Admission Fee	210.00	140.00	280.00	140.00	
Totals for dept 782.000 - Facilities - Abrams Park		210.00	140.00	280.00	140.00	
Dept 783.000 - Facilities - Elms Rd Park						
101-783.000-651.000	Use and Admission Fee	8,070.00	6,700.00	4,430.00	6,700.00	
101-783.000-674.783	Contributions & Donations Elms Road Park	1,315.32				

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
Totals for dept 783.000 - Facilities - Elms Rd Park		9,385.32	6,700.00	4,430.00	6,700.00	
Dept 786.000 - Non-Motorized Trailway						
101-786.000-674.000-786.000	Contributions & Donations	15,000.00				
Totals for dept 786.000 - Non-Motorized Trailway		15,000.00	0.00	0.00	0.00	
Dept 790.000 - Facilities-Senior Center/Libr						
101-790.000-627.000	Charges for Services	7,908.88	7,980.00	6,200.00	6,200.00	
Totals for dept 790.000 - Facilities-Senior Center/Libr		7,908.88	7,980.00	6,200.00	6,200.00	
Dept 790.012 - CDBG Senior Center Operations						
101-790.012-529.100-790.018	Senior Ctr Operations	1,724.00				
101-790.012-529.100-790.019	Senior Ctr Operations		1,850.00	1,850.00		
Totals for dept 790.012 - CDBG Senior Center Operations		0.00	0.00	1,850.00	0.00	
Dept 794.000 - Community Promotions Program						
101-794.000-677.000	Reimbursements		1,000.00	1,000.00		
Totals for dept 794.000 - Community Promotions Program		0.00	1,000.00	1,000.00	0.00	
Dept 931.000 - Transfers IN						
101-931.000-699.866	Transfer In from Weeds Fund		38,000.00	34,000.00		
Totals for dept 931.000 - Transfers IN		0.00	38,000.00	34,000.00	0.00	
TOTAL ESTIMATED REVENUES		2,597,904.07	2,515,375.51	2,550,970.17	2,518,610.27	
APPROPRIATIONS						
Dept 000.000 - General						
101-000.000-983.100	ERC Lighting Conversion Program Expense	3,145.57	14,160.00	14,160.00	14,160.00	
Totals for dept 000.000 - General		3,145.57	14,160.00	14,160.00	14,160.00	
Dept 101.000 - Council						
101-101.000-702.000	Wages	10,157.47	10,396.00	12,967.30	13,387.00	
101-101.000-704.100	FICA - Employer's Share	629.49	711.00	803.97	830.00	
101-101.000-704.200	Medicare - Employer's Share	147.85	166.00	188.03	194.00	
101-101.000-705.000	Medical Insurance - ER	766.40	835.00	607.72	627.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-101.000-705.100	Vision Benefits	5.70	6.00	4.32	6.00	
101-101.000-705.200	Dental Benefits	55.68	63.00	42.36	57.00	
101-101.000-706.000	Life Insurance - ER cost	21.11	22.00	21.43	31.00	
101-101.000-707.000	Retirement Contributions-ER	303.13	308.00	337.21	441.00	
101-101.000-707.100	Health Care Savings Plan - ER	71.30	79.00	99.85	97.00	
101-101.000-708.000	Sick & Accident Premiums-ER	75.77	79.00	80.49	108.00	
101-101.000-726.000	Supplies	116.24	315.00	400.00	100.00	
101-101.000-910.200	General Liability Insurance	3,471.87	3,921.70	3,610.27	3,900.00	
101-101.000-910.500	Workers Comp Insurance	4.91	7.73	6.35	7.73	
101-101.000-960.000	Education and Training	1,969.55	3,500.00	2,600.00	2,800.00	
Totals for dept 101.000 - Council		17,796.47	20,409.43	21,769.30	22,585.73	
Dept 172.000 - Executive						
101-172.000-702.000	Wages	39,027.08	40,090.00	39,966.46	40,512.00	
101-172.000-704.100	FICA - Employer's Share	2,519.41	2,585.00	2,477.92	2,611.00	
101-172.000-704.200	Medicare - Employer's Share	589.27	605.00	579.51	611.00	
101-172.000-705.000	Medical Insurance - ER	3,443.92	3,670.00	3,474.25	3,654.00	
101-172.000-705.100	Vision Benefits	54.99	64.00	60.89	62.00	
101-172.000-705.200	Dental Benefits	691.68	770.00	722.17	709.00	
101-172.000-706.000	Life Insurance - ER cost	166.33	169.09	169.25	183.00	
101-172.000-707.000	Retirement Contributions-ER	46,655.95	50,350.04	43,782.25	50,388.04	
101-172.000-707.100	Health Care Savings Plan - ER	835.62	834.00	1,262.63	1,264.00	
101-172.000-708.000	Sick & Accident Premiums-ER	569.69	593.17	589.23	616.00	
101-172.000-726.000	Supplies	27.00	150.00	28.16	30.00	
101-172.000-745.000	Postage		20.00	20.00		
101-172.000-801.000	Contractual Services	1,722.24	10,820.00	7,825.00	1,500.00	
101-172.000-801.001	Union Negotiation Expenditures		500.00			
101-172.000-850.000	Communications			31.21		
101-172.000-910.200	General Liability Insurance	3,890.21	4,418.23	4,026.30	4,200.00	
101-172.000-910.500	Workers Comp Insurance	192.02	322.92	269.74	322.92	
101-172.000-940.000	Vehicle and Travel Expense	1,608.18	1,700.00	2,312.00	2,312.00	
101-172.000-960.000	Education and Training	63.60	320.00	100.00	200.00	
101-172.000-961.000	Miscellaneous	15,167.42	30,550.00	30,513.23	250.00	
Totals for dept 172.000 - Executive		117,224.61	148,531.45	138,210.20	109,424.96	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-201.000-702.000	Wages	20,327.25	21,124.00	20,932.09		5
101-201.000-704.100	FICA - Employer's Share	1,273.32	1,310.00	1,297.79		5
101-201.000-704.200	Medicare - Employer's Share	297.80	306.00	303.52		5
101-201.000-705.000	Medical Insurance - ER	3,161.26	3,346.00	3,220.53		5
101-201.000-705.100	Vision Benefits	26.36	30.00	28.09		5
101-201.000-705.200	Dental Benefits	265.60	297.00	276.40		5
101-201.000-706.000	Life Insurance - ER cost	101.29	102.99	103.09		5
101-201.000-707.000	Retirement Contributions-ER	1,701.52	1,754.07	1,819.28		5
101-201.000-707.100	Health Care Savings Plan - ER	90.28	106.00	126.54		5
101-201.000-708.000	Sick & Accident Premiums-ER	365.45	380.32	380.48		5
101-201.000-726.000	Supplies	2,294.67	1,800.00	1,800.00		5
101-201.000-801.000	Contractual Services	16,605.60	16,136.00	15,500.00		5
101-201.000-805.000	Bank Fees	268.80	290.00	295.00		5
101-201.000-960.000	Education and Training	68.00	139.00	140.00		5
Totals for dept 201.000 - Finance,Budgeting,Accounting		46,847.20	47,121.38	46,222.81	0.00	
Dept 215.000 - Administration and Clerk						
101-215.000-702.000	Wages	18,943.65	18,421.00	19,057.31	24,147.00	
101-215.000-704.100	FICA - Employer's Share	1,180.09	1,142.00	1,181.55	1,497.00	
101-215.000-704.200	Medicare - Employer's Share	276.06	267.00	276.33	350.00	
101-215.000-705.000	Medical Insurance - ER	1,487.50	1,623.00	263.88	252.00	
101-215.000-705.100	Vision Benefits	15.06	16.00	4.55	7.00	
101-215.000-705.200	Dental Benefits	141.32	159.00	44.48	73.00	
101-215.000-706.000	Life Insurance - ER cost	93.01	94.54	94.64	125.00	
101-215.000-707.000	Retirement Contributions-ER	1,248.10	1,225.78	1,268.21	1,573.00	
101-215.000-707.100	Health Care Savings Plan - ER	290.74	279.00	409.90	513.00	
101-215.000-708.000	Sick & Accident Premiums-ER	271.54	282.63	286.89	384.00	
101-215.000-726.000	Supplies	190.68	250.00	100.00	200.00	
101-215.000-745.000	Postage	731.72	1,375.00	2,300.00	2,500.00	
101-215.000-801.000	Contractual Services	1,767.09	1,730.00	2,090.00	2,200.00	
101-215.000-900.000	Printing and Publishing	1,354.36	2,950.00	3,300.00	2,000.00	
101-215.000-960.000	Education and Training	856.00	300.00	105.00	300.00	
101-215.000-961.000	Miscellaneous	10.81			100.00	
Totals for dept 215.000 - Administration and Clerk		28,857.73	30,114.95	30,782.74	36,221.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-228.000-801.000	Contractual Services	10,629.56	14,000.00	14,800.00	15,000.00	
101-228.000-976.000	Equipment	2,184.00	4,970.53	3,800.00	875.00	13
Totals for dept 228.000 - Information Technology		12,813.56	18,970.53	18,600.00	15,875.00	
Dept 247.000 - Board of Review						
101-247.000-702.000	Wages	1,950.00	2,100.00	2,125.00	2,100.00	
101-247.000-704.100	FICA - Employer's Share	120.90	130.20	131.75	130.00	
101-247.000-704.200	Medicare - Employer's Share	28.28	30.45	30.81	30.00	
101-247.000-705.100	Vision Benefits			0.42	0.20	
101-247.000-705.200	Dental Benefits			4.19	12.00	
101-247.000-706.000	Life Insurance - ER cost			0.67	1.65	
101-247.000-707.000	Retirement Contributions-ER			6.87	24.00	
101-247.000-707.100	Health Care Savings Plan - ER			368.00	620.00	
101-247.000-708.000	Sick & Accident Premiums-ER			3.81	381.00	
101-247.000-726.000	Supplies			150.00	150.00	
101-247.000-900.000	Printing and Publishing	283.50	190.00	283.50	210.00	
Totals for dept 247.000 - Board of Review		2,382.68	2,450.65	3,105.02	3,658.85	
Dept 253.000 - Treasurer						
101-253.000-702.000	Wages	29,474.56	31,082.00	30,560.44	55,135.00	
101-253.000-704.100	FICA - Employer's Share	1,847.70	1,927.00	1,894.75	3,418.00	
101-253.000-704.200	Medicare - Employer's Share	432.12	451.00	443.13	799.00	
101-253.000-705.000	Medical Insurance - ER	4,682.63	4,978.00	5,007.27	8,900.00	
101-253.000-705.100	Vision Benefits	39.40	46.00	43.75	78.00	
101-253.000-705.200	Dental Benefits	397.65	445.00	430.13	771.00	
101-253.000-706.000	Life Insurance - ER cost	131.51	133.74	134.07	247.00	
101-253.000-707.000	Retirement Contributions-ER	2,251.06	2,336.63	2,482.23	4,136.00	
101-253.000-707.100	Health Care Savings Plan - ER	141.37	185.00	199.41	310.00	
101-253.000-708.000	Sick & Accident Premiums-ER	506.15	526.38	530.24	951.00	
101-253.000-726.000	Supplies	58.58				
101-253.000-745.000	Postage	534.38	925.00	700.00	2,600.00	
101-253.000-801.000	Contractual Services	340.00	400.00	420.00	15,455.00	1
101-253.000-805.000	Bank Fees					
101-253.000-910.300	Insurance and Bonds	64.22	65.00	40.00	48.00	
101-253.000-940.000	Vehicle and Travel Expense	36.65	440.00	168.00	250.00	
101-253.000-960.000	Education and Training	131.00	213.00	213.00	225.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
Totals for dept 253.000 - Treasurer		41,068.98	44,153.75	43,266.42	93,323.00	
Dept 257.000 - Assessor						
101-257.000-702.000	Wages	3,271.44	3,476.00	3,335.97	3,157.00	
101-257.000-704.100	FICA - Employer's Share	208.34	216.00	206.83	196.00	
101-257.000-704.200	Medicare - Employer's Share	48.73	50.00	48.37	46.00	
101-257.000-705.000	Medical Insurance - ER	373.76	404.00	270.12	108.00	
101-257.000-705.100	Vision Benefits	4.98	6.00	4.24	3.00	
101-257.000-705.200	Dental Benefits	49.05	55.00	41.99	31.00	
101-257.000-706.000	Life Insurance - ER cost	15.89	16.14	16.19	16.00	
101-257.000-707.000	Retirement Contributions-ER	241.87	246.78	280.16	223.00	
101-257.000-707.100	Health Care Savings Plan - ER	55.21	64.00	77.37	70.00	
101-257.000-708.000	Sick & Accident Premiums-ER	61.25	63.80	65.05	59.00	
101-257.000-726.000	Supplies	121.78	100.00		50.00	
101-257.000-745.000	Postage	1,027.88	1,400.00	1,020.00	1,200.00	
101-257.000-801.000	Contractual Services	30,942.55	33,000.00	31,375.00	33,000.00	
101-257.000-899.000	MTT Appeals and Payments	8,500.00	15,000.00	2,000.00	8,000.00	
101-257.000-900.000	Printing and Publishing	599.24	700.00	500.00	600.00	
101-257.000-960.000	Education and Training	732.88	1,200.00	910.00	1,200.00	
Totals for dept 257.000 - Assessor		46,254.85	55,997.72	40,151.29	47,959.00	
Dept 262.000 - Elections						
101-262.000-702.000	Wages	20,039.54	30,562.00	15,900.00	22,403.00	6
101-262.000-704.100	FICA - Employer's Share	790.16	1,894.23	985.80	645.00	
101-262.000-704.200	Medicare - Employer's Share	184.90	443.23	230.55	151.00	
101-262.000-705.000	Medical Insurance - ER	1,440.89	1,582.00	925.85	782.00	
101-262.000-705.100	Vision Benefits	13.91	16.00	9.77	8.00	
101-262.000-705.200	Dental Benefits	135.92	161.00	96.12	83.00	
101-262.000-706.000	Life Insurance - ER cost	58.33	60.06	59.71	63.00	
101-262.000-707.000	Retirement Contributions-ER	971.36	930.30	1,083.20	883.00	
101-262.000-707.100	Health Care Savings Plan - ER	192.98	211.00	273.20	269.00	
101-262.000-708.000	Sick & Accident Premiums-ER	198.92	213.71	213.05	215.00	
101-262.000-726.000	Supplies	1,564.97	2,500.00	2,500.00	5,000.00	7
101-262.000-745.000	Postage	1,305.69	13,000.00	13,000.00	10,000.00	7
101-262.000-801.000	Contractual Services	2,100.00	1,500.00	1,200.00	1,500.00	
101-262.000-940.000	Vehicle and Travel Expense	74.89	400.00	200.00	400.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-262.000-941.000	Equipment Rental	168.84	471.24	125.00	400.00	
101-262.000-960.000	Education and Training	690.00	3,000.00	1,500.00	400.00	7
101-262.000-976.000	Equipment	3,060.00	2,000.00	2,000.00	4,000.00	7
Totals for dept 262.000 - Elections		32,991.30	58,944.77	40,302.25	47,202.00	
Dept 266.000 - Legal Council						
101-266.000-801.000	Contractual Services	20,215.22	20,000.00	14,000.00	14,000.00	
Totals for dept 266.000 - Legal Council		20,215.22	20,000.00	14,000.00	14,000.00	
Dept 301.000 - Police Dept						
101-301.000-801.000	Contractual Services	4,602.48	7,855.00	7,855.00	7,900.00	
Totals for dept 301.000 - Police Dept		4,602.48	7,855.00	7,855.00	7,900.00	
Dept 301.266 - Legal Council PSFY						
101-301.266-801.000	Contractual Services	1,633.50	4,100.00	7,400.00	5,000.00	
Totals for dept 301.266 - Legal Council PSFY		1,633.50	4,100.00	7,400.00	5,000.00	
Dept 301.851 - Retiree Employer Health Care PSFY						
101-301.851-705.000	Medical Insurance - ER	21,138.79	21,133.00	18,500.00	19,670.00	
Totals for dept 301.851 - Retiree Employer Health Care PSFY		21,138.79	21,133.00	18,500.00	19,670.00	
Dept 334.000 - Metro Police Authority						
101-334.000-998.334	Metro Police Authority Appropriation	970,927.00	990,000.00	992,885.50	1,019,475.00	
Totals for dept 334.000 - Metro Police Authority		970,927.00	990,000.00	992,885.50	1,019,475.00	
Dept 336.000 - Fire Department						
101-336.000-801.000	Contractual Services	38,390.20	40,000.00	45,000.00	45,000.00	
101-336.000-976.000	Equipment	2,419.45	2,500.00		2,500.00	
101-336.000-976.100	Siren Expense	2,124.88	2,100.00	2,135.00	2,150.00	
101-336.000-998.736	Fire Board Appropriation	133,071.35	156,181.24	110,000.00	157,000.00	
Totals for dept 336.000 - Fire Department		176,005.88	200,781.24	157,135.00	206,650.00	
Dept 345.000 - PUBLIC SAFETY BUILDING						
101-345.000-702.000	Wages	6,964.65	9,667.00	6,640.11	7,425.00	
101-345.000-704.100	FICA - Employer's Share	433.72	599.00	411.69	463.00	
101-345.000-704.200	Medicare - Employer's Share	101.47	140.00	96.28	108.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-345.000-705.000	Medical Insurance - ER	634.29	864.00	501.09	93.00	
101-345.000-705.100	Vision Benefits	4.79	9.00	4.39	2.00	
101-345.000-705.200	Dental Benefits	50.15	95.00	45.36	18.00	
101-345.000-706.000	Life Insurance - ER cost	13.97	18.78	10.59	4.00	
101-345.000-707.000	Retirement Contributions-ER	192.10	177.07	181.15	73.00	
101-345.000-707.100	Health Care Savings Plan - ER	2.73	48.00	7.81	31.00	
101-345.000-708.000	Sick & Accident Premiums-ER	67.17	96.93	48.20	14.00	
101-345.000-726.000	Supplies	756.47	700.00	295.00	500.00	
101-345.000-850.000	Communications					
101-345.000-910.100	Property Insurance	2,542.86	3,033.97	3,033.97	3,075.00	
101-345.000-910.500	Workers Comp Insurance		350.00	286.85	326.39	
101-345.000-920.000	Utilities	19,443.22	19,000.00	23,579.84	15,000.00	
101-345.000-930.000	Repairs and Maintenance	7,181.08	7,000.00	83,030.79	7,000.00	
101-345.000-941.000	Equipment Rental	4,391.61	4,021.15	3,359.10	5,000.00	
Totals for dept 345.000 - PUBLIC SAFETY BUILDING		42,780.28	45,819.90	121,532.22	39,132.39	
Dept 410.000 - Building & Zoning & Planning						
101-410.000-702.000	Wages	16,459.88	16,911.00	18,265.60	23,701.00	
101-410.000-704.100	FICA - Employer's Share	1,059.85	1,086.00	1,132.47	1,521.00	
101-410.000-704.200	Medicare - Employer's Share	247.76	254.00	264.85	356.00	
101-410.000-705.000	Medical Insurance - ER	1,605.86	1,725.00	1,785.91	2,467.00	
101-410.000-705.100	Vision Benefits	23.60	27.00	27.63	37.00	
101-410.000-705.200	Dental Benefits	289.01	322.00	330.48	412.00	
101-410.000-706.000	Life Insurance - ER cost	68.71	70.00	55.82	100.00	
101-410.000-707.000	Retirement Contributions-ER	1,472.05	1,520.00	1,633.96	1,973.00	
101-410.000-707.100	Health Care Savings Plan - ER	337.70	355.00	534.14	687.00	
101-410.000-708.000	Sick & Accident Premiums-ER	244.19	254.00	268.55	360.00	
101-410.000-726.000	Supplies	24.00	80.00	56.00	60.00	
101-410.000-745.000	Postage	291.60	375.00	425.00	410.00	
101-410.000-801.000	Contractual Services	39,603.83	35,000.00	32,000.00	42,000.00	11
101-410.000-801.005	Plumbing Inspection Expenditure	6,202.70	5,300.00	2,300.00	4,500.00	
101-410.000-801.006	Mechanical Inspection Expenditure	11,519.68	9,000.00	8,000.00	8,000.00	
101-410.000-801.007	Electrical Inspection Expenditure	10,854.70	8,800.00	8,500.00	8,500.00	
101-410.000-801.008	Building Permit Expenditure	19,806.00	21,000.00	21,000.00	20,000.00	
101-410.000-801.009	Zoning Permit Expenditure	528.25	250.00	150.00	2,800.00	
101-410.000-801.010	Rental Inspection Expense	7,681.94	6,200.00	4,500.00	4,500.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-410.000-850.000	Communications			4.00		
101-410.000-900.000	Printing and Publishing	2,841.59	2,100.00	2,170.00	1,850.00	
101-410.000-940.000	Vehicle and Travel Expense	797.25	650.00	650.00	650.00	
101-410.000-960.000	Education and Training	3,445.27	6,000.00	2,600.00	4,000.00	
Totals for dept 410.000 - Building & Zoning & Planning		125,405.42	117,279.00	106,654.41	128,884.00	
Dept 444.000 - Sidewalks		reporting past activity in Dept. 444.000 for comparison				
101-444.000-801.478	Contractual Services - Snow Removal	2,345.00	2,200.00	1,215.00	1,200.00	18
Totals for dept 444.000 - Sidewalks		0.00	0.00	0.00	1,200.00	
Dept 448.000 - Lighting						
101-448.000-801.000	Contractual Services		8,165.39	2,654.00		
101-448.000-920.000	Utilities	109,001.48	100,000.00	100,000.00	105,000.00	
Totals for dept 448.000 - Lighting		109,001.48	108,165.39	102,654.00	105,000.00	
Dept 463.000 - Routine Maint - Streets						
101-463.000-964.000	REFUNDS AND REBATES	15,850.18	1,125.00	1,125.00		
Totals for dept 463.000 - Routine Maint - Streets		15,850.18	1,125.00	1,125.00	0.00	
Dept 523.000 - Grass, Brush & Weeds		reporting past activity in Dept. 523.000 for comparison				
101-523.000-801.000	Contractual Services	1,435.00	2,100.00	1,000.00	1,200.00	19
Totals for dept 523.000 - Grass, Brush & Weeds		0.00	0.00	0.00	1,200.00	
Dept 694.000 - Community Development Block Grant		reporting past activity in Dept. 694.000 for comparison				
101-694.000-801.000	Contractual Services				31,450.00	20
101-694.000-801.050	Contractual Services-Senior Ctr Oper	1,724.00	1,850.00	1,850.00	1,850.00	20
Totals for dept 694.000 - Community Development Block Grant		0.00	0.00	0.00	33,300.00	
Dept 728.005 - Holland Square Streetscape						
101-728.005-801.400	Design Engineering	24,007.00				
101-728.005-801.450	Construction Engineering	275,787.69	319,456.45	319,456.45		
Totals for dept 728.005 - Holland Square Streetscape		299,794.69	319,456.45	319,456.45	0.00	
Dept 781.000 - Facilities - Pajtas Amphitheater						
101-781.000-702.000	Wages	414.12	757.00	421.20	156.00	
101-781.000-704.100	FICA - Employer's Share	27.47	47.00	26.11	10.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-781.000-704.200	Medicare - Employer's Share	6.50	11.00	6.11	2.00	
101-781.000-705.000	Medical Insurance - ER	40.46	42.00	52.32		
101-781.000-705.100	Vision Benefits	1.30	2.00	1.29		
101-781.000-705.200	Dental Benefits	16.98	23.00	16.81		
101-781.000-706.000	Life Insurance - ER cost	1.72	1.91	1.37		
101-781.000-707.000	Retirement Contributions-ER	27.20	34.98	29.30		
101-781.000-707.100	Health Care Savings Plan - ER	7.66	11.00	4.46		
101-781.000-708.000	Sick & Accident Premiums-ER	10.49	12.17	9.16		
101-781.000-930.000	Repairs and Maintenance	580.00	800.00	1,000.00	800.00	
101-781.000-941.000	Equipment Rental	162.74	293.56	676.79	500.00	
Totals for dept 781.000 - Facilities - Pajtas Amphitheat		1,296.64	2,035.62	2,244.92	1,468.00	
Dept 782.000 - Facilities - Abrams Park						
101-782.000-702.000	Wages	10,051.15	13,052.00	9,176.94	9,984.00	
101-782.000-704.100	FICA - Employer's Share	640.38	809.00	568.97	625.00	
101-782.000-704.200	Medicare - Employer's Share	149.60	189.00	110.00	146.00	
101-782.000-705.000	Medical Insurance - ER	1,283.76	1,865.00	1,225.25	1,074.00	
101-782.000-705.100	Vision Benefits	12.79	24.00	13.33	14.00	
101-782.000-705.200	Dental Benefits	132.47	259.00	144.75	164.00	
101-782.000-706.000	Life Insurance - ER cost	26.47	38.46	25.48	29.00	
101-782.000-707.000	Retirement Contributions-ER	484.18	455.52	587.44	425.00	
101-782.000-707.100	Health Care Savings Plan - ER	59.76	172.00	90.04	166.00	
101-782.000-708.000	Sick & Accident Premiums-ER	141.39	218.49	133.28	140.00	
101-782.000-726.000	Supplies	2,065.34	1,200.00	1,300.00	2,000.00	
101-782.000-801.000	Contractual Services	650.00	1,000.00		500.00	
101-782.000-910.100	Property Insurance	106.55	120.36	108.00	120.00	
101-782.000-910.500	Workers Comp Insurance	246.33	198.87	131.33	198.87	
101-782.000-920.000	Utilities	2,174.32	2,400.00	2,055.32	2,200.00	
101-782.000-930.000	Repairs and Maintenance	8,397.82	17,100.00	17,159.07	15,000.00	
101-782.000-941.000	Equipment Rental	4,022.37	4,109.90	2,995.47	4,000.00	
101-782.000-961.000	Miscellaneous		200.00	300.00	500.00	
101-782.000-976.000	Equipment	1,784.13			500.00	
Totals for dept 782.000 - Facilities - Abrams Park		32,428.81	43,411.60	36,124.67	37,785.87	
Dept 783.000 - Facilities - Elms Rd Park						
101-783.000-702.000	Wages	15,616.06	16,517.00	24,264.13	24,486.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-783.000-704.100	FICA - Employer's Share	989.86	1,024.00	1,504.38	1,529.00	
101-783.000-704.200	Medicare - Employer's Share	231.40	239.00	351.83	358.00	
101-783.000-705.000	Medical Insurance - ER	2,580.98	2,220.00	4,254.81	3,015.00	
101-783.000-705.100	Vision Benefits	23.96	30.00	57.77	39.00	
101-783.000-705.200	Dental Benefits	238.98	260.00	624.89	429.00	
101-783.000-706.000	Life Insurance - ER cost	51.51	47.19	85.72	69.00	
101-783.000-707.000	Retirement Contributions-ER	826.63	759.85	1,515.90	842.00	
101-783.000-707.100	Health Care Savings Plan - ER	68.50	167.00	262.62	400.00	
101-783.000-708.000	Sick & Accident Premiums-ER	277.24	250.18	517.79	385.00	
101-783.000-726.000	Supplies	2,154.57	2,300.00	2,510.16	3,000.00	
101-783.000-801.000	Contractual Services	1,986.90	2,000.00	5,000.00	2,000.00	
101-783.000-910.100	Property Insurance	370.23	418.20	375.73	395.00	
101-783.000-910.500	Workers Comp Insurance	246.33	206.36	138.81	185.00	
101-783.000-920.000	Utilities	2,463.37	2,500.00	1,850.00	1,850.00	
101-783.000-930.000	Repairs and Maintenance	27,769.46	44,000.00	38,643.64	35,000.00	
101-783.000-941.000	Equipment Rental	7,248.95	5,661.67	13,448.71	6,000.00	
101-783.000-961.000	Miscellaneous			100.00	250.00	
101-783.000-976.000	Equipment	308.13		500.00	500.00	
Totals for dept 783.000 - Facilities - Elms Rd Park		63,453.06	78,600.45	96,006.89	80,732.00	
Dept 783.016 - Elms Park Brm-Trail Reno RP15-0003						
101-783.016-801.400-783.016	Design Engineering	140.00				
101-783.016-801.450-783.016	Construction Engineering	842.85				
Totals for dept 783.016 - Elms Park Brm-Trail Reno RP15-0003		982.85	0.00	0.00	0.00	
Dept 784.000 - Facilities - Bicentennial Park						
101-784.000-702.000	Wages	372.13	385.00	653.31	69.00	
101-784.000-704.100	FICA - Employer's Share	23.06	24.00	40.51	4.00	
101-784.000-704.200	Medicare - Employer's Share	5.39	6.00	9.47	1.00	
101-784.000-705.000	Medical Insurance - ER	59.06	36.00	45.43		
101-784.000-705.100	Vision Benefits	0.69	1.00	1.19		
101-784.000-705.200	Dental Benefits	9.86	7.00	17.19		
101-784.000-706.000	Life Insurance - ER cost	1.14	0.72	1.41		
101-784.000-707.000	Retirement Contributions-ER	16.02	8.36	38.44		
101-784.000-707.100	Health Care Savings Plan - ER	2.61	4.00	8.45		
101-784.000-708.000	Sick & Accident Premiums-ER	7.53	4.88	9.73		

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-784.000-726.000	Supplies		300.00		250.00	
101-784.000-930.000	Repairs and Maintenance	896.15	1,000.00	980.00	1,000.00	
101-784.000-941.000	Equipment Rental	149.52	157.79	398.18		
Totals for dept 784.000 - Facilities - Bicentennial Park		1,543.16	1,934.75	2,203.31	1,324.00	
Dept 786.000 - Non-Motorized Trailway						
101-786.000-801.400-786.000	Design Engineering		150,000.00	150,181.25		
101-786.000-801.450-786.000	Construction Engineering			17,520.00	30,000.00	3
Totals for dept 786.000 - Non-Motorized Trailway		0.00	150,000.00	167,701.25	30,000.00	
Dept 787.000 - Veterans Memorial Park						
101-787.000-726.000	Supplies	252.00	335.00	356.00	400.00	
101-787.000-910.100	Property Insurance	432.54	488.58	439.26	440.00	
101-787.000-920.000	Utilities	1,408.35	1,850.00	1,276.64	1,500.00	
101-787.000-930.000	Repairs and Maintenance	360.00	500.00	670.00	500.00	
Totals for dept 787.000 - Veterans Memorial Park		2,452.89	3,173.58	2,741.90	2,840.00	
Dept 788.000 - Disc Golf Park						
101-788.000-726.000	Supplies				3,000.00	22
101-788.000-930.000	Repairs and Maintenance				7,000.00	22
Totals for dept 788.000 - Disc Golf Park		0.00	0.00	0.00	10,000.00	
Dept 790.000 - Facilities-Senior Center/Libr						
101-790.000-702.000	Wages	8,240.80	9,733.00	8,724.00	11,173.00	
101-790.000-704.100	FICA - Employer's Share	512.88	603.00	540.89	698.00	
101-790.000-704.200	Medicare - Employer's Share	119.99	141.00	126.50	163.00	
101-790.000-705.000	Medical Insurance - ER	472.98	573.00	731.72	414.00	
101-790.000-705.100	Vision Benefits	4.12	7.00	6.75	5.00	
101-790.000-705.200	Dental Benefits	45.31	75.00	74.99	54.00	
101-790.000-706.000	Life Insurance - ER cost	11.66	14.69	13.85	11.00	
101-790.000-707.000	Retirement Contributions-ER	173.27	168.65	241.60	149.00	
101-790.000-707.100	Health Care Savings Plan - ER	6.59	30.00	18.01	78.00	
101-790.000-708.000	Sick & Accident Premiums-ER	55.08	69.61	71.21	50.00	
101-790.000-726.000	Supplies	339.82	600.00	592.65	500.00	
101-790.000-726.500	Supplies - Mats	819.70	980.00	0.00	0.00	
101-790.000-910.100	Property Insurance	1,928.82	2,178.72	1,956.70	2,000.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-790.000-910.500	Workers Comp Insurance		325.58	286.04	325.58	
101-790.000-920.000	Utilities	11,133.48	12,400.00	12,494.36	8,000.00	
101-790.000-930.000	Repairs and Maintenance	3,745.76	5,050.00	6,421.20	8,000.00	
101-790.000-941.000	Equipment Rental	5,216.16	5,005.03	5,121.21	5,000.00	
Totals for dept 790.000 - Facilities-Senior Center/Libr		32,826.42	37,954.28	37,421.68	36,620.58	
Dept 790.012 - CDBG Senior Center Operations		reporting past activity in Dept. 694.000 for comparison				
101-790.012-801.000-790.018	Contractual Services	1,724.00				
101-790.012-801.000-790.019	Contractual Services		1,850.00	1,850.00		20
Totals for dept 790.012 - CDBG Senior Center Operations		0.00	0.00	1,850.00	0.00	
Dept 793.000 - Facilities - City Hall						
101-793.000-702.000	Wages	4,004.44	6,577.00	5,296.78	7,214.00	
101-793.000-704.100	FICA - Employer's Share	251.86	408.00	328.40	453.00	
101-793.000-704.200	Medicare - Employer's Share	58.92	95.00	76.80	106.00	
101-793.000-705.000	Medical Insurance - ER	327.12	378.00	411.32	280.00	
101-793.000-705.100	Vision Benefits	3.00	4.00	3.68	4.00	
101-793.000-705.200	Dental Benefits	33.58	48.00	43.63	53.00	
101-793.000-706.000	Life Insurance - ER cost	8.62	10.06	9.04	10.00	
101-793.000-707.000	Retirement Contributions-ER	112.48	119.41	52.53	170.00	
101-793.000-707.100	Health Care Savings Plan - ER	5.48	17.00	16.49	71.00	
101-793.000-708.000	Sick & Accident Premiums-ER	37.65	45.16	41.23	39.00	
101-793.000-726.000	Supplies	957.69	1,400.00	1,775.00	2,000.00	
101-793.000-726.500	Supplies - Mats	251.75	340.00			
101-793.000-850.000	Communications	1,254.21	1,400.00	1,300.00	895.00	
101-793.000-910.100	Property Insurance	806.92	911.47	818.62	825.00	
101-793.000-910.500	Workers Comp Insurance	337.50	132.88	117.07	132.88	
101-793.000-920.000	Utilities	3,776.43	3,775.00	3,743.78	2,800.00	
101-793.000-930.000	Repairs and Maintenance	2,682.53	2,300.00	2,214.95	2,500.00	
101-793.000-941.000	Equipment Rental	2,216.84	2,160.96	2,200.00	2,000.00	
101-793.000-961.000	Miscellaneous				250.00	
Totals for dept 793.000 - Facilities - City Hall		17,127.02	20,121.94	18,449.32	19,802.88	
Dept 794.000 - Community Promotions Program						
101-794.000-702.000	Wages	16,981.46	19,579.00	20,899.48	24,931.00	
101-794.000-704.100	FICA - Employer's Share	1,080.46	1,214.00	1,295.77	1,549.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-794.000-704.200	Medicare - Employer's Share	252.72	284.00	303.04	362.00	
101-794.000-705.000	Medical Insurance - ER	2,438.85	2,624.00	2,358.83	3,136.00	
101-794.000-705.100	Vision Benefits	40.50	40.00	41.81	49.00	
101-794.000-705.200	Dental Benefits	445.14	513.00	548.49	622.00	
101-794.000-706.000	Life Insurance - ER cost	58.43	52.33	53.47	69.00	
101-794.000-707.000	Retirement Contributions-ER	859.51	1,119.29	1,314.78	927.00	
101-794.000-707.100	Health Care Savings Plan - ER	140.09	285.00	246.03	381.00	
101-794.000-708.000	Sick & Accident Premiums-ER	368.38	339.94	348.32	433.00	
101-794.000-726.000	Supplies	6,632.69	9,280.00	8,626.49	6,500.00	
101-794.000-801.000	Contractual Services	400.00	1,250.00	962.00		
101-794.000-910.100	Property Insurance	280.83	317.22	284.07		
101-794.000-920.000	Utilities	404.95	450.00	350.00	350.00	
101-794.000-930.000	Repairs and Maintenance	4,093.36	4,600.00	5,700.00	5,700.00	
101-794.000-941.000	Equipment Rental	5,095.43	6,079.63	6,200.00	5,050.00	
Totals for dept 794.000 - Community Promotions Program		39,572.80	48,027.41	49,532.58	50,059.00	
Dept 796.000 - Facilities - Cemetary						
101-796.000-702.000	Wages	694.81	929.00	589.64	79.00	
101-796.000-704.100	FICA - Employer's Share	43.10	58.00	36.56	5.00	
101-796.000-704.200	Medicare - Employer's Share	10.06	13.00	8.55	1.00	
101-796.000-705.000	Medical Insurance - ER	1,606.11	152.00	30.50		
101-796.000-705.100	Vision Benefits	26.44	2.00	0.45		
101-796.000-705.200	Dental Benefits	257.91	23.00	7.16		
101-796.000-706.000	Life Insurance - ER cost	38.87	2.65	0.70		
101-796.000-707.000	Retirement Contributions-ER	25.22	23.27	46.67		
101-796.000-707.100	Health Care Savings Plan - ER	150.27	14.00	2.65		
101-796.000-708.000	Sick & Accident Premiums-ER	239.35	17.86	4.09		
101-796.000-726.000	Supplies	29.00	50.00	81.69	100.00	
101-796.000-910.100	Property Insurance	29.79	33.66	30.86		
101-796.000-910.500	Workers Comp Insurance	9.98	16.70	13.92	16.70	
101-796.000-930.000	Repairs and Maintenance	580.00	1,400.00	1,387.50	1,200.00	
101-796.000-941.000	Equipment Rental	501.79	550.80	515.00	500.00	
Totals for dept 796.000 - Facilities - Cemetary		4,242.70	3,285.94	2,755.94	1,901.70	
Dept 797.000 - Facilities - City Parking Lots						
101-797.000-726.000	Supplies		100.00	118.35	100.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
101-797.000-801.000	Contractual Services		42.30	42.30		
101-797.000-910.100	Property Insurance	65.92	74.46	67.16		
101-797.000-920.000	Utilities	1,330.18	1,300.00	1,657.68	1,500.00	
101-797.000-930.000	Repairs and Maintenance	14,191.35	5,600.00	3,500.00	4,000.00	
Totals for dept 797.000 - Facilities - City Parking Lots		15,587.45	7,116.76	5,385.49	5,600.00	
Dept 851.000 - Retired Employee Health Care						
101-851.000-705.000	Medical Insurance - ER	21,398.22	25,377.00	21,000.00	25,900.00	
Totals for dept 851.000 - Retired Employee Health Care		21,398.22	25,377.00	21,000.00	25,900.00	
Dept 852.000 - Insurance Claims Assessmernt (Tax)						
101-852.000-717.000	Insurance Claims Assessment (Tax)	17.20				
Totals for dept 852.000 - Insurance Claims Assessmernt (Tax)		17.20	0.00	0.00	0.00	
Dept 965.000 - Transfers Out						
101-965.000-998.203	Trf Out to Local Street Fund	50,000.00				
101-965.000-998.350	Transfer Out to City Hall Debt	88,730.00	88,730.00	84,567.50	100,367.50	
101-965.000-998.402	Transfer Out to Fire Equip Fd	140,000.00	75,000.00	75,000.00	75,000.00	
101-965.000-998.865	Transfers Out to Sidewalk Fund		1,200.00	1,200.00		
Totals for dept 965.000 - Transfers Out		228,730.00	164,930.00	160,767.50	175,367.50	
TOTAL APPROPRIATIONS		2,598,397.09	2,862,538.94	2,849,953.06	2,451,222.46	
NET OF REVENUES/APPROPRIATIONS - FUND 101		(50,493.02)	(347,163.43)	(298,982.89)	67,387.81	
BEGINNING FUND BALANCE		1,631,667.91	1,581,174.89	1,581,174.89	1,282,192.00	
ENDING FUND BALANCE		1,581,174.89	1,234,011.46	1,282,192.00	1,349,579.81	
Fund 202 - Major Street Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
202-000.000-569.000	Act 51 Revenues	495,789.42	429,621.00	485,000.00	450,000.00	9
202-000.000-664.000	Interest Income	582.30	500.00	500.00	475.00	
Totals for dept 000.000 - General		496,371.72	430,121.00	485,500.00	450,475.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
202-441.000-677.000		6,330.02	5,200.00	5,000.00	5,000.00	
Totals for dept 441.000 - Miller Rd Park & Ride		6,330.02	5,200.00	5,000.00	5,000.00	
Dept 449.500 - Right of Way - General						
202-449.500-597.000	Grants from Private Entities	1,250.00	1,250.00			
Totals for dept 449.500 - Right of Way - General		1,250.00	1,250.00	0.00	0.00	
Dept 453.105 - Fairchild-Cappy to Miller TIP						
202-453.105-677.000-453.105	Reimbursements	23,677.09	31,661.74	31,661.74		
Totals for dept 453.105 - Fairchild-Cappy to Miller TIP		23,677.09	31,661.74	31,661.74	0.00	
Dept 463.000 - Routine Maint - Streets						
202-463.000-677.000	Reimbursements	287.50	288.00	3,080.00		
Totals for dept 463.000 - Routine Maint - Streets		287.50	288.00	3,080.00	0.00	
Dept 474.000 - Traffic Services						
202-474.000-677.000	Reimbursements	4,805.75				
Totals for dept 474.000 - Traffic Services		4,805.75	0.00	0.00	0.00	
Dept 478.000 - Snow & Ice Removal						
202-478.000-677.000	Reimbursements	3,620.04	500.00	2,410.06	2,400.00	
Totals for dept 478.000 - Snow & Ice Removal		3,620.04	500.00	2,410.06	2,400.00	
TOTAL ESTIMATED REVENUES		536,342.12	469,020.74	527,651.80	457,875.00	
APPROPRIATIONS						
Dept 228.000 - Information Technology						
202-228.000-801.000	Contractual Services	1,068.56	700.00	950.00	1,000.00	
202-228.000-976.000	Equipment	136.50	248.16	200.00		
Totals for dept 228.000 - Information Technology		1,205.06	948.16	1,150.00	1,000.00	
Dept 441.000 - Miller Rd Park & Ride						
202-441.000-702.000-441.000	Wages	3,120.61	3,000.00	2,876.78	1,300.00	
202-441.000-704.100-441.000	FICA - Employer's Share	193.43	186.00	178.36	80.60	
202-441.000-704.200-441.000	Medicare - Employer's Share	45.17	44.00	41.63	18.85	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
202-441.000-705.000-441.000	Medical Insurance - ER	350.62	703.80	516.96	201.00	
202-441.000-705.100-441.000	Vision Benefits	2.85	6.60	4.32	1.65	
202-441.000-705.200-441.000	Dental Benefits	29.92	67.30	45.76	16.50	
202-441.000-706.000-441.000	Life Insurance - ER cost	5.31	9.66	6.43	2.75	
202-441.000-707.000-441.000	Retirement Contributions-ER	78.66	116.01	105.00	3.30	
202-441.000-707.100-441.000	Health Care Savings Plan - ER	1.18	14.00	2.83	14.30	
202-441.000-708.000-441.000	Sick & Accident Premiums-ER	34.69	71.04	47.93	19.29	
202-441.000-726.000	Supplies	175.12	400.00	400.00	300.00	
202-441.000-920.000	Utilities	878.91	820.00	1,000.00	1,000.00	
202-441.000-930.000	Repairs and Maintenance	1,215.00	1,200.00	1,000.00	2,100.00	
Totals for dept 441.000 - Miller Rd Park & Ride		6,131.47	6,638.41	6,226.00	5,058.24	
Dept 448.000 - Lighting						
202-448.000-801.000	Contractual Services		96,187.00	96,187.00	15,000.00	
Totals for dept 448.000 - Lighting		0.00	96,187.00	96,187.00	15,000.00	
Dept 449.500 - Right of Way - General						
202-449.500-801.000	Contractual Services		1,500.00			
202-449.500-930.000	Repairs and Maintenance	9,787.62	18,000.00	21,554.70	10,000.00	
Totals for dept 449.500 - Right of Way - General		9,787.62	19,500.00	21,554.70	10,000.00	
Dept 449.501 - Right of Way - Storms						
202-449.501-801.000	Contractual Services			3,500.00	5,000.00	
202-449.501-930.000	Repairs and Maintenance	14,539.50		10,000.00	15,000.00	
Totals for dept 449.501 - Right of Way - Storms		14,539.50	0.00	13,500.00	20,000.00	
Dept 453.105 - Fairchild-Cappy to Miller TIP						
202-453.105-801.400-453.105	Design Engineering	14,055.59				
202-453.105-801.450-453.105	Construction Engineering	34,565.16	9,338.12	9,338.12		
202-453.105-801.500-453.105	MDOT Project Pmts		66,500.00	66,350.32		
Totals for dept 453.105 - Fairchild-Cappy to Miller TIP		48,620.75	75,838.12	75,688.44	0.00	
Dept 463.000 - Routine Maint - Streets						
202-463.000-702.000	Wages	19,326.73	22,794.00	16,547.77	23,192.00	
202-463.000-704.100	FICA - Employer's Share	1,243.74	1,413.00	1,025.96	1,443.00	
202-463.000-704.200	Medicare - Employer's Share	290.90	331.00	239.94	338.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
202-463.000-705.000	Medical Insurance - ER	3,611.29	3,435.00	2,676.01	3,235.00	
202-463.000-705.100	Vision Benefits	36.99	48.00	34.59	38.00	
202-463.000-705.200	Dental Benefits	347.69	499.00	376.07	391.00	
202-463.000-706.000	Life Insurance - ER cost	53.67	59.12	45.55	59.00	
202-463.000-707.000	Retirement Contributions-ER	1,593.31	1,233.90	1,491.31	1,187.00	
202-463.000-707.100	Health Care Savings Plan - ER	51.46	310.00	117.96	339.00	
202-463.000-708.000	Sick & Accident Premiums-ER	348.20	392.02	302.89	383.00	
202-463.000-726.000	Supplies			100.00	500.00	
202-463.000-801.000	Contractual Services	7,487.00	700.00	3,475.00	10,000.00	
202-463.000-910.500	Workers Comp Insurance	906.14	1,620.87	1,368.79	1,620.87	
202-463.000-930.000	Repairs and Maintenance	36,921.77	11,000.00	50,000.00	100,000.00	
202-463.000-941.000	Equipment Rental	15,048.12	14,578.45	15,035.78	15,000.00	
202-463.000-960.000	Education and Training	136.27	400.00	310.00	300.00	
Totals for dept 463.000 - Routine Maint - Streets		87,403.28	58,814.36	93,147.62	158,025.87	
Dept 463.104 - Winston Drive Reconstruction						
202-463.104-801.450-463.104	Construction Engineering	299.88				
Totals for dept 463.104 - Winston Drive Reconstruction		299.88	0.00	0.00	0.00	
Dept 463.307 - Oakview - Seymour to Chelmsford						
202-463.307-801.400-463.307	Design Engineering	23,803.00				
202-463.307-801.450-463.307	Construction Engineering				50,000.00	
Totals for dept 463.307 - Oakview - Seymour to Chelmsford		23,803.00	0.00	0.00	50,000.00	
Dept 463.308 - Winston - Oakview to Chesterfield						
202-463.308-801.400-463.308	Design Engineering	1,758.50	1,400.00	1,400.00		
202-463.308-801.450-463.308	Construction Engineering				20,000.00	
Totals for dept 463.308 - Winston - Oakview to Chesterfield		1,758.50	1,400.00	1,400.00	20,000.00	
Dept 473.000 - Routine Maint - Bridges						
202-473.000-801.000	Contractual Services			450.00	1,000.00	
Totals for dept 473.000 - Routine Maint - Bridges		0.00	0.00	450.00	1,000.00	
Dept 474.000 - Traffic Services						
202-474.000-702.000	Wages	1,289.13	2,430.00	4,989.73	2,753.00	
202-474.000-704.100	FICA - Employer's Share	85.58	151.00	309.36	171.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
202-474.000-704.200	Medicare - Employer's Share	20.04	35.00	72.35	40.00	
202-474.000-705.000	Medical Insurance - ER	178.62	832.00	782.20	371.00	
202-474.000-705.100	Vision Benefits	1.42	15.70	13.13	7.00	
202-474.000-705.200	Dental Benefits	14.76	166.00	166.43	96.00	
202-474.000-706.000	Life Insurance - ER cost	3.74	18.03	16.17	9.00	
202-474.000-707.000	Retirement Contributions-ER	70.52	297.94	381.13	150.00	
202-474.000-707.100	Health Care Savings Plan - ER	1.46	85.00	75.88	49.00	
202-474.000-708.000	Sick & Accident Premiums-ER	17.22	132.80	108.88	56.00	
202-474.000-726.000	Supplies	326.56	2,900.00	3,088.86	3,000.00	
202-474.000-801.000	Contractual Services	24,052.74	22,000.00	20,867.80	27,000.00	
202-474.000-920.000	Utilities	5,330.24	5,100.00	5,187.43	5,500.00	
202-474.000-941.000	Equipment Rental	427.49	697.60	1,350.00	1,000.00	
Totals for dept 474.000 - Traffic Services		31,819.52	34,861.07	37,409.35	40,202.00	
Dept 478.000 - Snow & Ice Removal						
202-478.000-702.000	Wages	7,916.35	7,500.00	7,734.93	9,281.00	
202-478.000-704.100	FICA - Employer's Share	490.79	151.00	479.57	575.00	
202-478.000-704.200	Medicare - Employer's Share	114.79	109.00	112.16	135.00	
202-478.000-705.000	Medical Insurance - ER	1,570.86	1,216.00	796.97	1,502.00	
202-478.000-705.100	Vision Benefits	25.69	17.00	11.61	20.00	
202-478.000-705.200	Dental Benefits	242.59	177.00	162.95	199.00	
202-478.000-706.000	Life Insurance - ER cost	29.58	20.44	19.29	28.00	
202-478.000-707.000	Retirement Contributions-ER	441.49	175.11	494.92	223.00	
202-478.000-707.100	Health Care Savings Plan - ER	39.65	112.00	69.01	151.00	
202-478.000-708.000	Sick & Accident Premiums-ER	199.68	138.12	129.25	193.00	
202-478.000-726.000	Supplies	17,981.06	18,200.00	14,250.00	56,000.00	
202-478.000-801.000	Contractual Services				1,000.00	
202-478.000-941.000	Equipment Rental	9,479.40	11,740.18	12,000.00	12,000.00	
Totals for dept 478.000 - Snow & Ice Removal		38,531.93	39,555.85	36,260.66	81,307.00	
Dept 482.000 - Administrative						
202-482.000-702.000	Wages	6,235.37	7,481.00	8,072.63	11,895.00	
202-482.000-704.100	FICA - Employer's Share	386.61	465.00	500.50	771.00	
202-482.000-704.200	Medicare - Employer's Share	90.41	108.00	117.05	180.00	
202-482.000-705.000	Medical Insurance - ER	899.04	1,323.00	1,242.35	1,121.00	
202-482.000-705.100	Vision Benefits	8.60	12.00	13.00	18.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
202-482.000-705.200	Dental Benefits	86.67	114.00	144.85	213.00	
202-482.000-706.000	Life Insurance - ER cost	35.69	42.85	38.60	50.00	
202-482.000-707.000	Retirement Contributions-ER	436.48	523.66	603.35	870.00	
202-482.000-707.100	Health Care Savings Plan - ER			57.41	373.00	
202-482.000-708.000	Sick & Accident Premiums-ER	124.98	153.14	136.40	171.00	
202-482.000-801.000	Contractual Services				1,000.00	
202-482.000-941.000	Equipment Rental	1,313.79	1,069.85	1,103.65	1,100.00	
Totals for dept 482.000 - Administrative		9,617.64	11,292.50	12,029.79	17,762.00	
Dept 538.500 - Intercommunity storm drains						
202-538.500-801.700	Storm/Wtr Shed Permit Fees	3,154.67	3,700.00	4,450.00	4,500.00	
202-538.500-803.000	Drain Repairs		4,200.00	5,661.07	8,000.00	
Totals for dept 538.500 - Intercommunity storm drains		3,154.67	7,900.00	10,111.07	12,500.00	
Dept 965.000 - Transfers Out						
202-965.000-998.203	Trf Out to Local Street Fund	85,000.00	100,000.00	100,000.00	100,000.00	
Totals for dept 965.000 - Transfers Out		85,000.00	100,000.00	100,000.00	100,000.00	
TOTAL APPROPRIATIONS		361,672.82	452,935.47	505,114.63	531,855.11	
NET OF REVENUES/APPROPRIATIONS - FUND 202		174,669.30	16,085.27	22,537.17	(73,980.11)	
BEGINNING FUND BALANCE		500,025.96	674,695.26	674,695.26	697,232.43	
ENDING FUND BALANCE		674,695.26	690,780.53	697,232.43	623,252.32	
Fund 203 - Local Street Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
203-000.000-441.000	LCSA Share Taxes PA 80 2014/2016 Fwd	15,571.41	8,423.68	8,423.68	8,400.00	
203-000.000-569.000	Act 51 Revenues	179,061.86	143,286.00	150,000.00	135,000.00	9
203-000.000-664.000	Interest Income	195.23	240.00	175.00	100.00	
Totals for dept 000.000 - General		194,828.50	151,949.68	158,598.68	143,500.00	
Dept 449.000 - Right of Way Telecomm						
203-449.000-546.000	Right of Way Telecomm	19,950.37	15,000.00	15,000.00	15,000.00	
Totals for dept 449.000 - Right of Way Telecomm		19,950.37	15,000.00	15,000.00	15,000.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
Dept 449.500 - Right of Way - General						
203-449.500-597.000	Grants from Private Entities	1,250.00	1,250.00			
Totals for dept 449.500 - Right of Way - General		1,250.00	1,250.00	0.00	0.00	
Dept 463.000 - Routine Maint - Streets						
203-463.000-677.000	Reimbursements	409.00	288.00			
Totals for dept 463.000 - Routine Maint - Streets		409.00	288.00	0.00	0.00	
Dept 478.000 - Snow & Ice Removal						
203-478.000-677.000	Reimbursements	2,466.76	300.00	1,606.70	500.00	
Totals for dept 478.000 - Snow & Ice Removal		2,466.76	300.00	1,606.70	500.00	
Dept 931.000 - Transfers IN						
203-931.000-699.101	Transfer In from Genl Fund	50,000.00				
203-931.000-699.202	Transfer IN from Major St Fd	85,000.00	100,000.00	100,000.00		
203-931.000-699.204	Transfer IN from Municipal Street Fund	461,500.00	440,000.00	440,000.00	500,000.00	
Totals for dept 931.000 - Transfers IN		596,500.00	540,000.00	540,000.00	500,000.00	
TOTAL ESTIMATED REVENUES		815,404.63	708,787.68	715,205.38	659,000.00	
APPROPRIATIONS						
Dept 228.000 - Information Technology						
203-228.000-801.000	Contractual Services	1,068.57	700.00	950.00	1,000.00	
203-228.000-976.000	Equipment	136.50	248.16	200.00		
Totals for dept 228.000 - Information Technology		1,205.07	948.16	1,150.00	1,000.00	
Dept 429.000 - Occupational Safety						
203-429.000-702.000	Wages	94.19				
203-429.000-704.100	FICA - Employer's Share	5.84				
203-429.000-704.200	Medicare - Employer's Share	1.37				
203-429.000-705.000	Medical Insurance - ER	55.50				
203-429.000-705.100	Vision Benefits	0.42				
203-429.000-705.200	Dental Benefits	3.09				
203-429.000-706.000	Life Insurance - ER cost	0.60				

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
203-429.000-707.000	Retirement Contributions-ER	9.37				
203-429.000-708.000	Sick & Accident Premiums-ER	4.32				
Totals for dept 429.000 - Occupational Safety		174.70	0.00	0.00	0.00	
Dept 448.000 - Lighting						
203-448.000-801.000	Contractual Services		9,021.00	9,021.00	15,000.00	
Totals for dept 448.000 - Lighting		0.00	9,021.00	9,021.00	15,000.00	
Dept 449.000 - Right of Way Telecomm						
203-449.000-930.000	Repairs and Maintenance		15,000.00			
Totals for dept 449.000 - Right of Way Telecomm		0.00	15,000.00	0.00	0.00	
Dept 449.500 - Right of Way - General						
203-449.500-801.000	Contractual Services	1,172.75	235.25	735.25	2,500.00	
203-449.500-930.000	Repairs and Maintenance	24,236.09	16,200.00	19,863.45	20,000.00	
Totals for dept 449.500 - Right of Way - General		25,408.84	16,435.25	20,598.70	22,500.00	
Dept 463.000 - Routine Maint - Streets						
203-463.000-702.000	Wages	25,742.98	28,085.00	20,851.29	30,978.00	
203-463.000-704.100	FICA - Employer's Share	1,627.60	1,741.00	1,292.78	1,926.00	
203-463.000-704.200	Medicare - Employer's Share	380.62	407.00	302.34	450.00	
203-463.000-705.000	Medical Insurance - ER	3,146.64	4,703.00	3,407.64	4,752.00	
203-463.000-705.100	Vision Benefits	37.58	64.00	39.73	55.00	
203-463.000-705.200	Dental Benefits	357.09	634.00	338.83	520.00	
203-463.000-706.000	Life Insurance - ER cost	56.67	77.48	47.96	85.00	
203-463.000-707.000	Retirement Contributions-ER	1,296.67	922.48	1,269.62	925.00	
203-463.000-707.100	Health Care Savings Plan - ER	62.18	409.00	64.29	478.00	
203-463.000-708.000	Sick & Accident Premiums-ER	358.43	519.93	326.09	565.00	
203-463.000-726.000	Supplies		200.00	500.00	1,000.00	
203-463.000-801.000	Contractual Services	175.00	300.00	550.00	1,500.00	
203-463.000-910.500	Workers Comp Insurance	906.13	1,636.05	1,383.98	1,636.05	
203-463.000-930.000	Repairs and Maintenance	161,875.97	135,000.00	61,311.81	215,000.00	
203-463.000-941.000	Equipment Rental	20,676.71	22,730.60	28,475.89	25,000.00	
203-463.000-960.000	Education and Training	111.26	350.00	335.13	1,000.00	
Totals for dept 463.000 - Routine Maint - Streets		216,811.53	197,779.54	120,497.38	285,870.05	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
Dept 463.103 - Worchester/Chesterfield Reconstruction						
203-463.103-801.450-463.103	Construction Engineering	4,312.78			0.00	
Totals for dept 463.103 - Worchester/Chesterfield Reconstruction		4,312.78	0.00	0.00	0.00	
Dept 463.105 - Daval Reconcstruction						
203-463.105-801.450-463.105	Construction Engineering	56,458.26				
Totals for dept 463.105 - Daval Reconcstruction		56,458.26	0.00	0.00	0.00	
Dept 463.106 - Hemsley Reconstruction						
203-463.106-801.400-463.106	Design Engineering	16,414.25	2,518.00	2,518.00		
203-463.106-801.450-463.106	Construction Engineering	6,621.75	437,879.70	437,879.70		
Totals for dept 463.106 - Hemsley Reconstruction		23,036.00	440,397.70	440,397.70	0.00	
Dept 463.107 - Chelmsford - Seymour to Oakview						
203-463.107-801.400-463.107	Design Engineering	23,233.50				
203-463.107-801.450-463.107	Construction Engineering				50,000.00	
Totals for dept 463.107 - Chelmsford - Seymour to Oakview		23,233.50	0.00	0.00	50,000.00	
Dept 463.108 - Oxford Court						
203-463.108-801.400-463.108	Design Engineering	2,734.75	1,400.00	1,400.00		
203-463.108-801.450-463.108	Construction Engineering				55,000.00	
Totals for dept 463.108 - Oxford Court		2,734.75	1,400.00	1,400.00	55,000.00	
Dept 474.000 - Traffic Services						
203-474.000-702.000	Wages	5,784.25	7,765.00	3,135.32	4,520.00	
203-474.000-704.100	FICA - Employer's Share	424.77	481.00	194.39	280.00	
203-474.000-704.200	Medicare - Employer's Share	99.54	113.00	45.46	66.00	
203-474.000-705.000	Medical Insurance - ER	749.21	1,155.00	506.79	600.00	
203-474.000-705.100	Vision Benefits	18.15	20.00	8.65	11.00	
203-474.000-705.200	Dental Benefits	228.65	265.00	123.17	141.00	
203-474.000-706.000	Life Insurance - ER cost	29.62	24.76	11.51	14.00	
203-474.000-707.000	Retirement Contributions-ER	316.93	339.83	248.31	209.00	
203-474.000-707.100	Health Care Savings Plan - ER	100.66	138.00	56.71	76.00	
203-474.000-708.000	Sick & Accident Premiums-ER	179.86	159.15	75.32	89.00	
203-474.000-726.000	Supplies	9,266.14	6,000.00	3,000.00	10,000.00	
203-474.000-801.000	Contractual Services	195.90	200.00	50.00	500.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
203-474.000-941.000	Equipment Rental	2,690.97	3,424.84	2,750.13	3,500.00	
Totals for dept 474.000 - Traffic Services		20,084.65	20,085.58	10,205.76	20,006.00	
Dept 478.000 - Snow & Ice Removal						
203-478.000-702.000	Wages	8,251.75	14,520.00	6,492.87	8,798.00	
203-478.000-704.100	FICA - Employer's Share	511.69	900.00	402.56	546.00	
203-478.000-704.200	Medicare - Employer's Share	119.63	155.00	94.15	128.00	
203-478.000-705.000	Medical Insurance - ER	3,014.07	1,893.00	1,164.44	1,414.00	
203-478.000-705.100	Vision Benefits	36.18	17.00	12.75	19.00	
203-478.000-705.200	Dental Benefits	634.76	165.00	170.28	202.00	
203-478.000-706.000	Life Insurance - ER cost	45.50	61.12	20.39	26.00	
203-478.000-707.000	Retirement Contributions-ER	484.24	379.87	399.72	223.00	
203-478.000-707.100	Health Care Savings Plan - ER	95.03	242.00	63.43	143.00	
203-478.000-708.000	Sick & Accident Premiums-ER	305.06	292.51	141.03		
203-478.000-726.000	Supplies	11,987.36	15,000.00	10,321.55	44,000.00	
203-478.000-801.000	Contractual Services	2,282.50	2,500.00		2,500.00	
203-478.000-941.000	Equipment Rental	10,993.99	11,668.25	9,000.00	11,000.00	
Totals for dept 478.000 - Snow & Ice Removal		38,761.76	47,793.75	28,283.17	68,999.00	
Dept 482.000 - Administrative						
203-482.000-702.000	Wages	7,375.15	10,701.00	10,982.31	13,500.00	
203-482.000-704.100	FICA - Employer's Share	457.31	663.00	680.90	837.00	
203-482.000-704.200	Medicare - Employer's Share	107.01	155.00	159.24	195.75	
203-482.000-705.000	Medical Insurance - ER	1,018.29	1,893.00	1,672.99	1,308.00	
203-482.000-705.100	Vision Benefits	10.61	17.00	17.47	22.00	
203-482.000-705.200	Dental Benefits	106.06	165.00	188.08	248.00	
203-482.000-706.000	Life Insurance - ER cost	42.94	61.12	52.19	58.00	
203-482.000-707.000	Retirement Contributions-ER	516.24	747.60	813.46	1,016.00	
203-482.000-707.100	Health Care Savings Plan - ER		1.00	60.98	435.00	
203-482.000-708.000	Sick & Accident Premiums-ER	150.66	219.12	184.65	200.00	
203-482.000-726.000	Supplies				500.00	
203-482.000-941.000	Equipment Rental	1,963.74	1,609.60	1,609.81	2,000.00	
Totals for dept 482.000 - Administrative		11,748.01	16,232.44	16,422.08	20,319.75	
Dept 538.500 - Intercommunity storm drains						
203-538.500-801.700	Storm/Wtr Shed Permit Fees	74 3,154.67	3,900.00	3,850.38	4,000.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
203-538.500-803.000	Drain Repairs		3,675.00	9,182.88	6,000.00	
Totals for dept 538.500 - Intercommunity storm drains		3,154.67	7,575.00	13,033.26	10,000.00	
TOTAL APPROPRIATIONS		427,124.52	772,668.42	661,009.05	548,694.80	
NET OF REVENUES/APPROPRIATIONS - FUND 203		388,280.11	(63,880.74)	54,196.33	110,305.20	
BEGINNING FUND BALANCE		260,456.32	648,736.43	648,736.43	702,932.76	
ENDING FUND BALANCE		648,736.43	584,855.69	702,932.76	813,237.96	
Fund 204 - MUNICIPAL STREET FUND						
ESTIMATED REVENUES						
Dept 000.000 - General						
204-000.000-402.204	Current Tax Revenue Local St Millage	628,213.91	629,590.00	633,000.00	650,000.00	
204-000.000-412.000	Delinquent Tax Revenue	408.04	100.00	115.00	40.00	
204-000.000-433.000	St-Charge in Lieu	1,471.70	1,490.00	1,490.00	1,490.00	
204-000.000-664.000	Interest Income	41.32	75.00	110.00	50.00	
Totals for dept 000.000 - General		630,134.97	631,255.00	634,715.00	651,580.00	
TOTAL ESTIMATED REVENUES		630,134.97	631,255.00	634,715.00	651,580.00	
APPROPRIATIONS						
Dept 905.000 - Debt Service						
204-905.000-991.354	GO Tax Bond 2017 Principal Payment	134,750.00	137,600.00	137,600.00	142,450.00	
204-905.000-995.354	GO Tax Bond 2017 Interest Expense	29,044.40	27,225.28	27,225.28	25,146.28	
204-905.000-996.354	GO Tax Bond 2017 Agent Fees	385.00	650.00	320.83	320.83	
Totals for dept 905.000 - Debt Service		164,179.40	165,475.28	165,146.11	167,917.11	
Dept 965.000 - Transfers Out						
204-965.000-998.203	Trf Out to Local Street Fund	461,500.00	440,000.00	440,000.00	500,000.00	
Totals for dept 965.000 - Transfers Out		461,500.00	440,000.00	440,000.00	500,000.00	
TOTAL APPROPRIATIONS		625,679.40	605,475.28	605,146.11	667,917.11	
NET OF REVENUES/APPROPRIATIONS - FUND 204		4,455.57	25,779.72	29,568.89	(16,337.11)	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
BEGINNING FUND BALANCE		21,539.37	25,994.94	25,994.94	55,563.83	
ENDING FUND BALANCE		25,994.94	51,774.66	55,563.83	39,226.72	
Fund 226 - Garbage Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
226-000.000-402.000	Current Tax Revenue	385,220.34	386,718.00	388,900.00	405,000.00	
226-000.000-412.000	Delinquent Tax Revenue	253.97	200.00	14.00	10.00	
226-000.000-433.000	St-Charge in Lieu	916.15	915.00	915.00	915.00	
226-000.000-441.000	LCSA Share Taxes PA 80 2014/2016 Fwd	9,693.82	5,243.70	5,243.70	5,400.00	
226-000.000-445.000	Late Payment Interest Revenue	2,434.85	2,800.00	3,200.00	2,500.00	
226-000.000-664.000	Interest Income	2,070.30	1,780.00	1,780.00	1,200.00	
Totals for dept 000.000 - General		400,589.43	397,656.70	400,052.70	415,025.00	
TOTAL ESTIMATED REVENUES		400,589.43	397,656.70	400,052.70	415,025.00	
APPROPRIATIONS						
Dept 000.000 - General						
226-000.000-961.350	Other Expense-Debt Service	8,873.00	8,873.00	8,456.74	10,036.75	
Totals for dept 000.000 - General		8,873.00	8,873.00	8,456.74	10,036.75	
Dept 101.000 - Council						
226-101.000-702.000	Wages	1,514.52	2,195.00	2,343.67	1,920.00	
226-101.000-704.100	FICA - Employer's Share	94.22	112.00	145.31	136.00	
226-101.000-704.200	Medicare - Employer's Share	21.85	26.00	33.98	32.00	
226-101.000-708.000	Sick & Accident Premiums-ER		1.93			
226-101.000-726.000	Supplies	24.30	100.00	90.00	100.00	
226-101.000-910.200	General Liability Insurance	867.97	980.42	902.57	980.00	
226-101.000-910.500	Workers Comp Insurance	1.23	1.59	1.59	1.93	
226-101.000-960.000	Education and Training	467.27	1,000.00	600.25		
226-101.000-961.000	Miscellaneous		25.00			
Totals for dept 101.000 - Council		2,991.36	4,441.94	4,117.37	3,169.93	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
226-172.000-702.000	Wages	4,601.77	4,742.00	4,771.21	4,790.00	
226-172.000-704.100	FICA - Employer's Share	297.79	300.30	295.82	309.00	
226-172.000-704.200	Medicare - Employer's Share	69.57	91.70	69.18	72.00	
226-172.000-705.000	Medical Insurance - ER	397.20	852.00	430.95	457.00	
226-172.000-705.100	Vision Benefits	6.62	15.00	9.59	8.00	
226-172.000-705.200	Dental Benefits	84.04	187.00	90.01	89.00	
226-172.000-706.000	Life Insurance - ER cost	18.94	38.43	19.27	21.00	
226-172.000-707.000	Retirement Contributions-ER	430.54	889.77	449.29	449.00	
226-172.000-707.100	Health Care Savings Plan - ER	98.68	198.00	149.72	150.00	
226-172.000-708.000	Sick & Accident Premiums-ER	65.96	51.00	68.12	71.00	
226-172.000-726.000	Supplies	6.75		7.04		
226-172.000-745.000	Postage		20.00			
226-172.000-801.000	Contractual Services	39.91	25.00	60.00	60.00	
226-172.000-850.000	Communications			1.60		
226-172.000-910.200	General Liability Insurance	884.40	998.99	912.64	980.00	
226-172.000-910.500	Workers Comp Insurance	48.01	80.73	80.73	84.00	
226-172.000-940.000	Vehicle and Travel Expense	201.01	210.00	215.00	215.00	
226-172.000-960.000	Education and Training	15.90	55.00	25.00	55.00	
226-172.000-961.000	Miscellaneous	15.74	40.00	38.00	40.00	
Totals for dept 172.000 - Executive		7,282.83	8,794.92	7,693.17	7,850.00	
Dept 201.000 - Finance,Budgeting,Accounting						
226-201.000-702.000	Wages	1,901.93	2,195.00	2,000.37		5
226-201.000-704.100	FICA - Employer's Share	127.16	136.00	124.02		5
226-201.000-704.200	Medicare - Employer's Share	29.70	32.00	29.01		5
226-201.000-705.000	Medical Insurance - ER	143.90	150.00	159.28		5
226-201.000-705.100	Vision Benefits	4.51	5.00	5.15		5
226-201.000-705.200	Dental Benefits	45.58	51.00	50.72		5
226-201.000-706.000	Life Insurance - ER cost	7.58	7.69	7.68		5
226-201.000-707.000	Retirement Contributions-ER	144.36	153.66	196.04		5
226-201.000-707.100	Health Care Savings Plan - ER	31.25	45.00	46.43		5
226-201.000-708.000	Sick & Accident Premiums-ER	42.52	44.17	45.41		5
226-201.000-726.000	Supplies	579.94	400.00	400.00		5
226-201.000-801.000	Contractual Services	4,172.50	4,034.00	4,034.00		5
226-201.000-805.000	Bank Fees	67.20	68.00	180.00		5
226-201.000-960.000	Education and Training	17.00	37.25	35.00		5

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
Totals for dept 201.000 - Finance,Budgeting,Accounting		7,315.13	7,358.77	7,313.11	0.00	
Dept 215.000 - Administration and Clerk						
226-215.000-702.000	Wages	2,213.86	2,153.00	2,206.73	2,191.00	
226-215.000-704.100	FICA - Employer's Share	137.29	133.00	136.82	136.00	
226-215.000-704.200	Medicare - Employer's Share	32.13	31.00	32.00	32.00	
226-215.000-705.000	Medical Insurance - ER	239.58	262.00	26.73		
226-215.000-705.100	Vision Benefits	2.15	2.00	0.23		
226-215.000-705.200	Dental Benefits	19.53	22.00	2.39		
226-215.000-706.000	Life Insurance - ER cost	15.10	15.37	15.40	17.00	
226-215.000-707.000	Retirement Contributions-ER	198.53	193.78	178.61	197.00	
226-215.000-707.100	Health Care Savings Plan - ER	46.52	43.00	66.14	66.00	
226-215.000-708.000	Sick & Accident Premiums-ER	42.06	43.78	44.36	46.00	
226-215.000-726.000	Supplies	47.66	80.00	8.94	50.00	
226-215.000-745.000	Postage	550.34	500.00	480.00	200.00	
226-215.000-801.000	Contractual Services	426.78	450.00	550.00	200.00	
226-215.000-900.000	Printing and Publishing	317.42	750.00	830.00	500.00	
226-215.000-960.000	Education and Training	213.99	100.00	30.00	100.00	
226-215.000-961.000	Miscellaneous	2.70				
Totals for dept 215.000 - Administration and Clerk		4,505.64	4,778.93	4,608.35	3,735.00	
Dept 228.000 - Information Technology						
226-228.000-801.000	Contractual Services	1,165.37	1,600.00	1,575.00	1,550.00	
226-228.000-976.000	Equipment	273.00	846.32	350.00	525.00	13
Totals for dept 228.000 - Information Technology		1,438.37	2,446.32	1,925.00	2,075.00	
Dept 253.000 - Treasurer						
226-253.000-702.000	Wages	5,370.53	5,632.00	5,577.77	8,031.00	
226-253.000-704.100	FICA - Employer's Share	332.95	349.00	745.82	498.00	
226-253.000-704.200	Medicare - Employer's Share	77.96	82.00	80.88	116.00	
226-253.000-705.000	Medical Insurance - ER	994.40	1,070.00	1,031.00	1,291.00	
226-253.000-705.100	Vision Benefits	6.76	8.00	7.21	13.00	
226-253.000-705.200	Dental Benefits	68.52	77.00	71.15	125.00	
226-253.000-706.000	Life Insurance - ER cost	23.39	23.83	23.79	34.00	
226-253.000-707.000	Retirement Contributions-ER	388.41	403.37	428.79	568.00	
226-253.000-707.100	Health Care Savings Plan - ER	30.23	31.00	44.01	88.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
226-253.000-708.000	Sick & Accident Premiums-ER	88.55	92.39	92.36	144.00	
226-253.000-726.000	Supplies	14.65				
226-253.000-745.000	Postage	156.94	185.00	170.00	355.00	
226-253.000-801.000	Contractual Services	85.00	120.00	105.00	4,105.00	1
226-253.000-805.000	Bank Fees				170.00	
226-253.000-910.300	Insurance and Bonds	16.05	18.00	10.00	12.00	
226-253.000-940.000	Vehicle and Travel Expense	12.23	110.00	54.23	55.00	
226-253.000-960.000	Education and Training	32.75	100.00	53.25	100.00	
Totals for dept 253.000 - Treasurer		7,699.32	8,301.59	8,495.26	15,705.00	
Dept 257.000 - Assessor						
226-257.000-899.000	MTT Appeals and Payments		800.00		800.00	
Totals for dept 257.000 - Assessor		0.00	800.00	0.00	800.00	
Dept 528.000 - Sanitation Collection						
226-528.000-702.000	Wages	1,010.11	1,553.00	2,564.88	1,982.00	
226-528.000-704.100	FICA - Employer's Share	64.54	96.00	159.02	128.00	
226-528.000-704.200	Medicare - Employer's Share	15.12	23.00	37.19	30.00	
226-528.000-705.000	Medical Insurance - ER	147.79	234.00	266.04	187.00	
226-528.000-705.100	Vision Benefits	1.69	3.00	2.48	3.00	
226-528.000-705.200	Dental Benefits	18.64	28.00	27.92	35.00	
226-528.000-706.000	Life Insurance - ER cost	3.77	7.37	6.55	8.00	
226-528.000-707.000	Retirement Contributions-ER	61.01	91.39	114.19	145.00	
226-528.000-707.100	Health Care Savings Plan - ER	2.79	7.10	9.95	62.00	
226-528.000-708.000	Sick & Accident Premiums-ER	17.61	29.57	25.63	29.00	
226-528.000-801.000	Contractual Services	276,819.02	278,700.00	278,240.89	280,000.00	
226-528.000-801.701	Landfill fees	1,050.00	350.00	1,050.00	1,050.00	
226-528.000-910.500	Workers Comp Insurance		413.58	413.58	43.58	
226-528.000-941.000	Equipment Rental	8,541.35	8,942.58	9,057.17	8,500.00	
Totals for dept 528.000 - Sanitation Collection		287,753.44	290,478.59	291,975.49	292,202.58	
Dept 530.000 - Wood Chipping						
226-530.000-702.000	Wages	15,704.52	20,353.00	18,889.97	25,512.00	
226-530.000-704.100	FICA - Employer's Share	1,000.29	1,262.00	1,171.18	1,587.00	
226-530.000-704.200	Medicare - Employer's Share	233.98	295.00	273.90	371.00	
226-530.000-705.000	Medical Insurance - ER	2,087.79	2,535.00	2,790.13	3,208.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
226-530.000-705.100	Vision Benefits	26.92	37.00	41.71	43.00	
226-530.000-705.200	Dental Benefits	308.68	610.00	506.91	519.00	
226-530.000-706.000	Life Insurance - ER cost	41.97	45.74	53.44	65.00	
226-530.000-707.000	Retirement Contributions-ER	2,745.74	2,715.27	3,134.22	2,993.00	
226-530.000-707.100	Health Care Savings Plan - ER	82.07	244.00	173.49	368.00	
226-530.000-708.000	Sick & Accident Premiums-ER	274.28	312.19	275.00	405.00	
226-530.000-726.000	Supplies	406.46	160.00	359.27	500.00	
226-530.000-801.000	Contractual Services	2.00		20.00		
226-530.000-910.500	Workers Comp Insurance	642.74	413.50	234.22	413.50	
226-530.000-930.000	Repairs and Maintenance	193.12	500.00	1,600.00	1,500.00	
226-530.000-941.000	Equipment Rental	12,152.15	13,764.30	17,608.58	15,000.00	
Totals for dept 530.000 - Wood Chipping		35,902.71	43,247.00	47,132.02	52,484.50	
Dept 782.000 - Facilities - Abrams Park						
226-782.000-702.000	Wages	5,027.03	2,648.00	5,170.96	6,041.00	
226-782.000-704.100	FICA - Employer's Share	317.84	164.00	320.60	375.00	
226-782.000-704.200	Medicare - Employer's Share	74.27	38.00	74.98	88.00	
226-782.000-705.000	Medical Insurance - ER	641.29	631.00	711.99	827.00	
226-782.000-705.100	Vision Benefits	7.13	10.00	10.79	10.00	
226-782.000-705.200	Dental Benefits	77.59	125.00	134.99	124.00	
226-782.000-706.000	Life Insurance - ER cost	11.71	12.74	13.98	15.00	
226-782.000-707.000	Retirement Contributions-ER	189.56	171.41	212.68	134.00	
226-782.000-707.100	Health Care Savings Plan - ER	18.64	37.00	46.98	79.00	
226-782.000-708.000	Sick & Accident Premiums-ER	76.16	85.20	96.08	99.00	
226-782.000-941.000	Equipment Rental	1,622.36	1,286.87	1,363.53	1,300.00	
Totals for dept 782.000 - Facilities - Abrams Park		8,063.58	5,209.22	8,157.56	9,092.00	
Dept 783.000 - Facilities - Elms Rd Park						
226-783.000-702.000	Wages	5,958.86	3,100.00	6,724.44	7,822.00	
226-783.000-704.100	FICA - Employer's Share	375.64	192.00	416.92	485.00	
226-783.000-704.200	Medicare - Employer's Share	87.88	45.00	97.51	113.00	
226-783.000-705.000	Medical Insurance - ER	781.43	896.00	1,016.40	1,141.00	
226-783.000-705.100	Vision Benefits	8.76	12.00	13.66	14.00	
226-783.000-705.200	Dental Benefits	95.19	147.00	171.02	153.00	
226-783.000-706.000	Life Insurance - ER cost	13.32	16.33	18.00	19.00	
226-783.000-707.000	Retirement Contributions-ER	226.43	229.49	293.05	155.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
226-783.000-707.100	Health Care Savings Plan - ER	20.89	45.00	56.62	105.00	
226-783.000-708.000	Sick & Accident Premiums-ER	91.23	107.73	126.08	133.00	
226-783.000-941.000	Equipment Rental	1,874.21	1,488.40	1,412.47	2,000.00	
Totals for dept 783.000 - Facilities - Elms Rd Park		9,533.84	6,278.95	10,346.17	12,140.00	
Dept 793.000 - Facilities - City Hall						
226-793.000-702.000	Wages	883.08	882.00	1,006.31	646.00	
226-793.000-704.100	FICA - Employer's Share	56.86	55.00	62.40	40.00	
226-793.000-704.200	Medicare - Employer's Share	13.37	13.00	14.60	9.00	
226-793.000-705.000	Medical Insurance - ER	89.66	50.00	81.27		
226-793.000-705.100	Vision Benefits	0.57	1.00	0.42		
226-793.000-705.200	Dental Benefits	6.89	8.00	5.26		
226-793.000-706.000	Life Insurance - ER cost	1.53	1.07	0.80		
226-793.000-707.000	Retirement Contributions-ER	21.96	20.06	25.75		
226-793.000-707.100	Health Care Savings Plan - ER	1.34	4.80	1.18		
226-793.000-708.000	Sick & Accident Premiums-ER	7.40	6.14	5.31		
226-793.000-726.000	Supplies	240.96	360.00	448.01	450.00	
226-793.000-726.500	Supplies - Mats	62.93	78.00			
226-793.000-801.000	Contractual Services				250.00	
226-793.000-850.000	Communications	313.56	400.00	399.45	400.00	
226-793.000-910.100	Property Insurance	201.73	227.87	204.65	218.00	
226-793.000-910.500	Workers Comp Insurance	14.04	28.14	28.14	32.09	
226-793.000-920.000	Utilities	944.12	1,050.00	935.94	1,000.00	
226-793.000-930.000	Repairs and Maintenance	525.59	420.00	378.72	500.00	
226-793.000-941.000	Equipment Rental	554.20	540.10	650.00	500.00	
Totals for dept 793.000 - Facilities - City Hall		3,939.79	4,145.18	4,248.21	4,045.09	
TOTAL APPROPRIATIONS		385,299.01	395,154.41	404,468.45	413,335.85	
NET OF REVENUES/APPROPRIATIONS - FUND 226		15,290.42	2,502.29	(4,415.75)	1,689.15	
BEGINNING FUND BALANCE		315,857.60	331,148.02	331,148.02	326,732.27	
ENDING FUND BALANCE		331,148.02	333,650.31	326,732.27	328,421.42	

Fund 248 - Downtown Development Fund

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
Dept 000.000 - General						
248-000.000-402.000	Current Tax Revenue	54,553.98	45,295.00	46,512.96	66,950.00	
248-000.000-664.000	Interest Income	33.82	15.00	15.00	12.00	
Totals for dept 000.000 - General		54,587.80	45,310.00	46,527.96	66,962.00	
Dept 728.004 - Family Movie Night						
248-728.004-597.000	Grants from Private Entities	2,000.00	2,500.00	2,000.00	2,000.00	
Totals for dept 728.004 - Family Movie Night		2,000.00	2,500.00	2,000.00	2,000.00	
TOTAL ESTIMATED REVENUES		56,587.80	47,810.00	48,527.96	68,962.00	
APPROPRIATIONS						
Dept 173.000 - DDA Administration						
248-173.000-745.000	Postage	15.30	10.00	25.00	20.00	
248-173.000-825.000	Admin Services	2,500.00	2,500.00	2,500.00	2,500.00	
248-173.000-961.000	Miscellaneous	300.00		300.00	300.00	
Totals for dept 173.000 - DDA Administration		2,815.30	2,510.00	2,825.00	2,820.00	
Dept 728.000 - Economic Development						
248-728.000-801.000	Contractual Services	14,163.75				
248-728.000-961.000	Miscellaneous	20.00				
Totals for dept 728.000 - Economic Development		14,183.75	0.00	0.00	0.00	
Dept 728.002 - Streetscape						
248-728.002-967.101	Contribution to General Fund	90,000.00	40,000.00	40,000.00	40,000.00	
248-728.002-968.000	Depreciation Expense	944.29	475.00	944.29	945.00	
Totals for dept 728.002 - Streetscape		90,944.29	40,475.00	40,944.29	40,945.00	
Dept 728.003 - Facade Program						
248-728.003-801.000	Contractual Services	4,750.50	10,000.00	10,000.00		
Totals for dept 728.003 - Facade Program		4,750.50	10,000.00	10,000.00	0.00	
Dept 728.004 - Family Movie Night						
248-728.004-726.000	Supplies		10,487.63	10,300.00		
248-728.004-801.000	Contractual Services	3,553.34	3,450.00	3,450.00	3,450.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
248-728.004-900.000	Printing and Publishing	348.00	300.00			
Totals for dept 728.004 - Family Movie Night		3,901.34	14,237.63	13,750.00	3,450.00	
TOTAL APPROPRIATIONS		116,595.18	67,222.63	67,519.29	47,215.00	
NET OF REVENUES/APPROPRIATIONS - FUND 248		(60,007.38)	(19,412.63)	(18,991.33)	21,747.00	
BEGINNING FUND BALANCE		111,765.87	51,758.49	51,758.49	32,767.16	
ENDING FUND BALANCE		51,758.49	32,345.86	32,767.16	54,514.16	
Fund 350 - City Hall Debt Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
350-000.000-664.000	Interest Income	16.34	12.75	12.75	7.00	
Totals for dept 000.000 - General		16.34	12.75	12.75	7.00	
Dept 931.000 - Transfers IN						
350-931.000-699.101	Transfer In from Genl Fund	88,730.00	88,730.00	84,567.50	100,357.50	
Totals for dept 931.000 - Transfers IN		88,730.00	88,730.00	84,567.50	100,357.50	
TOTAL ESTIMATED REVENUES		88,746.34	88,742.75	84,580.25	100,364.50	
APPROPRIATIONS						
Dept 905.000 - Debt Service						
350-905.000-991.000	Bond Principal Payments	75,000.00	75,000.00	75,000.00	95,000.00	
350-905.000-995.000	Bond Interest Payments	13,730.00	13,730.00	9,567.50	5,367.50	
350-905.000-996.000	Agent Fees	750.00	750.00	750.00	750.00	
Totals for dept 905.000 - Debt Service		89,480.00	89,480.00	85,317.50	101,117.50	
TOTAL APPROPRIATIONS		89,480.00	89,480.00	85,317.50	101,117.50	
NET OF REVENUES/APPROPRIATIONS - FUND 350		(733.66)	(737.25)	(737.25)	(753.00)	
BEGINNING FUND BALANCE		3,809.60	3,075.94	3,075.94	2,338.69	
ENDING FUND BALANCE		3,075.94	2,338.69	2,338.69	1,585.69	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
Fund 402 - Fire Equip Replacement Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
402-000.000-664.000	Interest Income	(225.83)	10.00	13.00	11.00	
Totals for dept 000.000 - General		(225.83)	10.00	13.00	11.00	
Dept 931.000 - Transfers IN						
402-931.000-699.101	Transfer In from Genl Fund	140,000.00	75,000.00	75,000.00	75,000.00	
Totals for dept 931.000 - Transfers IN		140,000.00	75,000.00	75,000.00	75,000.00	
TOTAL ESTIMATED REVENUES		139,774.17	75,010.00	75,013.00	75,011.00	
APPROPRIATIONS						
Dept 336.000 - Fire Department						
402-336.000-976.000	Equipment	213,182.98	5,838.79	5,838.79	3,500.00	
Totals for dept 336.000 - Fire Department		213,182.98	5,838.79	5,838.79	3,500.00	
TOTAL APPROPRIATIONS		213,182.98	5,838.79	5,838.79	3,500.00	
NET OF REVENUES/APPROPRIATIONS - FUND 402		(73,408.81)	69,171.21	69,174.21	71,511.00	
BEGINNING FUND BALANCE		111,181.45	37,772.64	37,772.64	106,946.85	
ENDING FUND BALANCE		37,772.64	106,943.85	106,946.85	178,457.85	
Fund 590 - Water Supply Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
590-000.000-664.000	Interest Income	6,301.90	9,100.00	8,300.00	6,000.00	
590-000.000-675.000	Misc.	(118.12)				
Totals for dept 000.000 - General		6,183.78	9,100.00	8,300.00	6,000.00	
Dept 540.000 - Water System						
590-540.000-600.000	Water Fees	576,059.42	625,275.00	600,000.00	610,000.00	
590-540.000-601.000	Metered Services	84,609,492.22	1,570,000.00	1,580,000.00	1,590,000.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
590-540.000-602.000	Hydrant Rental	950.00	950.00	950.00	950.00	
590-540.000-603.000	Service Fees	4,221.00	3,700.00	3,400.00	3,400.00	
590-540.000-607.000	Tap Fees	11,250.00	12,750.00	12,750.00	11,250.00	
590-540.000-627.000	Charges for Services	52.80	20.00	2,810.00		
590-540.000-658.000	Penalty - Late Fee	13,400.98	13,000.00	10,350.00	10,400.00	10
590-540.000-677.000	Reimbursements	1,172.43		189.00		
Totals for dept 540.000 - Water System		2,216,598.85	2,225,695.00	2,210,449.00	2,226,000.00	
TOTAL ESTIMATED REVENUES		2,222,782.63	2,234,795.00	2,218,749.00	2,232,000.00	
APPROPRIATIONS						
Dept 000.000 - General						
590-000.000-744.900	Bad Debt Expense		200.00			
590-000.000-961.350	Other Expense-Debt Service	22,182.50	22,182.50	21,141.88	25,091.88	
Totals for dept 000.000 - General		22,182.50	22,382.50	21,141.88	25,091.88	
Dept 101.000 - Council						
590-101.000-702.000	Wages	3,784.88	6,480.00	5,859.35	7,920.00	
590-101.000-704.100	FICA - Employer's Share	234.69	402.00	363.28	491.00	
590-101.000-704.200	Medicare - Employer's Share	54.74	94.00	84.96	115.00	
590-101.000-708.000	Sick & Accident Premiums-ER		4.82			
590-101.000-726.000	Supplies	60.75	195.00	220.00	195.00	
590-101.000-910.200	General Liability Insurance	2,169.92	2,451.06	2,256.42	2,300.00	
590-101.000-910.500	Workers Comp Insurance	3.22	3.96	3.96	482.00	
590-101.000-960.000	Education and Training	1,213.54	2,000.00	1,550.00	2,000.00	
590-101.000-961.000	Miscellaneous		100.00			
Totals for dept 101.000 - Council		7,521.74	11,730.84	10,337.97	13,503.00	
Dept 172.000 - Executive						
590-172.000-702.000	Wages	18,407.02	18,969.00	19,084.94	19,160.00	
590-172.000-704.100	FICA - Employer's Share	1,191.11	1,532.00	1,183.27	1,238.00	
590-172.000-704.200	Medicare - Employer's Share	278.63	358.00	276.74	289.00	
590-172.000-705.000	Medical Insurance - ER	1,589.94	2,130.00	1,723.79	1,827.00	
590-172.000-705.100	Vision Benefits	26.45	38.00	30.34	31.00	
590-172.000-705.200	Dental Benefits	336.08	467.00	359.89	355.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
590-172.000-706.000	Life Insurance - ER cost	75.60	96.08	76.94	83.00	
590-172.000-707.000	Retirement Contributions-ER	821.06	2,224.42	1,800.54	1,797.00	
590-172.000-707.100	Health Care Savings Plan - ER	394.52	494.00	600.19	599.00	
590-172.000-708.000	Sick & Accident Premiums-ER	263.87	343.37	272.50	285.00	
590-172.000-726.000	Supplies	16.88	50.00	17.60	50.00	
590-172.000-801.000	Contractual Services	292.33	1,555.00	1,000.00	500.00	
590-172.000-910.200	General Liability Insurance	2,211.00	2,497.47	2,281.61	2,282.00	
590-172.000-910.500	Workers Comp Insurance	124.18	201.82	168.58	175.00	
590-172.000-940.000	Vehicle and Travel Expense	804.05	805.00	960.00	950.00	
590-172.000-960.000	Education and Training	39.76	75.00	75.00	80.00	
590-172.000-961.000	Miscellaneous	59.41	125.00	110.00	125.00	
Totals for dept 172.000 - Executive		26,931.89	31,961.16	30,021.93	29,826.00	
Dept 201.000 - Finance,Budgeting,Accounting						
590-201.000-702.000	Wages	8,119.43	8,556.00	7,050.42		5
590-201.000-704.100	FICA - Employer's Share	512.79	530.00	437.13		5
590-201.000-704.200	Medicare - Employer's Share	119.84	124.00	102.74		5
590-201.000-705.000	Medical Insurance - ER	1,228.57	1,150.00	1,336.44		5
590-201.000-705.100	Vision Benefits	11.72	14.00	13.46		5
590-201.000-705.200	Dental Benefits	118.54	133.00	131.94		5
590-201.000-706.000	Life Insurance - ER cost	37.83	38.43	29.00		5
590-201.000-707.000	Retirement Contributions-ER	326.85	691.73	742.03		5
590-201.000-707.100	Health Care Savings Plan - ER	31.25	45.00	46.43		5
590-201.000-708.000	Sick & Accident Premiums-ER	148.07	154.05	154.47		5
590-201.000-726.000	Supplies	863.15	1,000.00	750.00		5
590-201.000-801.000	Contractual Services	10,420.50	10,085.00	9,700.00		5
590-201.000-805.000	Bank Fees	168.00	170.00	170.00		5
590-201.000-960.000	Education and Training	42.51	90.00	87.00		5
Totals for dept 201.000 - Finance,Budgeting,Accounting		22,149.05	22,781.21	20,751.06	0.00	
Dept 215.000 - Administration and Clerk						
590-215.000-702.000	Wages	10,507.21	10,171.00	10,554.93	11,702.00	
590-215.000-704.100	FICA - Employer's Share	651.42	631.00	654.41	726.00	
590-215.000-704.200	Medicare - Employer's Share	152.42	147.00	153.05	170.00	
590-215.000-705.000	Medical Insurance - ER	1,017.94	1,264.00	113.59		
590-215.000-705.100	Vision Benefits	8.96	9.00	1.04		

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
590-215.000-705.200	Dental Benefits	82.91	93.00	10.20		
590-215.000-706.000	Life Insurance - ER cost	64.25	65.33	65.34	71.00	
590-215.000-707.000	Retirement Contributions-ER	393.70	823.55	844.01	838.00	
590-215.000-707.100	Health Care Savings Plan - ER	197.62	183.00	281.34	279.00	
590-215.000-708.000	Sick & Accident Premiums-ER	178.77	186.08	188.59	197.00	
590-215.000-726.000	Supplies	119.18	100.00	6.00	100.00	
590-215.000-745.000	Postage	917.78	1,000.00	940.00	1,000.00	
590-215.000-801.000	Contractual Services	1,066.94	1,000.00	1,275.00	1,000.00	
590-215.000-900.000	Printing and Publishing	793.62	3,100.00	2,100.00	3,000.00	
590-215.000-960.000	Education and Training	535.00	500.00	75.00	500.00	
590-215.000-961.000	Miscellaneous	6.76				
Totals for dept 215.000 - Administration and Clerk		16,694.48	19,272.96	17,262.50	19,583.00	
Dept 228.000 - Information Technology						
590-228.000-801.000	Contractual Services	4,275.37	5,200.00	5,000.00	4,800.00	
590-228.000-976.000	Equipment	702.00	2,133.43	1,400.00	875.00	13
Totals for dept 228.000 - Information Technology		4,977.37	7,333.43	6,400.00	5,675.00	
Dept 253.000 - Treasurer						
590-253.000-702.000	Wages	21,763.77	23,204.00	22,649.24	33,622.00	
590-253.000-704.100	FICA - Employer's Share	1,370.77	1,439.00	1,404.26	2,085.00	
590-253.000-704.200	Medicare - Employer's Share	320.70	336.00	328.42	488.00	
590-253.000-705.000	Medical Insurance - ER	2,878.62	2,716.00	3,051.15	416.00	
590-253.000-705.100	Vision Benefits	27.65	32.00	30.72	44.00	
590-253.000-705.200	Dental Benefits	278.98	312.00	227.00	438.00	
590-253.000-706.000	Life Insurance - ER cost	86.23	87.62	88.03	133.00	
590-253.000-707.000	Retirement Contributions-ER	698.16	1,545.07	1,683.62	2,229.00	
590-253.000-707.100	Health Care Savings Plan - ER	114.07	152.00	169.33	213.00	
590-253.000-708.000	Sick & Accident Premiums-ER	342.49	356.01	460.85	526.00	
590-253.000-726.000	Supplies				750.00	
590-253.000-745.000	Postage	345.65	450.00	356.00	800.00	
590-253.000-801.000	Contractual Services	212.50	300.00	262.50	14,000.00	1,4
590-253.000-805.000	Bank Fees				170.00	
590-253.000-910.300	Insurance and Bonds	40.14	40.14	25.00	30.00	
590-253.000-940.000	Vehicle and Travel Expense	36.63	275.00	163.00	200.00	
590-253.000-960.000	Education and Training	81.88	150.00	135.00	237.50	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
Totals for dept 253.000 - Treasurer		28,598.24	31,394.84	31,034.12	56,381.50	
Dept 540.000 - Water System						
590-540.000-702.000	Wages	52,429.41	50,082.00	44,264.10	62,396.00	
590-540.000-704.100	FICA - Employer's Share	3,413.11	3,105.00	2,744.38	3,938.00	
590-540.000-704.200	Medicare - Employer's Share	798.01	726.00	641.85	921.00	
590-540.000-705.000	Medical Insurance - ER	7,899.88	9,201.00	7,772.23	9,291.00	
590-540.000-705.100	Vision Benefits	90.96	111.00	93.11	119.00	
590-540.000-705.200	Dental Benefits	966.16	1,249.00	996.23	1,349.00	
590-540.000-706.000	Life Insurance - ER cost	188.02	195.39	165.30	220.00	
590-540.000-707.000	Retirement Contributions-ER	5,988.20	13,906.67	13,805.44	14,650.00	
590-540.000-707.100	Health Care Savings Plan - ER	178.98	599.00	318.90	1,407.00	
590-540.000-708.000	Sick & Accident Premiums-ER	952.66	1,032.88	880.16	1,141.00	
590-540.000-726.000	Supplies	2,703.70	6,000.00	5,240.39	6,000.00	
590-540.000-726.200	Uniforms	3,211.75	2,150.00	2,000.09	3,000.00	
590-540.000-801.000	Contractual Services	21,295.77	43,917.50	42,828.35	30,000.00	
590-540.000-850.000	Communications	1,806.58	1,800.00	1,401.83	1,800.00	
590-540.000-900.000	Printing and Publishing	1,054.80	1,100.00	542.30	1,000.00	
590-540.000-910.100	Property Insurance	1,190.16	1,344.36	1,207.05	1,344.36	
590-540.000-910.500	Workers Comp Insurance	1,138.52	1,364.30	1,048.35	1,364.30	
590-540.000-920.000	Utilities	345.73	310.00	310.00	315.00	
590-540.000-924.000	Bulk Treatment Fees/Bulk Water	1,634,795.15	1,642,450.00	1,600,000.00	1,550,000.00	2
590-540.000-930.000	Repairs and Maintenance	59,465.67	91,350.00	80,227.86	75,000.00	
590-540.000-941.000	Equipment Rental	16,891.47	15,730.60	13,243.37	16,000.00	
590-540.000-960.000	Education and Training	2,378.02	4,000.00	3,421.59	4,000.00	
590-540.000-968.000	Depreciation Expense	233,557.99	195,000.00	232,700.00	252,700.00	8
590-540.000-976.000	Equipment	110.00	12,500.00			
Totals for dept 540.000 - Water System		2,052,850.70	2,099,224.70	2,055,852.88	2,037,955.66	
Dept 542.000 - Read and Bill						
590-542.000-702.000	Wages	27,257.60	31,128.00	31,995.54	29,770.00	
590-542.000-704.100	FICA - Employer's Share	1,784.49	1,930.00	1,983.73	1,846.00	
590-542.000-704.200	Medicare - Employer's Share	417.29	451.00	463.94	432.00	
590-542.000-705.000	Medical Insurance - ER	6,614.63	6,923.00	6,636.12	7,157.00	
590-542.000-705.100	Vision Benefits	66.58	79.00	78.52	67.00	
590-542.000-705.200	Dental Benefits	682.54	823.00	823.78	682.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
590-542.000-706.000	Life Insurance - ER cost	109.26	107.75	109.16	101.00	
590-542.000-707.000	Retirement Contributions-ER	756.05	1,774.43	2,664.87	1,559.00	
590-542.000-707.100	Health Care Savings Plan - ER	372.50	612.00	535.30	550.00	
590-542.000-708.000	Sick & Accident Premiums-ER	617.63	645.76	609.00	611.00	
590-542.000-726.000	Supplies	599.10	600.00	493.34	600.00	
590-542.000-745.000	Postage	2,546.00	2,500.00	2,535.85	2,500.00	
590-542.000-801.000	Contractual Services	1,456.29	1,645.00	1,367.15	1,500.00	
590-542.000-941.000	Equipment Rental	3,408.43	4,007.44	4,081.76	4,100.00	
590-542.000-960.000	Education and Training		3,600.00			
Totals for dept 542.000 - Read and Bill		46,688.39	56,826.38	54,378.06	51,475.00	
Dept 543.230 - Water Main Repair USDA Grant						
590-543.230-801.000-543.230	Contractual Services	25,916.25	27,548.00	22,500.00	8,800.00	20
590-543.230-801.000-543.231	Contractual Services		2,060.00	2,055.00		20
590-543.230-801.000-543.232	Contractual Services					
590-543.230-801.000-543.233	Contractual Services	1,350.00				
590-543.230-801.400-543.231	Design Engineering		41,788.00	35,175.00		
590-543.230-801.400-543.232	Design Engineering		6,310.00	2,100.00		
590-543.230-801.400-543.233	Design Engineering		45,340.00	28,250.00		
590-543.230-801.400-543.234	Design Engineering	0.01	28,209.00	19,675.00		
590-543.230-801.450-543.231	Construction Engineering				75,000.00	20
590-543.230-801.450-543.232	Construction Engineering				110,000.00	20
590-543.230-801.450-543.233	Construction Engineering				25,000.00	20
590-543.230-801.450-543.234	Construction Engineering				25,000.00	20
Totals for dept 543.230 - Water Main Repair USDA Grant		27,266.26	151,255.00	109,755.00	243,800.00	
Dept 793.000 - Facilities - City Hall						
590-793.000-702.000	Wages	2,233.72	2,194.00	2,510.90	1,678.00	
590-793.000-704.100	FICA - Employer's Share	143.36	136.00	155.70	104.00	
590-793.000-704.200	Medicare - Employer's Share	33.57	32.00	36.42	24.00	
590-793.000-705.000	Medical Insurance - ER	209.48	468.00	185.26	234.00	
590-793.000-705.100	Vision Benefits	1.45	2.00	1.06		
590-793.000-705.200	Dental Benefits	17.18	20.00	13.08		
590-793.000-706.000	Life Insurance - ER cost	3.96	2.63	2.11		
590-793.000-707.000	Retirement Contributions-ER	(58.94)	50.23	62.15		
590-793.000-707.100	Health Care Savings Plan - ER	3.36	10.00	2.65		

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
590-793.000-708.000	Sick & Accident Premiums-ER	18.35	16.10	13.15		
590-793.000-726.000	Supplies	597.86	900.00	1,100.00	900.00	
590-793.000-726.500	Supplies - Mats	157.48	225.00			
590-793.000-801.000	Contractual Services				100.00	
590-793.000-850.000	Communications	783.88	1,000.00	998.61	1,000.00	
590-793.000-910.100	Property Insurance	504.33	569.67	511.64	569.00	
590-793.000-910.500	Workers Comp Insurance	35.12	80.20	70.31	80.20	
590-793.000-920.000	Utilities	2,360.27	2,450.00	2,300.00	2,400.00	
590-793.000-930.000	Repairs and Maintenance	1,314.10	1,100.00	1,096.84	1,300.00	
590-793.000-941.000	Equipment Rental	1,385.92	1,350.90	1,400.00	1,400.00	
590-793.000-961.000	Miscellaneous			500.00	500.00	
Totals for dept 793.000 - Facilities - City Hall		9,744.45	10,606.73	10,959.88	10,289.20	
Dept 850.000 - Other Functions						
590-850.000-955.000	OPEB Expense	(6,300.00)	12,000.00			
Totals for dept 850.000 - Other Functions		(6,300.00)	12,000.00	0.00	0.00	
Dept 905.000 - Debt Service						
590-905.000-991.354	GO Tax Bond 2017 Principal Payment		41,400.00			
590-905.000-992.200	LTGO USDA Interest Payments				91,876.00	17
590-905.000-995.354	GO Tax Bond 2017 Interest Expense	8,675.60	8,132.22	7,511.22	7,511.23	
590-905.000-995.800	Debt Service Bond Interest		192.00			
590-905.000-996.354	GO Tax Bond 2017 Agent Fees	115.00	192.00	192.00	192.00	
Totals for dept 905.000 - Debt Service		8,790.60	49,916.22	7,703.22	99,579.23	
TOTAL APPROPRIATIONS		2,268,095.67	2,526,685.97	2,375,598.50	2,593,159.47	
NET OF REVENUES/APPROPRIATIONS - FUND 590		(45,313.04)	(291,890.97)	(156,849.50)	(361,159.47)	
BEGINNING FUND BALANCE		6,206,104.27	6,160,791.23	6,160,791.23	6,003,941.73	
ENDING FUND BALANCE		6,160,791.23	5,868,900.26	6,003,941.73	5,642,782.26	
Est. Fixed Assets					2,780,000.00	
Unassigned Fund Balance					2,877,357.26	
Fund 591 - Sanitary Sewer Fund						

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
ESTIMATED REVENUES						
Dept 000.000 - General						
591-000.000-664.000	Interest Income	12,590.09	5,200.00	8,775.00	5,700.00	
591-000.000-675.000	Misc.	(118.12)				
Totals for dept 000.000 - General		12,471.97	5,200.00	8,775.00	5,700.00	
Dept 536.000 - Sewer System						
591-536.000-601.000	Metered Services	474,329.43	465,000.00	462,000.00	464,000.00	
591-536.000-605.000	Sewer Fees	808,050.04	808,790.00	790,000.00	790,000.00	
591-536.000-606.000	Sewer Inspection Fees	105.00	175.00	140.00		
591-536.000-607.000	Tap Fees	4,600.00	7,600.00	6,100.00	6,000.00	
591-536.000-658.000	Penalty - Late Fee	8,893.45	8,400.00	7,750.00	7,000.00	10
591-536.000-677.000	Reimbursements	1,172.42		189.00		
Totals for dept 536.000 - Sewer System		1,297,150.34	1,289,965.00	1,266,179.00	1,267,000.00	
TOTAL ESTIMATED REVENUES		1,309,622.31	1,295,165.00	1,274,954.00	1,272,700.00	
APPROPRIATIONS						
Dept 000.000 - General						
591-000.000-744.900	Bad Debt Expense		500.00			
591-000.000-961.350	Other Expense-Debt Service	22,182.50	22,182.50	21,141.88	25,091.88	
Totals for dept 000.000 - General		22,182.50	22,682.50	21,141.88	25,091.88	
Dept 101.000 - Council						
591-101.000-702.000	Wages	3,785.53	6,480.00	6,400.00	7,920.00	
591-101.000-704.100	FICA - Employer's Share	234.67	402.00	363.28	491.00	
591-101.000-704.200	Medicare - Employer's Share	54.67	94.00	85.00	115.00	
591-101.000-708.000	Sick & Accident Premiums-ER		4.82			
591-101.000-726.000	Supplies	60.75	195.00	220.00	200.00	
591-101.000-801.000	Contractual Services		100.00		100.00	
591-101.000-910.200	General Liability Insurance	2,169.92	2,451.06	2,256.42	2,400.00	
591-101.000-910.500	Workers Comp Insurance	2.96	3.96	3.96	4.82	
591-101.000-960.000	Education and Training	1,213.53	1,700.00	1,510.00	1,700.00	
Totals for dept 101.000 - Council		7,522.03	11,430.84	10,838.66	12,930.82	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
Dept 172.000 - Executive						
591-172.000-702.000	Wages	18,406.68	18,969.00	19,084.41	19,160.00	
591-172.000-704.100	FICA - Employer's Share	1,191.06	1,532.00	1,183.24	1,238.00	
591-172.000-704.200	Medicare - Employer's Share	278.57	358.00	276.73	289.00	
591-172.000-705.000	Medical Insurance - ER	1,588.63	2,130.00	1,723.80	1,827.00	
591-172.000-705.100	Vision Benefits	26.43	38.00	30.32	31.00	
591-172.000-705.200	Dental Benefits	336.05	467.00	359.87	355.00	
591-172.000-706.000	Life Insurance - ER cost	75.59	96.08	76.95	83.00	
591-172.000-707.000	Retirement Contributions-ER	709.00	2,224.42	1,799.10	1,797.00	
591-172.000-707.100	Health Care Savings Plan - ER	394.47	494.00	599.75	599.00	
591-172.000-708.000	Sick & Accident Premiums-ER	263.80	343.37	272.40	285.00	
591-172.000-726.000	Supplies	16.87	25.00	18.00	25.00	
591-172.000-801.000	Contractual Services	187.32	723.70	127.00	500.00	
591-172.000-850.000	Communications	19.87				
591-172.000-910.200	General Liability Insurance	2,211.00	2,497.47	2,281.61	2,400.00	
591-172.000-910.500	Workers Comp Insurance	115.84	210.00	168.59	210.00	
591-172.000-940.000	Vehicle and Travel Expense	803.81	810.00	915.00	915.00	
591-172.000-960.000	Education and Training	19.87	100.00	75.00	100.00	
591-172.000-961.000	Miscellaneous	59.43	210.00	105.00	150.00	
Totals for dept 172.000 - Executive		26,704.29	31,228.04	29,096.77	29,964.00	
Dept 201.000 - Finance,Budgeting,Accounting						
591-201.000-702.000	Wages	8,119.19	8,556.00	8,507.20		5
591-201.000-704.100	FICA - Employer's Share	512.61	530.00	527.45		5
591-201.000-704.200	Medicare - Employer's Share	119.80	124.00	123.40		5
591-201.000-705.000	Medical Insurance - ER	1,228.43	1,150.00	1,336.50		5
591-201.000-705.100	Vision Benefits	11.73	14.00	13.45		5
591-201.000-705.200	Dental Benefits	118.48	133.00	131.95		5
591-201.000-706.000	Life Insurance - ER cost	37.81	38.43	38.45		5
591-201.000-707.000	Retirement Contributions-ER	214.50	691.73	742.00		5
591-201.000-707.100	Health Care Savings Plan - ER	31.25	45.00	46.45		5
591-201.000-708.000	Sick & Accident Premiums-ER	148.11	154.05	154.40		5
591-201.000-726.000	Supplies	863.17	800.00	750.00		5
591-201.000-801.000	Contractual Services	10,420.50	10,085.00	9,800.00		5
591-201.000-805.000	Bank Fees	168.00	175.00	170.00		5
591-201.000-960.000	Education and Training	42.50	100.00	87.00		5

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
Totals for dept 201.000 - Finance,Budgeting,Accounting		22,036.08	22,596.21	22,428.25	0.00	
Dept 215.000 - Administration and Clerk						
591-215.000-702.000	Wages	10,507.33	10,171.00	10,555.10	11,702.00	
591-215.000-704.100	FICA - Employer's Share	651.57	631.00	654.42	726.00	
591-215.000-704.200	Medicare - Employer's Share	152.22	147.00	153.05	170.00	
591-215.000-705.000	Medical Insurance - ER	1,017.91	1,264.00	113.60		
591-215.000-705.100	Vision Benefits	8.99	9.00	1.03		
591-215.000-705.200	Dental Benefits	82.92	93.00	10.25		
591-215.000-706.000	Life Insurance - ER cost	64.23	65.33	65.35	71.00	
591-215.000-707.000	Retirement Contributions-ER	393.85	823.55	844.15	838.00	
591-215.000-707.100	Health Care Savings Plan - ER	197.69	183.00	281.30	279.00	
591-215.000-708.000	Sick & Accident Premiums-ER	178.72	186.08	188.70	197.00	
591-215.000-726.000	Supplies	119.18		6.00	100.00	
591-215.000-745.000	Postage	913.80	1,100.00	980.00	1,000.00	
591-215.000-801.000	Contractual Services	1,066.94	1,010.00	1,275.00	1,000.00	
591-215.000-900.000	Printing and Publishing	793.62	700.00	2,050.00	2,000.00	
591-215.000-960.000	Education and Training	535.01	300.00	75.00	300.00	
591-215.000-961.000	Miscellaneous	6.77			50.00	
Totals for dept 215.000 - Administration and Clerk		16,690.75	16,682.96	17,252.95	18,433.00	
Dept 228.000 - Information Technology						
591-228.000-801.000	Contractual Services	4,275.36	5,200.00	4,200.00	4,500.00	
591-228.000-976.000	Equipment	702.00	2,133.43	1,400.00	875.00	13
Totals for dept 228.000 - Information Technology		4,977.36	7,333.43	5,600.00	5,375.00	
Dept 253.000 - Treasurer						
591-253.000-702.000	Wages	21,763.92	23,204.00	22,650.00	33,622.00	
591-253.000-704.100	FICA - Employer's Share	1,371.05	1,439.00	1,404.30	2,085.00	
591-253.000-704.200	Medicare - Employer's Share	320.73	336.00	328.45	488.00	
591-253.000-705.000	Medical Insurance - ER	2,878.61	2,716.00	3,051.20	4,116.00	
591-253.000-705.100	Vision Benefits	27.63	32.00	30.70	44.00	
591-253.000-705.200	Dental Benefits	278.99	312.00	302.30	438.00	
591-253.000-706.000	Life Insurance - ER cost	86.29	87.62	88.05	133.00	
591-253.000-707.000	Retirement Contributions-ER	585.38	1,545.07	1,683.70	2,229.00	
591-253.000-707.100	Health Care Savings Plan - ER	114.07	152.00	169.30	213.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
591-253.000-708.000	Sick & Accident Premiums-ER	342.48	356.01	359.75	526.00	
591-253.000-726.000	Supplies				800.00	
591-253.000-745.000	Postage	345.64	460.00	356.00	800.00	
591-253.000-801.000	Contractual Services	212.50	250.00	262.50	9,762.50	
591-253.000-805.000	Bank Fees				170.00	
591-253.000-910.300	Insurance and Bonds	40.14	50.00	25.00	30.00	
591-253.000-940.000	Vehicle and Travel Expense	36.64	275.00	165.00	200.00	
591-253.000-960.000	Education and Training	81.87	134.00	140.00	262.50	
Totals for dept 253.000 - Treasurer		28,485.94	31,348.70	31,016.25	55,919.00	
Dept 536.000 - Sewer System						
591-536.000-702.000	Wages	19,939.36	21,416.00	22,484.00	28,986.00	
591-536.000-704.100	FICA - Employer's Share	1,343.18	1,328.00	1,394.05	1,853.00	
591-536.000-704.200	Medicare - Employer's Share	314.17	336.00	326.05	433.00	
591-536.000-705.000	Medical Insurance - ER	3,402.13	2,716.00	4,017.50	4,005.00	
591-536.000-705.100	Vision Benefits	34.81	32.00	48.60	50.00	
591-536.000-705.200	Dental Benefits	362.47	327.00	542.60	560.00	
591-536.000-706.000	Life Insurance - ER cost	93.71	87.62	149.50	110.00	
591-536.000-707.000	Retirement Contributions-ER	529.38	1,062.92	1,630.05	1,667.00	
591-536.000-707.100	Health Care Savings Plan - ER	38.27	135.00	203.40	769.00	
591-536.000-708.000	Sick & Accident Premiums-ER	409.82	434.23	469.80	472.00	
591-536.000-726.000	Supplies	959.34	3,000.00	200.00	5,000.00	
591-536.000-726.200	Uniforms	3,211.50	2,800.00	1,500.00	3,000.00	
591-536.000-801.000	Contractual Services	902.78	31,042.50	31,042.50		
591-536.000-850.000	Communications	1,806.55	1,680.00	1,600.00	1,680.00	
591-536.000-910.100	Property Insurance	383.78	433.50	389.34	400.00	
591-536.000-910.500	Workers Comp Insurance	313.67	469.59	381.58	469.59	
591-536.000-924.000	Bulk Treatment Fees/Bulk Water	627,267.55	624,500.00	615,000.00	620,000.00	
591-536.000-930.000	Repairs and Maintenance	35,444.59	61,350.00	45,000.00	50,000.00	
591-536.000-941.000	Equipment Rental	4,031.24	4,150.70	4,150.00	4,150.00	
591-536.000-960.000	Education and Training		100.00	32.00	150.00	
591-536.000-968.000	Depreciation Expense	268,494.26	262,000.00	268,000.00	270,000.00	
591-536.000-976.000	Equipment	110.00	5,200.00		1,000.00	
Totals for dept 536.000 - Sewer System		969,392.56	1,024,601.06	998,560.97	994,754.59	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
591-537.000-702.000	Wages	3,358.47	1,897.00	1,721.50	2,003.00	
591-537.000-704.100	FICA - Employer's Share	211.99	118.00	166.75	130.00	
591-537.000-704.200	Medicare - Employer's Share	49.48	28.00	25.00	30.00	
591-537.000-705.000	Medical Insurance - ER	616.88	337.00	316.20	187.00	
591-537.000-705.100	Vision Benefits	4.35	3.00	2.90	3.00	
591-537.000-705.200	Dental Benefits	44.30	29.00	30.50	35.00	
591-537.000-706.000	Life Insurance - ER cost	16.63	9.69	7.90	8.00	
591-537.000-707.000	Retirement Contributions-ER	124.66	109.53	133.85	145.00	
591-537.000-707.100	Health Care Savings Plan - ER	0.32	5.00	10.10	62.00	
591-537.000-708.000	Sick & Accident Premiums-ER	62.28	37.84	29.05	29.00	
591-537.000-726.000	Supplies			100.00	250.00	
591-537.000-801.000	Contractual Services	313.13	545.00	1,343.56	1,000.00	
591-537.000-920.000	Utilities	3,611.02	3,300.00	3,500.00	3,700.00	
591-537.000-930.000	Repairs and Maintenance	3,101.23	1,800.00	2,033.81	2,500.00	
591-537.000-941.000	Equipment Rental	586.64	905.34	718.33	900.00	
Totals for dept 537.000 - Sewer Lift Stations		12,101.38	9,124.40	10,139.45	10,982.00	
Dept 542.000 - Read and Bill						
591-542.000-702.000	Wages	27,252.18	31,134.00	31,996.11	29,770.00	
591-542.000-704.100	FICA - Employer's Share	1,767.41	1,930.00	1,983.40	1,846.00	
591-542.000-704.200	Medicare - Employer's Share	413.23	451.00	463.90	432.00	
591-542.000-705.000	Medical Insurance - ER	6,356.62	6,920.00	7,348.50	7,157.00	
591-542.000-705.100	Vision Benefits	66.52	79.00	78.60	67.00	
591-542.000-705.200	Dental Benefits	682.45	822.00	823.50	682.00	
591-542.000-706.000	Life Insurance - ER cost	109.06	107.70	109.00	101.00	
591-542.000-707.000	Retirement Contributions-ER	4,938.29	13,520.15	13,378.10	13,306.00	
591-542.000-707.100	Health Care Savings Plan - ER	372.29	612.00	585.30	550.00	
591-542.000-708.000	Sick & Accident Premiums-ER	617.53	644.78	668.75	611.00	
591-542.000-726.000	Supplies	599.08	550.00	543.33	600.00	
591-542.000-745.000	Postage	2,545.94	2,350.00	1,600.00	2,500.00	
591-542.000-801.000	Contractual Services	1,077.89	1,770.00	1,357.15	1,500.00	
591-542.000-941.000	Equipment Rental	3,664.90	4,266.50	3,286.83	4,000.00	
Totals for dept 542.000 - Read and Bill		50,463.39	65,157.13	64,222.47	63,122.00	
Dept 543.400 - Reline Existing Sewers						
591-543.400-930.000-543.400	Repairs and Maintenance		197,000.00	197,000.00	0.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
591-543.400-930.000-543.410	Repairs and Maintenance				183,128.00	15
Totals for dept 543.400 - Reline Existing Sewers		0.00	197,000.00	197,000.00	183,128.00	
Dept 543.401 - Flush & TV Sewers						
591-543.401-801.000	Contractual Services		16,500.00	16,500.00	15,000.00	
591-543.401-930.000-543.401	Repairs and Maintenance	72,199.00			75,000.00	
Totals for dept 543.401 - Flush & TV Sewers		72,199.00	16,500.00	16,500.00	90,000.00	
Dept 793.000 - Facilities - City Hall						
591-793.000-702.000	Wages	2,231.74	2,146.00	2,510.82	1,678.00	
591-793.000-704.100	FICA - Employer's Share	141.20	133.00	158.00	104.00	
591-793.000-704.200	Medicare - Employer's Share	33.17	31.00	36.41	24.00	
591-793.000-705.000	Medical Insurance - ER	180.51	468.00	223.65	234.00	
591-793.000-705.100	Vision Benefits	1.46	2.00	1.06		
591-793.000-705.200	Dental Benefits	17.13	20.00	13.07		
591-793.000-706.000	Life Insurance - ER cost	3.90	2.63	2.11		
591-793.000-707.000	Retirement Contributions-ER	52.28	42.02	60.00		
591-793.000-707.100	Health Care Savings Plan - ER	3.36	10.00	3.00		
591-793.000-708.000	Sick & Accident Premiums-ER	18.31	15.10	13.15		
591-793.000-726.000	Supplies	607.90	920.00	1,100.00	900.00	
591-793.000-726.500	Supplies - Mats	157.48	220.00			
591-793.000-850.000	Communications	783.88	1,000.00	998.61	1,000.00	
591-793.000-910.100	Property Insurance	504.33	569.67	511.64	569.97	
591-793.000-910.500	Workers Comp Insurance	35.12	80.19	70.30	80.19	
591-793.000-920.000	Utilities	2,360.27	2,500.00	2,200.00	2,400.00	
591-793.000-930.000	Repairs and Maintenance	1,314.10	1,000.00	996.84	1,200.00	
591-793.000-941.000	Equipment Rental	1,385.32	1,350.43	1,425.00	1,350.00	
591-793.000-961.000	Miscellaneous				250.00	
Totals for dept 793.000 - Facilities - City Hall		9,831.46	10,510.04	10,323.66	9,790.16	
Dept 850.000 - Other Functions						
591-850.000-955.000	OPEB Expense	7,850.00	5,000.00			
Totals for dept 850.000 - Other Functions		7,850.00	5,000.00	0.00	0.00	
TOTAL APPROPRIATIONS		1,250,436.74	1,471,195.31	1,434,121.31	1,499,490.45	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
NET OF REVENUES/APPROPRIATIONS - FUND 591		59,185.57	(176,030.31)	(159,167.31)	(226,790.45)	
BEGINNING FUND BALANCE		7,555,917.59	7,615,103.16	7,615,103.16	7,455,935.85	
ENDING FUND BALANCE		7,615,103.16	7,439,072.85	7,455,935.85	7,229,145.40	
Est. Fixed Assets					1,700,000.00	
Unassigned Fund Balance					5,530,020.40	
Fund 661 - Motor Pool Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
661-000.000-664.000	Interest Income	3,774.90	1,300.00	1,500.00	1,000.00	
661-000.000-667.000	Equipment Rental Income	147,866.65	153,815.26	164,761.76	158,250.00	
661-000.000-673.000	Sale of Assets	6,615.00			75,000.00	14
661-000.000-675.000	Misc.	143.00	466.00	1,036.00		
Totals for dept 000.000 - General		158,399.55	155,581.26	167,297.76	234,250.00	
TOTAL ESTIMATED REVENUES		158,399.55	155,581.26	167,297.76	234,250.00	
APPROPRIATIONS						
Dept 172.000 - Executive						
661-172.000-910.100	Property Insurance	9,409.30	10,628.40	9,729.04	10,300.00	
Totals for dept 172.000 - Executive		9,409.30	10,628.40	9,729.04	10,300.00	
Dept 201.000 - Finance,Budgeting,Accounting						
661-201.000-702.000	Wages	5,629.80	6,019.00	5,836.00		5
661-201.000-704.100	FICA - Employer's Share	356.50	373.00	361.83		5
661-201.000-704.200	Medicare - Employer's Share	83.41	87.00	84.62		5
661-201.000-705.000	Medical Insurance - ER	797.77	719.00	879.00		5
661-201.000-705.100	Vision Benefits	8.06	9.00	9.24		5
661-201.000-705.200	Dental Benefits	82.02	92.00	91.29		5
661-201.000-706.000	Life Insurance - ER cost	24.97	25.36	25.40		5
661-201.000-707.000	Retirement Contributions-ER	294.76	459.22	493.49		5
661-201.000-707.100	Health Care Savings Plan - ER	24.99	36.00	34.85		5

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
661-201.000-708.000	Sick & Accident Premiums-ER	99.99	104.01	104.43		5
Totals for dept 201.000 - Finance,Budgeting,Accounting		7,402.27	7,923.59	7,920.15		
Dept 228.000 - Information Technology						
661-228.000-801.000	Contractual Services	423.00	800.00	700.00	720.00	
661-228.000-976.000	Equipment	(253.50)	646.32	375.00	350.00	13
Totals for dept 228.000 - Information Technology		169.50	1,446.32	1,075.00	1,070.00	
Dept 253.000 - Treasurer						
661-253.000-702.000	Wages				5,808.00	
661-253.000-704.100	FICA - Employer's Share				360.00	
661-253.000-704.200	Medicare - Employer's Share				84.00	
661-253.000-705.000	Medical Insurance - ER				791.00	
661-253.000-705.100	Vision Benefits				9.00	
661-253.000-705.200	Dental Benefits				94.00	
661-253.000-706.000	Life Insurance - ER cost				27.00	
661-253.000-707.000	Retirement Contributions-ER				470.00	
661-253.000-707.100	Health Care Savings Plan - ER				36.00	
661-253.000-708.000	Sick & Accident Premiums-ER				109.00	
Totals for dept 253.000 - Treasurer					7,788.00	
Dept 795.000 - Facilities - City Garage						
661-795.000-702.000	Wages	13,033.28	17,346.00	19,200.00	16,115.00	
661-795.000-704.100	FICA - Employer's Share	827.25	1,075.00	1,685.10	1,005.00	
661-795.000-704.200	Medicare - Employer's Share	193.31	252.00	280.00	235.00	
661-795.000-705.000	Medical Insurance - ER	2,128.80	3,203.00	4,980.00	2,716.00	
661-795.000-705.100	Vision Benefits	20.20	36.00	41.55	28.00	
661-795.000-705.200	Dental Benefits	197.48	346.00	365.85	270.00	
661-795.000-706.000	Life Insurance - ER cost	32.66	49.05	67.50	45.00	
661-795.000-707.000	Retirement Contributions-ER	803.46	1,019.04	1,965.21	1,027.00	
661-795.000-707.100	Health Care Savings Plan - ER	23.55	240.00	37.40	263.00	
661-795.000-708.000	Sick & Accident Premiums-ER	213.26	325.80	508.00	292.00	
661-795.000-726.000	Supplies	5,869.43	5,700.00	5,712.31	5,800.00	
661-795.000-801.000	Contractual Services	131.70	500.00	682.70	500.00	
661-795.000-850.000	Communications			1.60		
661-795.000-910.100	Property Insurance	98 1,148.62	1,297.44	1,165.31	1,200.00	

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note
661-795.000-910.500	Workers Comp Insurance	169.01	285.26	237.53	285.00	
661-795.000-920.000	Utilities	7,585.56	7,900.00	7,400.00	7,900.00	
661-795.000-920.500	Utilities - Fuel	15,059.77	14,100.00	11,843.94	14,500.00	
661-795.000-930.000	Repairs and Maintenance	41,208.18	42,000.00	42,361.10	50,000.00	
661-795.000-940.000	Vehicle and Travel Expense			14.00	500.00	
661-795.000-968.000	Depreciation Expense	21,932.22	28,000.00	18,000.00	24,000.00	
661-795.000-976.000	Equipment	3,916.04	65,500.00	65,457.05	260,000.00	12
Totals for dept 795.000 - Facilities - City Garage		114,493.78	189,174.59	182,006.15	386,681.00	
Dept 850.000 - Other Functions						
661-850.000-955.000	OPEB Expense	422.00	9,850.00			
Totals for dept 850.000 - Other Functions		422.00	9,850.00	0.00	0.00	
TOTAL APPROPRIATIONS		131,896.85	219,022.90	200,730.34	405,839.00	
NET OF REVENUES/APPROPRIATIONS - FUND 661		26,502.70	(63,441.64)	(33,432.58)	(171,589.00)	
BEGINNING FUND BALANCE		456,169.56	482,672.26	482,672.26	449,239.68	
ENDING FUND BALANCE		482,672.26	419,230.62	449,239.68	277,650.68	
Est. Fixed Assets					100,000.00	
Unassigned Fund Balance					177,650.68	
Fund 865 - Sidewalks						
ESTIMATED REVENUES						
Dept 478.000 - Snow & Ice Removal		reporting past activity in Dept. 444.000 for comparison				
865-478.000-418.478	Snow Removal Revenue	1,715.00	1,000.00	1,215.00		18
Totals for dept 478.000 - Snow & Ice Removal		1,715.00	1,000.00	1,215.00		
Dept 931.000 - Transfers IN						
865-931.000-699.101	Transfer In from Genl Fund		1,200.00	1,200.00		18
Totals for dept 931.000 - Transfers IN			1,200.00	1,200.00		
TOTAL ESTIMATED REVENUES		1,715.00	2,200.00	2,415.00		

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 ADOPTED BUDGET	Reference Note	
APPROPRIATIONS							
Dept 478.000 - Snow & Ice Removal		reporting past activity in Dept. 444.000 for comparison					
865-478.000-801.478	Contractual Services - Snow Removal	2,345.00	2,200.00	1,215.00		18	
Totals for dept 478.000 - Snow & Ice Removal		2,345.00	2,200.00	1,215.00			
TOTAL APPROPRIATIONS		2,345.00	2,200.00	1,215.00			
NET OF REVENUES/APPROPRIATIONS - FUND 865		(630.00)	0.00	1,200.00			
BEGINNING FUND BALANCE		949.22	319.22	319.22			
ENDING FUND BALANCE		319.22	319.22	1,519.22			
Fund 866 - Weed Fund							
ESTIMATED REVENUES							
Dept 000.000 - General		reporting past activity in Dept. 523.000 for comparison					
866-000.000-416.000	Current Weed Revenue	5,850.00	6,800.00	4,000.00		19	
Totals for dept 000.000 - General		5,850.00	6,800.00	4,000.00			
TOTAL ESTIMATED REVENUES		5,850.00	6,800.00	4,000.00			
APPROPRIATIONS							
Dept 000.000 - General		reporting past activity in Dept. 523.000 for comparison					
866-000.000-801.000	Contractual Services	1,435.00	2,100.00	1,000.00		19	
Totals for dept 000.000 - General		1,435.00	2,100.00	1,000.00			
Dept 965.000 - Transfers Out							
866-965.000-998.101	Transfer Out to Gen Fd		38,000.00	34,000.00		19	
Totals for dept 965.000 - Transfers Out		0.00	38,000.00	34,000.00			
TOTAL APPROPRIATIONS		1,435.00	40,100.00	35,000.00			
NET OF REVENUES/APPROPRIATIONS - FUND 866		4,415.00	(33,300.00)	(31,000.00)			
BEGINNING FUND BALANCE		35,100.00	39,515.00	39,515.00			
ENDING FUND BALANCE		39,515.00	6,215.00	8,515.00			

CITY OF SWARTZ CREEK
Requested Budget By Classification
Fiscal Year June 30, 2021

Governmental Funds

ACCOUNT CLASSIFICATION	DESCRIPTION	General	Major Streets	Local Streets	Municipal Streets	Garbage	Debt	Fire Equip	Total
ESTIMATED REVENUES									
Prop Tax	Property Tax Revenues	\$1,458,650.00			\$651,530.00	\$405,925.00			\$2,516,105.00
SSR	State Shared Revenue	\$492,696.00	\$450,000.00	\$143,400.00		\$5,400.00			\$1,091,496.00
GENR	General Revenue	\$186,937.00				\$2,500.00			\$189,437.00
PROG	Program Revenue	\$311,300.00	\$7,400.00	\$15,500.00					\$334,200.00
Interest	Interest Revenue	\$9,800.00	\$475.00	\$100.00	\$50.00	\$1,200.00	7.00	11.00	\$11,643.00
MISCR	Misc Revenue	\$59,227.27							\$59,227.27
TRFI	Transfer IN			\$500,000.00			100,357.50	75,000.00	\$675,357.50
TOTAL ESTIMATED REVENUES		\$2,518,610.27	\$457,875.00	\$659,000.00	\$651,580.00	\$415,025.00	\$100,364.50	\$75,011.00	\$4,877,465.77
APPROPRIATIONS									
OTHR	Other Services & Charges	\$583,876.07	\$238,120.87	\$312,136.05		322,715.10			\$1,456,848.09
PERS	Personal Services	\$436,478.89	\$63,934.24	\$76,058.75		78,404.00			\$654,875.88
SUPL	Supplies	\$40,650.00	\$59,800.00	\$55,500.00		1,655.00			\$157,605.00
CAPO	Capital Outlay	\$38,375.00	\$70,000.00	\$105,000.00		10,561.75		3,500.00	\$227,436.75
PUBSFTY	Public Safety	\$1,176,475.00							\$1,176,475.00
TRFO	Transfer Out	\$175,367.50	\$100,000.00		\$500,000.00				\$775,367.50
DEBT	Debt Service				\$167,917.11		101,117.50		\$269,034.61
DEPR	Depreciation Expense				\$0.00				\$0.00
TOTAL APPROPRIATIONS		\$2,451,222.46	\$531,855.11	\$548,694.80	\$667,917.11	\$413,335.85	\$101,117.50	\$3,500.00	\$4,717,642.83
NET OF REVENUES/APPROPRIATIONS		\$67,387.81	(\$73,980.11)	\$110,305.20	(\$16,337.11)	\$1,689.15	(\$753.00)	\$71,511.00	
BEGINNING FUND BALANCE		\$1,326,629.45	\$694,478.23	\$702,932.76	\$55,563.83	\$326,732.27	\$2,338.69	\$106,946.85	
ENDING FUND BALANCE		\$1,394,017.26	\$620,498.12	\$813,237.96	\$39,226.72	\$328,421.42	\$1,585.69	\$178,457.85	
RESTRICTED FUND BALANCE			\$620,498.12	\$813,237.96	\$39,226.72	\$328,421.42	\$1,585.69		

CITY OF SWARTZ CREEK
Requested Budget By Classification
Fiscal Year June 30, 2021

ASSIGNED FUND BALANCE	\$15,000.00		\$178,457.85
UNASSIGNED FUND BALANCE			

ACCOUNT CLASSIFICATION	DESCRIPTION	Proprietary Funds		Internal Svc		Component
		Water	Sewer	Motor Pool	Total	DDA
ESTIMATED REVENUES						
Prop Tax	Property Tax Revenues					\$66,950.00
GENR	General Revenue			\$233,250.00	\$233,250.00	
PROG	Program Revenue	\$11,250.00	\$6,000.00		\$17,250.00	2,000.00
Interest	Interest Revenue	\$6,000.00	\$5,700.00	\$1,000.00	\$12,700.00	12.00
ChgServ	Charges for Services	\$2,214,750.00	\$1,261,000.00		\$3,475,750.00	
TOTAL ESTIMATED REVENUES		\$2,232,000.00	\$1,272,700.00	\$234,250.00	\$3,738,950.00	\$68,962.00
APPROPRIATIONS						
OTHR	Other Services And Charges	\$1,735,404.36	\$997,182.57	\$85,905.00	\$2,818,491.93	6,250.00
PERS	Personal Services	\$228,614.00	\$190,166.00	\$29,784.00	\$448,564.00	
SUPL	Supplies	\$15,895.00	\$15,175.00	\$5,800.00	\$36,870.00	20.00
CAPO	Capital Outlay	\$260,966.88	\$26,966.88	\$260,350.00	\$548,283.76	
TRFO	Transfer Out					\$40,000.00
DEBT	Debt Service	\$99,579.23			\$99,579.23	
DEPR	Depreciation Expense	\$252,700.00	\$270,000.00	\$24,000.00	\$546,700.00	945.00
TOTAL APPROPRIATIONS		\$2,593,159.47	\$1,499,490.45	\$405,839.00	\$4,498,488.92	\$47,215.00
NET OF REVENUES/APPROPRIATIONS		(\$361,159.47)	(\$226,790.45)	(\$171,589.00)		\$21,747.00
BEGINNING FUND BALANCE		\$6,003,941.73	\$7,455,935.85	\$449,239.68		\$32,767.16
ENDING FUND BALANCE		\$5,642,782.26	\$7,229,145.40	\$277,650.68		\$54,514.16

Fixed Assets as a Part of Fund Balance*	\$2,780,000.00	\$1,700,000.00	\$100,000.00
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UNASSIGNED FUND BALANCE	\$2,862,782.26	\$5,529,145.40	\$177,650.68	\$54,514.16
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*Estimated Projection

Budget Notes FY21

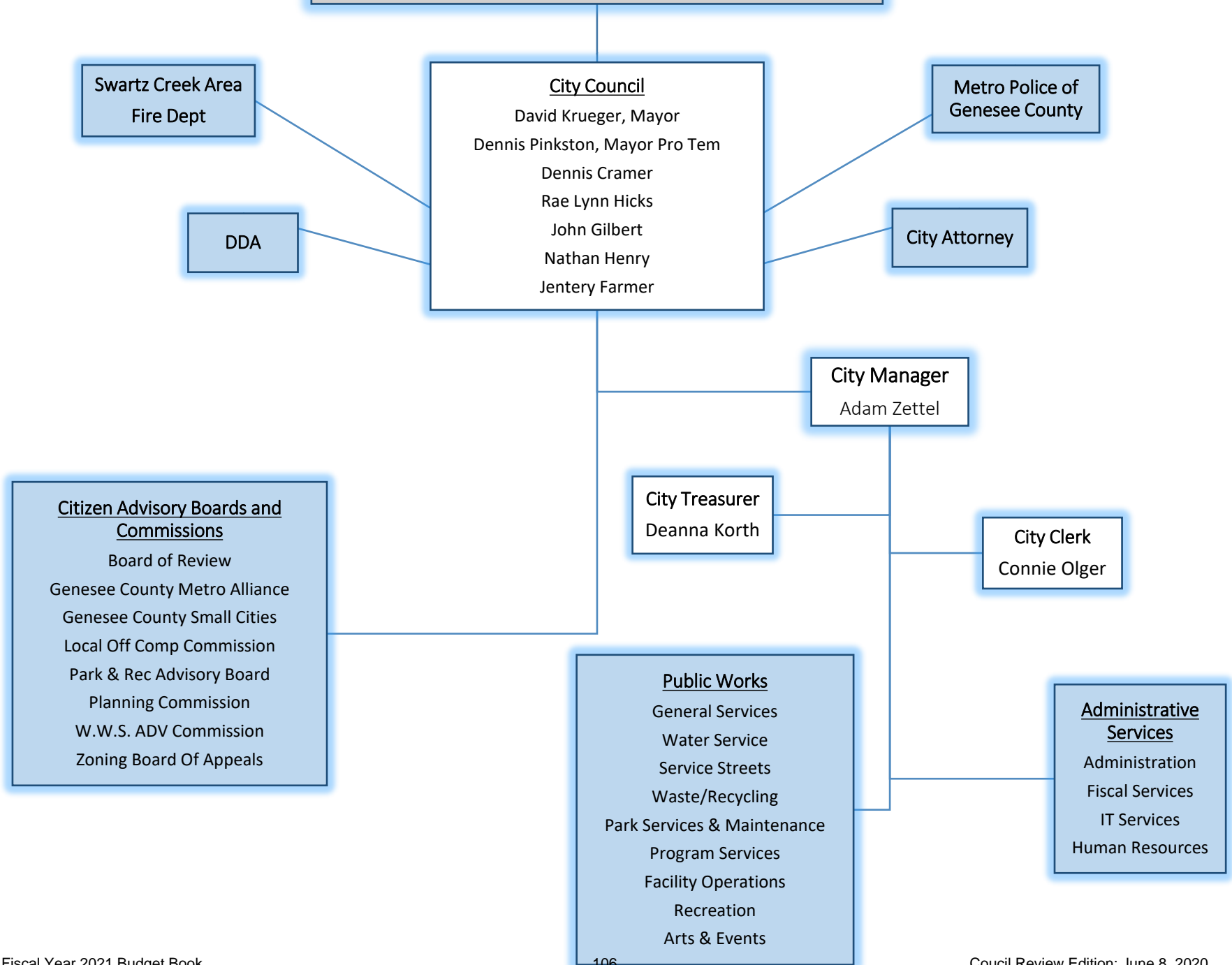
1. Annual Audit, guidance during the year est. \$33,800. 101-253.000-801.000 \$13,520) 226-253.000-801.000 \$3,380 590-253.000-801.000 \$8,450+ 591-253.000-801.000 \$8,450. Audit costs budgeted in Dept. 253.000 Treasurer with the elimination of the Finance/Budgeting/Accounting Department.
2. Bulk Treatment/Bulk Water Fees 590-540.000-924.000 is being budgeted with the new lower readiness to service monthly charge, a decrease from \$16,100 to \$11,500.
3. Construction Engineering costs for the Trail of \$30,000 appropriated in account 101-786.000-801.450-786.000.
4. USDA Grant Separate Audit of \$5,500, if needed, appropriated to 590-540.000-801.000.
5. Due to the elimination of Department 201.000 Finance, Budgeting & Accounting revenue and expenditures previously report there are now budgeted in Department 253.000 Treasurer.
6. Election Wages 101-262.000-702.000 includes \$12,000 for the August and November Elections and a combined precinct in May 2021, if needed.
7. Election Postage 101-262.000-745.000 includes an increase in case Covid-19 protocols dictate that all ballots must be mailed out and there is not in person polling location voting during the election season. In addition, Election supplies, education & training, and equipment have all been increased to allow for this possibility.
8. Depreciation Expense on the Water Fund is computed assuming work will be done in FY21 on the water main projects budgeted. 590-540.000-968.000.
9. Anticipated reductions in Act 51 revenue for major and local street work are reflected in accounts 202-000.000-569.000 & 203-000.000-569.000. Revenue is budgeted at an approximate 17% reduction from original state estimates due to economic issues from the Covid-19 pandemic.
10. Water and Sewer penalties have been budgeted conservatively due to concerns of the Covid-19 virus outbreak at the time the budget for FY21 was prepared.
11. Cost of scanning old maps and plans in contract services of \$7,000. 101-410.000-801.000.
12. Motor Pool includes an additional \$200,000 for the purchase of a new dump truck and \$60,000 has been budgeted for various equipment needs. 661-795.000-976.000.
13. Motor Pool/water/sewer/general fund has an appropriation for IT hardware for the DPW Garage. Cost split as follows 101-228.000-976.000 25% 226-228.000-976.000 \$15% 590-228.000-976.000 25% 591-228.000-976.000 25% 661-975.000-976.000 10%
14. Sale of some older equipment anticipated if pricing is good. 661-000.000-673.000 income projected to be \$75,000.
15. Sewer Relining will be reported under Department 543.400 then the current year project number. Granite will be doing the sewer rehabilitation 591-543.400-930.000-543.409 \$183,128. Due the Covid-19 virus some work slated for FY20 may be carried over into FY21.

16. Constitutional Sales Tax 101-000.000-574.100 reduced by 17% due to Covid-19 and Revenue Sharing 101-000.000-574.300 reduced by 17% due to Covid-19.
17. Budgeted for expected loan from USDA. Principal of \$38,000 will reduce the liability and Interest expense of \$91,876.00 is budgeted in expense account 590-905.000-992.200. This will be the first payment of the 40 year loan.
18. The Sidewalk Fund is being closed and will now be reported under the General Fund in Department 444.000. The sidewalk revenue and expenses track a necessary service of the City and functions similarly to the Building Department, which is not positioned to have a profitable end result. Shortfalls in the revenue have to be covered with a transfer in from General Fund and if a surplus occurs that revenue is transferred out to the General Fund.
19. The Weed Fund is being closed and will now be reported under the General Fund in Department 523.000 Grass, Brush & Weeds. The mowing revenue and expenses are a result of the need to act in accordance with our ordinance and with a surplus or deficit in revenue covered by a transfer from or to General Fund.
20. Reporting of CDBG revenue and expenses will now be under Department 694.000 in accordance with the requirements of the State Chart of Accounts. 101-694.000-801.000 is the grant for street signs and 801.050 is the Senior Center portion of the grant funds.
21. Water main work under the USDA Grant will be reported under Department 543.230 then the individual projects will each have specific line items.
22. The new Disc Golf Park appropriations are in the newly created Department 788.000.

Appendix

Boards/Officials/Services of Swartz Creek (Flow Chart)	pg. 106
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Homestead & Non-Homestead (Charts)	pg. 108
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Sewer 20 Year Investment Plan	pg. 121
Water 5 & 20 Year Investment Plan With Map.....	pg. 122
Street 20 Year Investment Plan & Map	pg. 125

Boards/Officials/Services of Swartz Creek



SWARTZ CREEK CITY MILLAGES

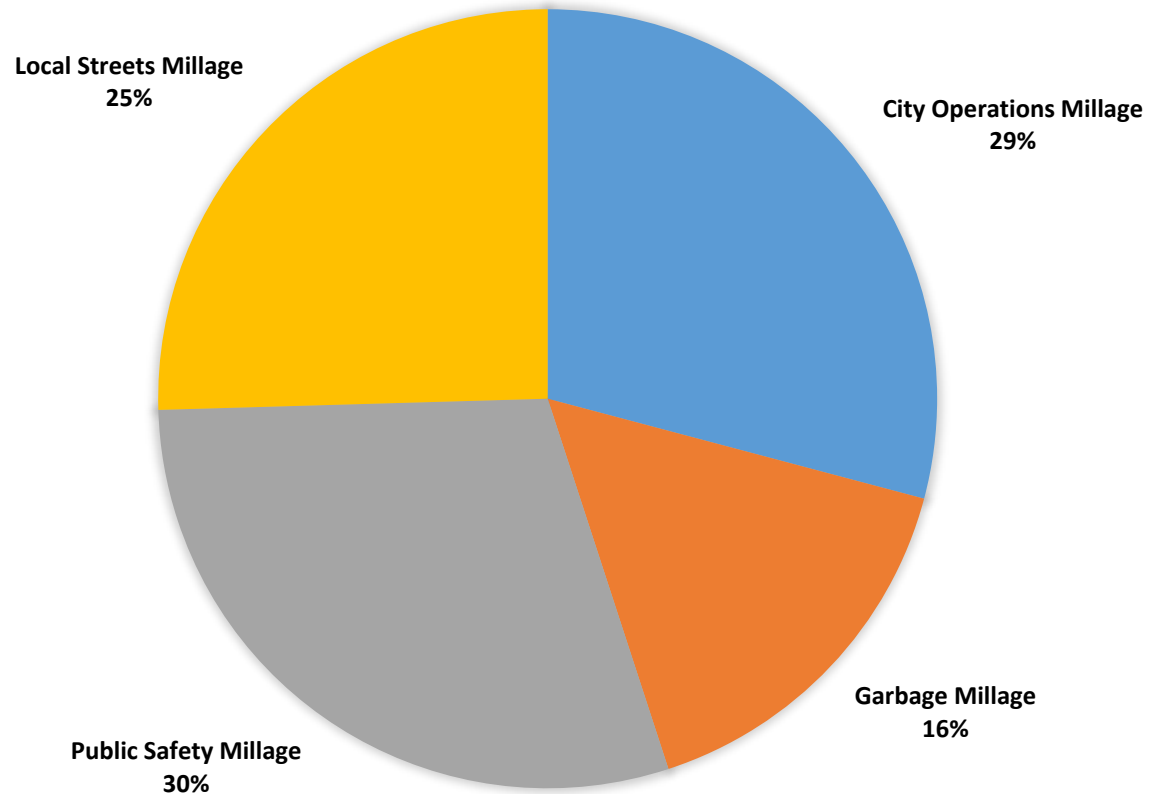


Figure 1

Figure 2

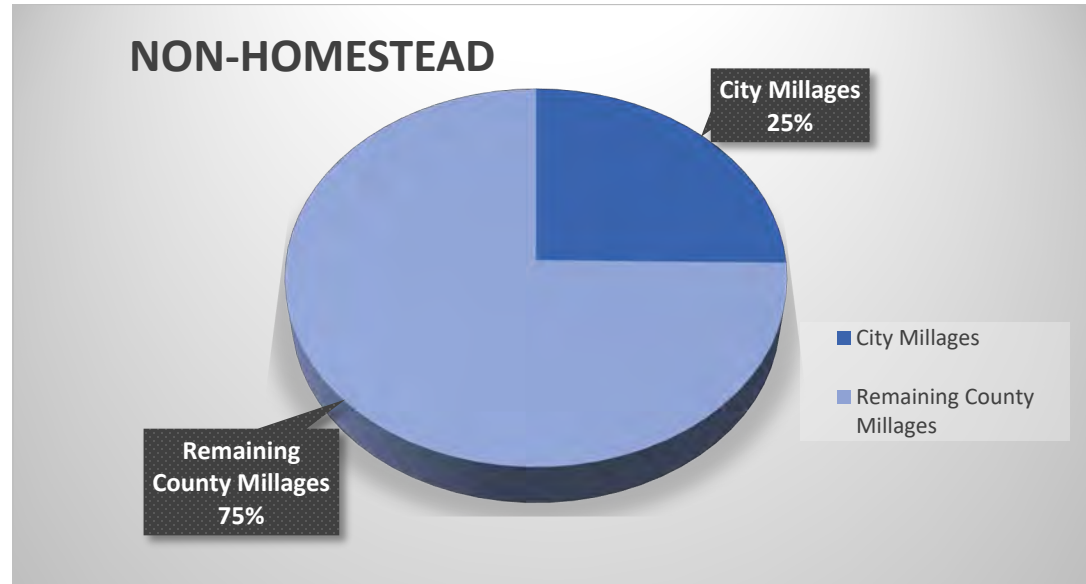
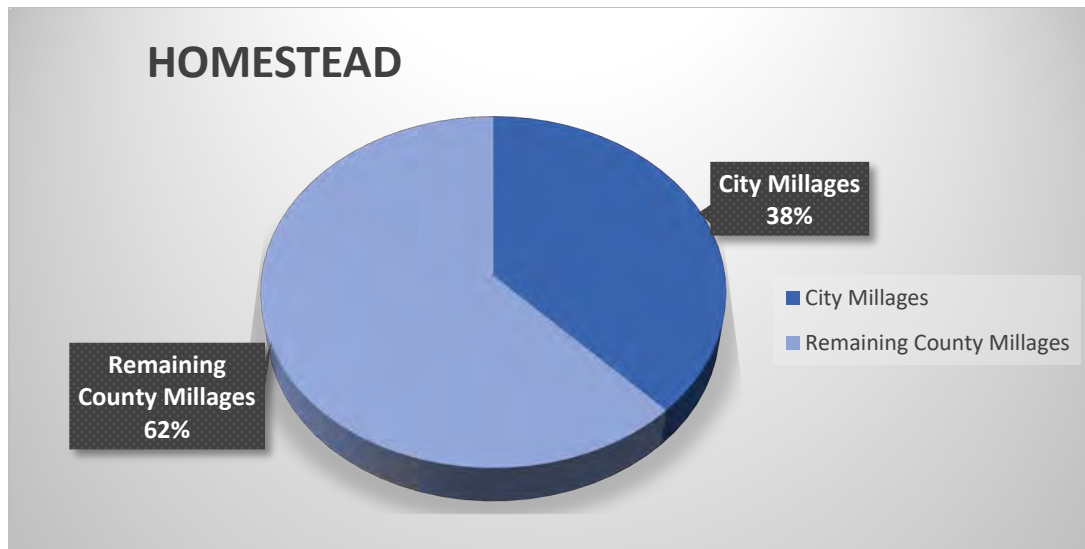


Figure 3

City Tax Rates in Genesee County in 2019

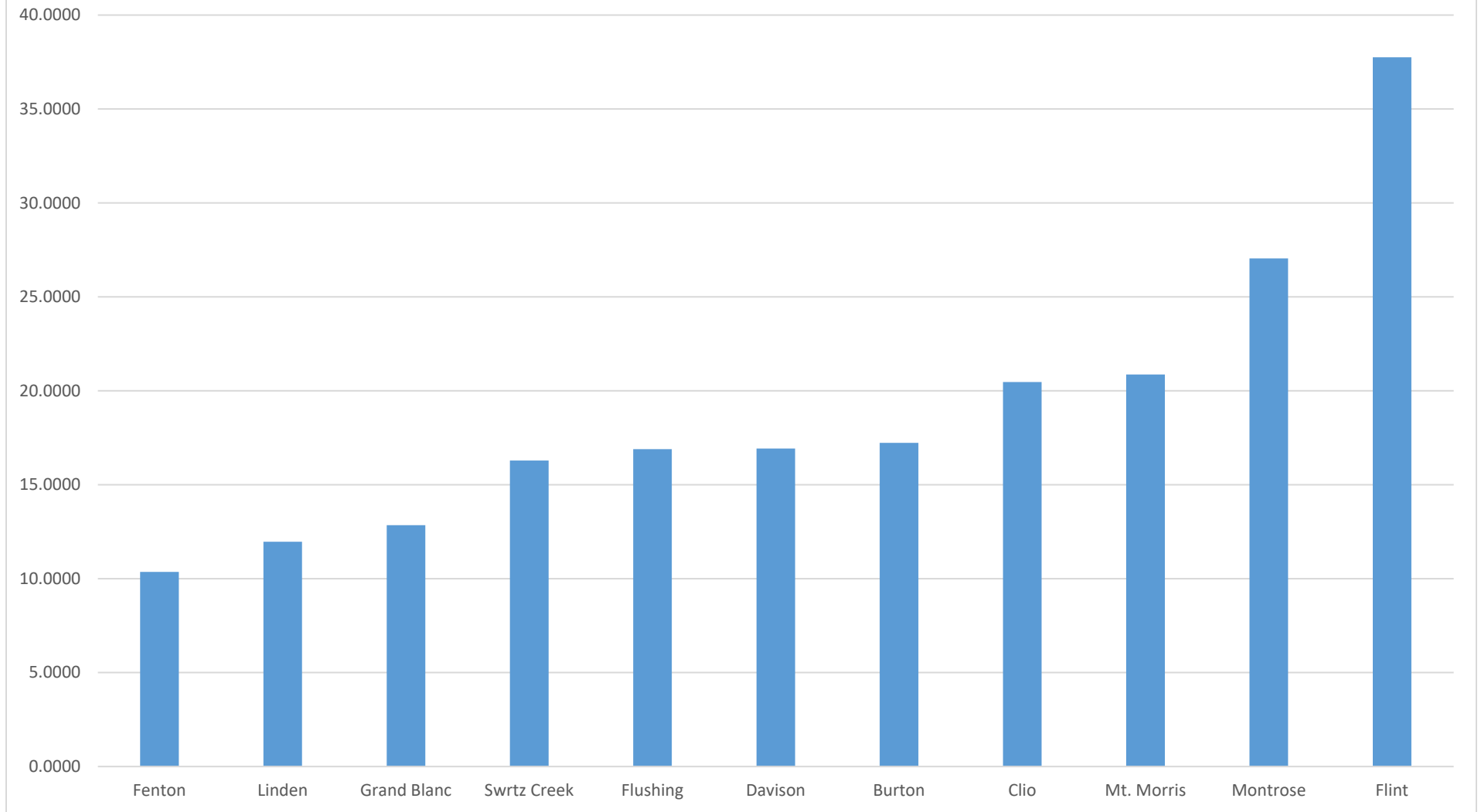


Figure 4

The city collects a 4.9 mil public safety millage to help cover the costs of police and fire services. The levy has appeared on the summer tax bill beginning in 2014 when the public safety assessment was passed by City Council.

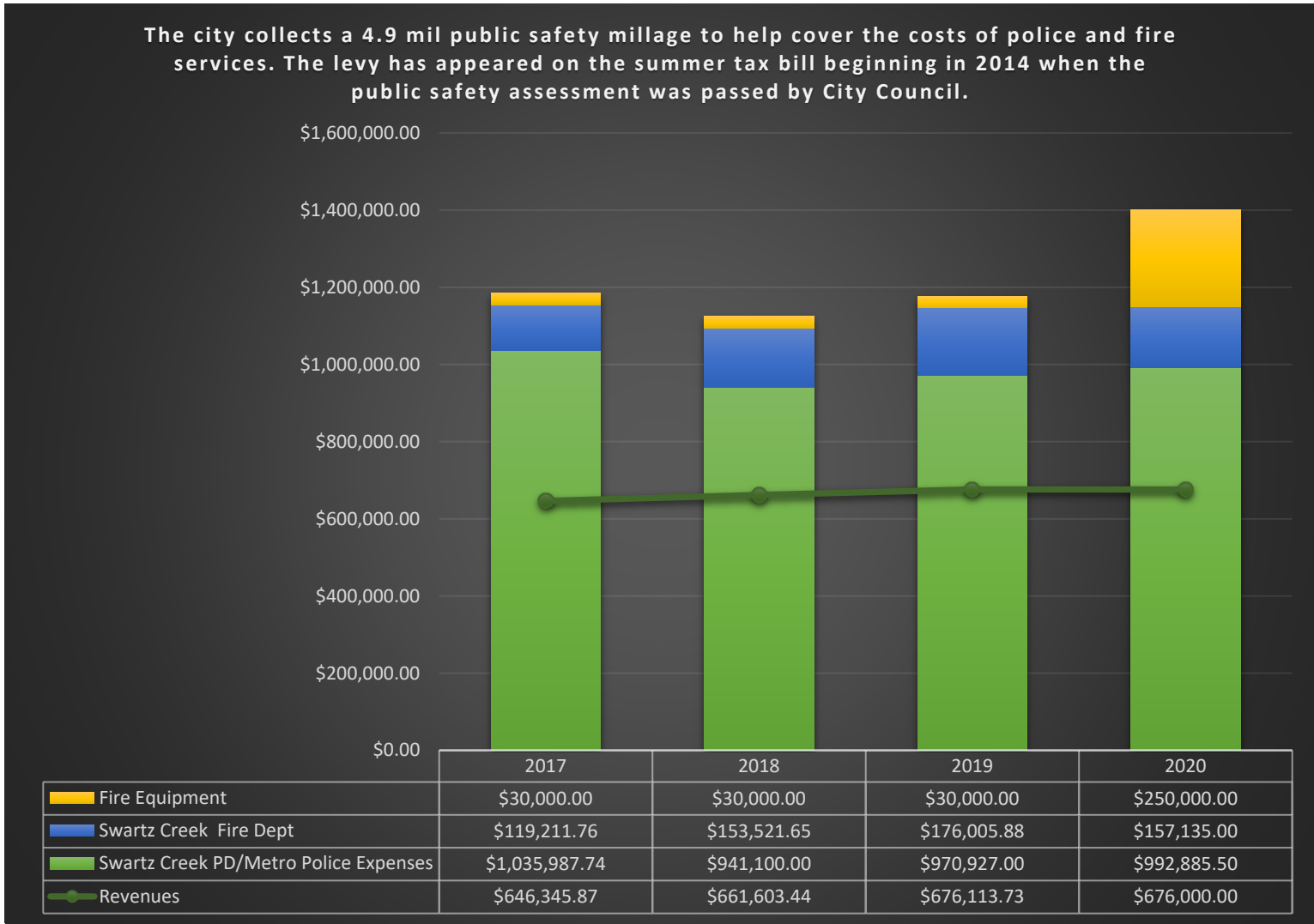
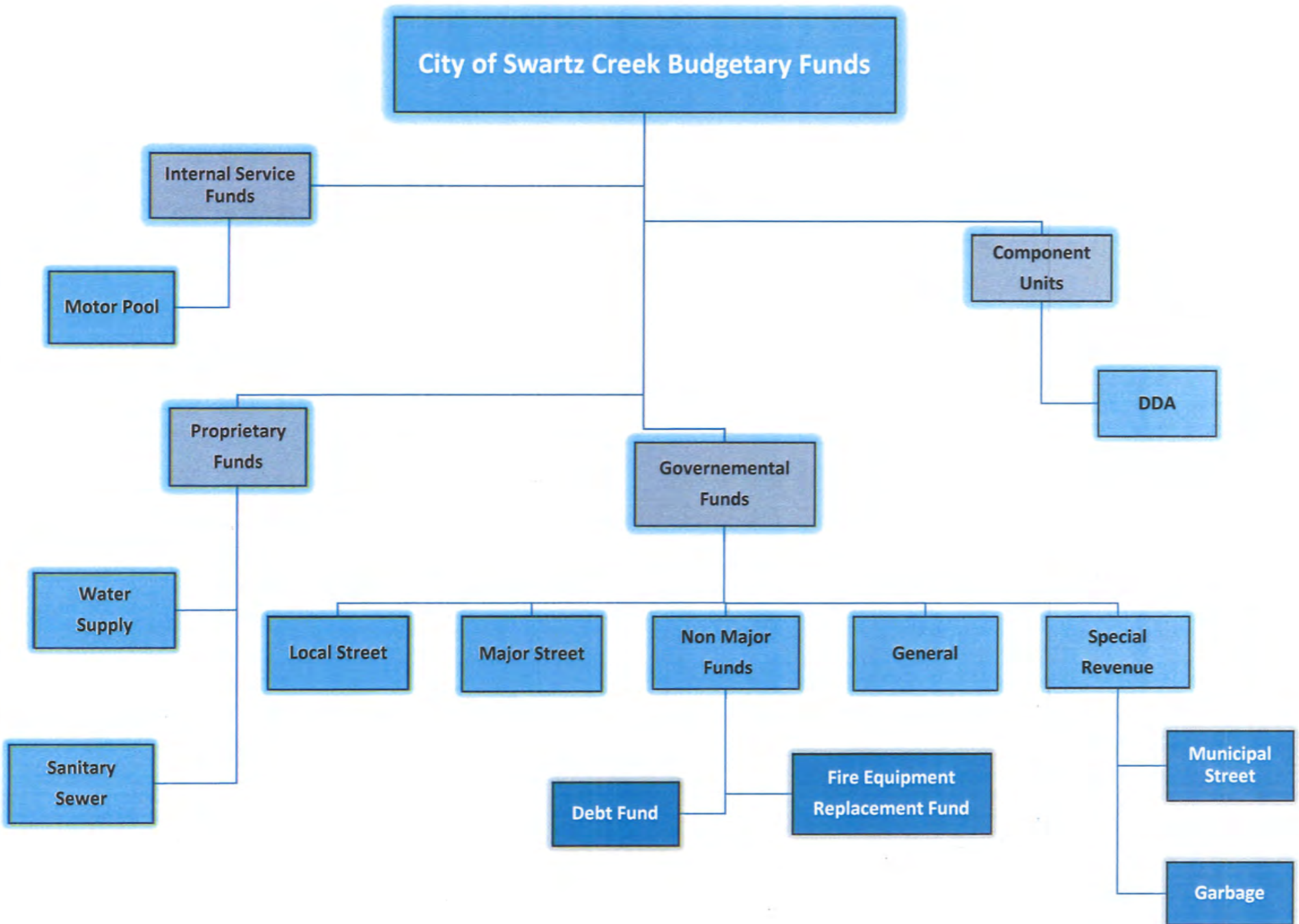


Figure 5



BASIS OF BUDGETING

GOVERNMENTAL FUNDS

The governmental funds include all activities that provide general governmental services that are not business-type activities. This includes the General Fund, special revenue funds, debt service funds, capital project funds, and permanent funds. The City reports the following funds as “major” governmental funds:

- The General Fund is the City’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The Major Streets Fund accounts for the portion of the City’s share of proceeds from gas and weight tax levied by the State and distributed to local governmental units to be used for major streets. State law requires that these taxes be used for major street maintenance and construction.
- The Local Streets Fund accounts for the portion of the City’s share of proceeds from gas and weight tax levied by the State and distributed to local governmental units to be used for local streets. State law requires that these taxes be used for local street maintenance and construction.
- The Garbage Collection Funds accounts for a special property tax millage allowed to provide garbage and compost collection services.

PROPRIETARY FUNDS

The proprietary funds include enterprise funds (which provide goods or services to users in exchange for charges or fees) and internal service funds (which provide goods or services to other funds of the City). The City reports the following funds as “major” enterprise funds:

- The Water Fund accounts for the operations of the water distribution system.
- The Sewer Fund accounts for the operations of the sewage pumping collection system.

The City’s internal service funds are used to account for services provided to other departments of the government on a cost reimbursement basis. The City has a motor pool internal service fund that allocates costs to various funds on a full accrual basis, so that the full costs are recognized and allocated to the various funds in the year that the costs are incurred.

MAJOR FUNDS DESCRIPTIONS

General Fund accounts for all resources not accounted for and reported to another fund. It includes most tax revenues and such services as public safety, parks, recreation, engineering, planning and administration.

Water Fund accounts for activities associated with the distribution and transmission of potable water to the City of Swartz Creek citizens.

Sewer Fund accounts for activities associated with sewage transmission and treatment.

NONMAJOR SPECIAL REVENUE FUNDS

Debt Fund long term debt repaid from a governmental fund. Swartz Creek currently has a City Hall Debt Fund to account for current year bond payments. This bond is paid off by the General Fund, Garbage Fund, Water Fund, and Sewer Fund. Final payment is May 1, 2021.

Fire Equipment Replacement Fund established to ensure adequate funds will be available to purchase major capital assets for the Swartz Creek Area Fire Department.

City of Swartz Creek

Six Year Consolidated Capital Improvement Plan*

Year: 2019

Year 0 (Current Year)

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation Status</u>	<u>Reference Document</u>
Dog Park	Construct dog park	\$25,000	Fundraising	Complete	2018 Park Plan
Streetscape	Construct public plaza/parking at 5012 Holland Drive & add streetscape to Miller	\$700,000	Budgeted	Complete	2016 DDA/TIF Plan
Tree Replacement	Reforest Abrams Park	\$10,000	In budget	Ongoing	2018 Park Plan
Baseball Backstops	Replace Elms backstop	\$5,000	In budget	Incomplete	2018 Park Plan
Sewer Lining	Refurbish sewer lines on Chesterfield, Eton, Young, & "Woods"	\$220,000	In budget	Complete	2017 Sanitary Sewer Rehabilitation Plan
Fairchild	Refurbish street surface on Fairchild	\$300,000	In budget	Complete	20 Year Paving Program (2016)
Helmsley	Reconstruct Helmsley Drive	\$440,000	In budget	Complete	20 Year Paving Program (2016)
Total Investment		\$1,700,000			

Year: 2020

Year 1

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation Status</u>	<u>Reference Document</u>
Reclaim Elms East	Remove brush and overgrowth	\$10,000	Budgeted- General	Pre-planning	2018 Park Plan
Disc Golf	Install course off Bristol Road	\$10,000	Budgeted-General	Planning	2018 Park Plan
Sewer Lining	Refurbish sewer lines on Fairchild, Mclain, School, Ingalls, Hayes, Ford, Brady, and Holland	\$220,000	In budget	Complete	2017 Sanitary Sewer Rehabilitation Plan
Winston, Chelmsford & Oakview	Reconstruct remainder of Winton and Chelmsford & Oakview streets (Daval to Winston)	\$1,224,152	Street Levy & Act 51	Pre-Construction	20 Year Paving Program (2016) & 2017 Water Asset Management Plan
USDA Watermain	Miller (Tallmadge to Dye) & Bristol (Elms to Miller)	\$1,992,777	USDA Grant/Loan	Pre-Construction	2017 Water Asset Management Plan
USDA Watermain	Replace Winston and Chelmsford & Oakview Drives water main - Daval to Winston	\$608,897	USDA Grant/Loan	Pre-Construction	2017 Water Asset Management Plan
Total Investment		\$4,045,826			

Year: 2021

Year 2

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation</u>	
				<u>Status</u>	<u>Reference Document</u>
Path Extension	Create unimproved route at Elms Park	\$20,000	Tentative budget	Pre-planning	2018 Park Plan
Genesee Valley Trail	Complete extension from Dye to Elms Park	\$1,000,000	(MDOT TAP) & pending grant	Designed	2018 Park Plan
Sewer Lining	Refurbish sewer lines on Fortino, Church, Mason, First, Second, Third, Frederick, & Miller	\$220,000	Budgeted	Pre-planning	2017 Sanitary Sewer Rehabilitation Plan
Chelmsford, Winston & Oakview	Replace remainder of Chelmsford & Oakview street (Daval to Seymour)	\$816,101	Street Levy & Act 51	Awarded	20 Year Paving Program & 2017 Water Asset Management Plan
USDA Watermain	Replace remainder of Chelmsford & Oakview water mainn (Daval to Seymour)	\$405,932	USDA Grant/Loan	Awarded	
USDA Watermain	Miller (Raubinger to Elms) & Morrish (Fortino to I-69)	\$1,328,518	USDA Grant/Loan	Awarded	2017 Water Asset Management Plan
Total Investment		\$3,790,551			

Year: 2022

Year 3

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation</u>	
				<u>Status</u>	<u>Reference Document</u>
Abrams Bathrooms	Renovate bathrooms at Abrams Park and add exercise equipment	\$15,000	Tentative budget	Pre-planning	2018 Park Plan
Sewer Lining	Refurbish sewer lines on Miller and Tallmadge	\$180,000	In budget	Pre-planning	2017 Sanitary Sewer Rehabilitation Plan
Cappy	Rehabilitate Cappy Lane	\$352,000	Tentative budget	Pre-planning	20 Year Paving Program (2016)
Total Investment		\$547,000			

Year: 2023

Year 4

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation</u>	
				<u>Status</u>	<u>Reference Document</u>
Basketball Courts	Refurbish basketball courts at Abrams Park	\$65,000	Not in budget	Pre-planning	2018 Park Plan
Morrish Road	Rehabilitate Morrish Road	\$400,000	Funded (80%)	Pre-planning	20 Year Paving Program (2016)
Sewer Lining	Refurbish sewer lines on Bristol	\$200,000	In budget	Pre-planning	2017 Sanitary Sewer Rehabilitation Plan
School St	Rehabilitate School Street	\$357,500	In budget	Pre-planning	20 Year Paving Program (2016)
Total Investment		\$1,022,500			

Year: 2024

Year 5

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation</u>	
				<u>Status</u>	<u>Reference Document</u>
Internal Path	Provide non-motorized path for Abrams Park	\$100,000	Not in budget	Pre-planning	2018 Park Plan
Sewer Lining	Refurbish sewer lines on Elms Road	\$220,000	In budget	Pre-Contract	2017 Sanitary Sewer Rehabilitation Plan
Durwood Drive	Reconstruct Durwood Drive	\$1,320,000	In budget	Pre-planning	20 Year Paving Program (2016)
Durwood Water	Replace Durwood/Norbury water main	\$650,000	Not in budget	Pre-planning	2017 Water Asset Management Plan
Total Investment		\$2,290,000			

Year: 2025

Year 6

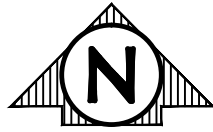
<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation</u>	
				<u>Status</u>	<u>Reference Document</u>
Elms Park Drainage	Engineer and install water removal options for central areas	\$15,000	Not in budget	Pre-planning	2018 Park Plan
Sewer Lining	Refurbish sewer lines in Otterburn	\$240,000	In budget	Pre-Contract	2017 Sanitary Sewer Rehabilitation Plan
Downtown Street Preservation	Surface Rehabilitation	\$475,000	In budget	Pre-planning	20 Year Paving Program (2016)
Total Investment		\$730,000			

*Projects are listed by calendar year; projects may span multiple fiscal years (July-June)

Table 1: City of Swartz Creek DDA Projects

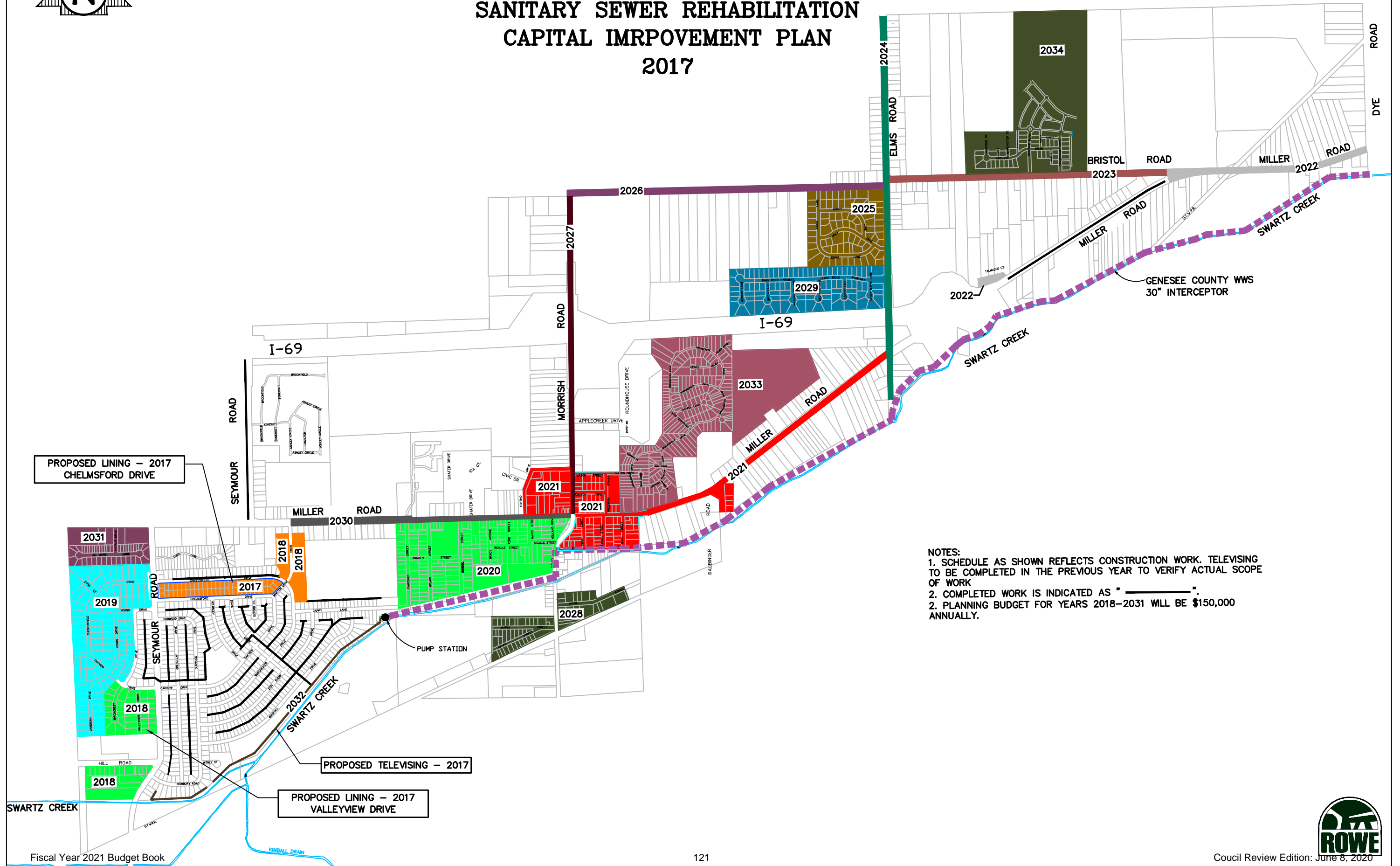
	DDA Allocated Costs
<i>Enhancement Improvements</i>	
Miller Road Corridor Enhancement (2,200 feet)	\$800,000
Morrish Road Corridor Enhancement	\$900,000
Morrish Rd/I-69 Overpass Corridor Enhancement	\$425,000
Fortino Road Corridor Enhancement	\$575,000
Holland Road Corridor Enhancement	\$125,000
Future Road Extensions Corridor Enhancement	\$325,000
Burial or Relocation of Overhead Utility Lines	\$800,000
I-69/Morrish Rd Gateway Treatment	\$225,000
Miller Road (east and west) Gateway Treatment	\$125,000
Morrish Road (north and south) Gateway Treatment	\$125,000
Property/Structure Acquisition	\$125,000
Building Rehabilitation	\$300,000
Public Art/Sculptures	\$175,000
Update Traffic Signals	\$250,000
Façade and Signage Improvements	\$320,000
<i>Transportation Improvements</i>	
Traffic Study	\$25,000
Street maintenance and repairs	\$550,000
Intersection Improvements	\$725,000
Road Extensions	\$725,000
Alley construction	\$325,000
Way-finding	\$250,000
Public Parking	\$525,000
Sidewalks/Pathways	\$225,000
Transit Enhancement	\$125,000
<i>Public Facility Improvements</i>	
Water Main, Sanitary Sewer, and Storm Drainage Improvements	\$850,000
Park Development	\$300,000
Wireless Internet Access	\$100,000
Community Center	\$300,000
Library	\$300,000
City Hall	\$300,000
<i>Administration and Planning</i>	
Marketing Plan	\$20,000
Webpage Development	\$10,000
DDA Promotion	\$250,000
Events and Festivals	\$350,000
General Administration	\$450,000
<i>Total Project Costs</i>	\$12.3 million

Capital Improvement Plan			
Year	Project	Cost	Funding
Years 0-5	Winshall Park		
	• Tree replacement	\$10,000	CE, Private GF, Passport
	• Annual maintenance (\$40,000 per year x 5)	\$200,000	
	• Renovate restroom floor, add exercise stations	\$15,000	
	• Refurbish Basketball Courts	\$65,000	
	Total	\$290,000	
	Elms Park		
	• Replace backstops	\$5,000	GF, Passport, Private
	• Drainage improvements, extend internal path	\$20,000	
	• Dog park	\$25,000	
	• Annual maintenance (\$50,000 per year x 5)	\$250,000	
	• Reclaim East-side of Elms Park	T.B.D.	
	Total	\$300,000	
	Non-Motorized		
	• Construct Phase 1 of regional trail system	\$150,000	TAP, MNRTF, GF, Private
Total	\$150,000		
Total for 0-5 Years		\$740,000	
Years 5-10	Winshall Park		
	• New internal path	\$100,000	Private, GF, Passport
	• Annual maintenance (\$50,000 per year x 5)	\$250,000	
	• Refurbish or repurpose tennis courts	\$125,000	
	• Disc Golf (9-holes)	\$4,500	
	Total	\$479,000	
	Elms Park		
	• Drainage	\$10,000	GF, Passport, Private
	• Annual maintenance (\$60,000 per year x 5)	\$300,000	
	Total	\$310,000	
	Bicentennial		
	• Remove or enhance pavilion with new features	\$150,000	MNRTF, GF, Private, DDA
	• New Benches	\$3,000	
	Total	\$153,000	
	Non-Motorized		
• Construct Phase 2 and 3 of regional trail system	\$350,000	TAP, MNRTF, GF, Private	
Total	\$350,000		
Total for 5-10 Years		\$1,292,000	



CITY OF SWARTZ CREEK

SANITARY SEWER REHABILITATION CAPITAL IMPROVEMENT PLAN 2017



- NOTES:
1. SCHEDULE AS SHOWN REFLECTS CONSTRUCTION WORK. TELEVISIONING TO BE COMPLETED IN THE PREVIOUS YEAR TO VERIFY ACTUAL SCOPE OF WORK
 2. COMPLETED WORK IS INDICATED AS " ———— ".
 2. PLANNING BUDGET FOR YEARS 2018-2031 WILL BE \$150,000 ANNUALLY.

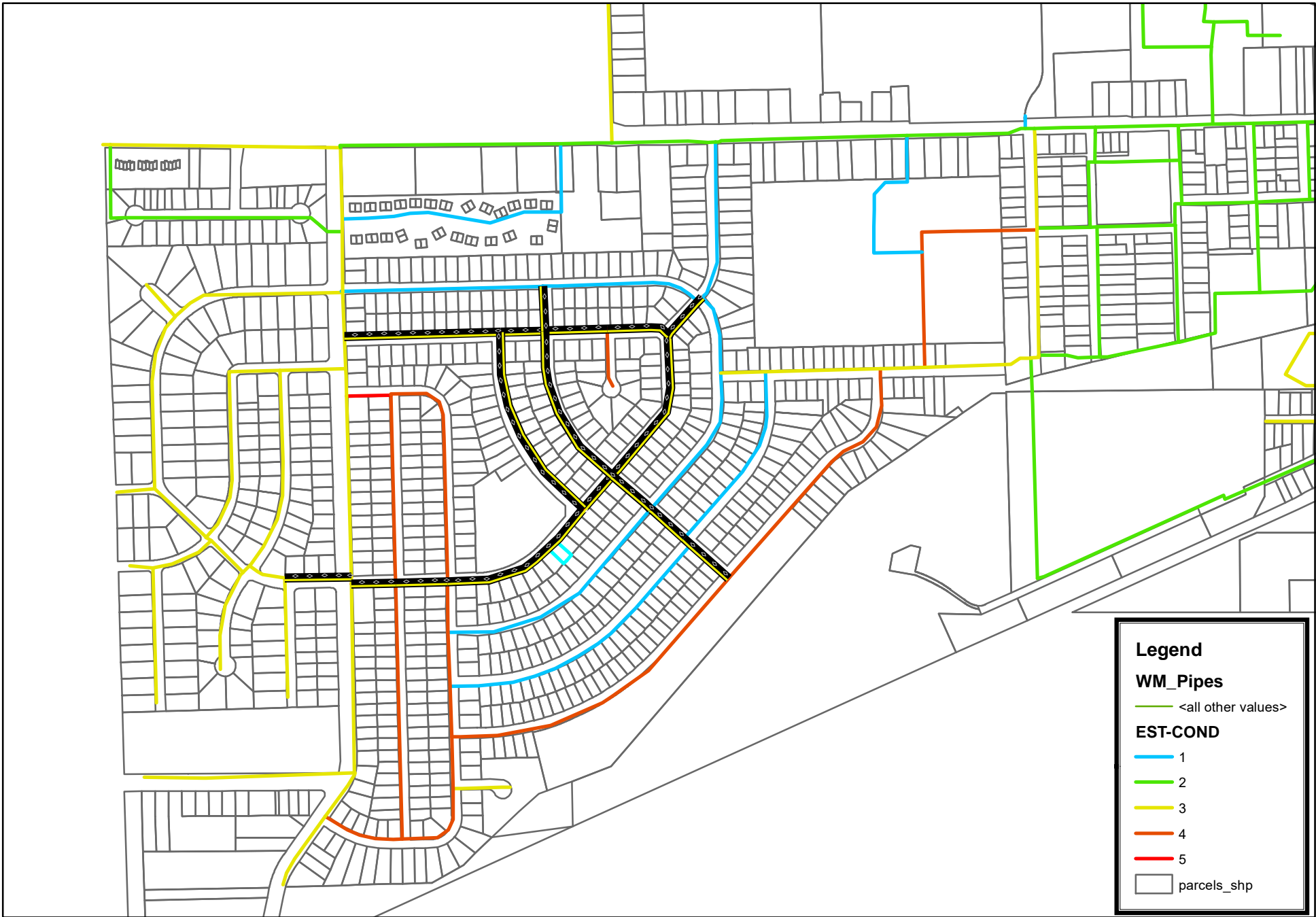


Five and Twenty Year Capital Improvement Plan 2017

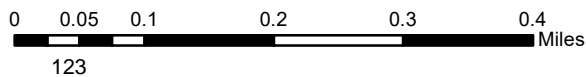
Year	Asset Description	Cost	Status
2018	Daval Watermain/Valves/Hydrants*	\$450,000	PE Done-Awarded
2019	None	\$0	NA
2020	Helmsley Watermain/Valves/Hydrants**	\$300,000	Planned
2021	Chelmsford Watermain/Valves/Hydrants*	\$320,000	Planned RD Support
2022	Oakview Watermain/Valves/Hydrants*	\$690,000	Planned RD Support
2023	Miller from Dye to Elms Watermain/Valves/Hydrants*	\$1,420,000	Planned RD Support
2023	Bristol from Miller to Elms Watermain/Valves/Hydrants*	\$1,180,000	Planned RD Support
2023	Morrish from I-69 to Miller Watermain/Valves/Hydrants*	\$440,000	Planned RD Support
2024-2028	Durwood & Norbury**	\$650,000	Proposed
2028-2033	Eton, Oxford, Whitney, Greenleaf, Winshall**	\$750,000	Proposed
2034-2038	Cappy Lane**	\$300,000	Proposed

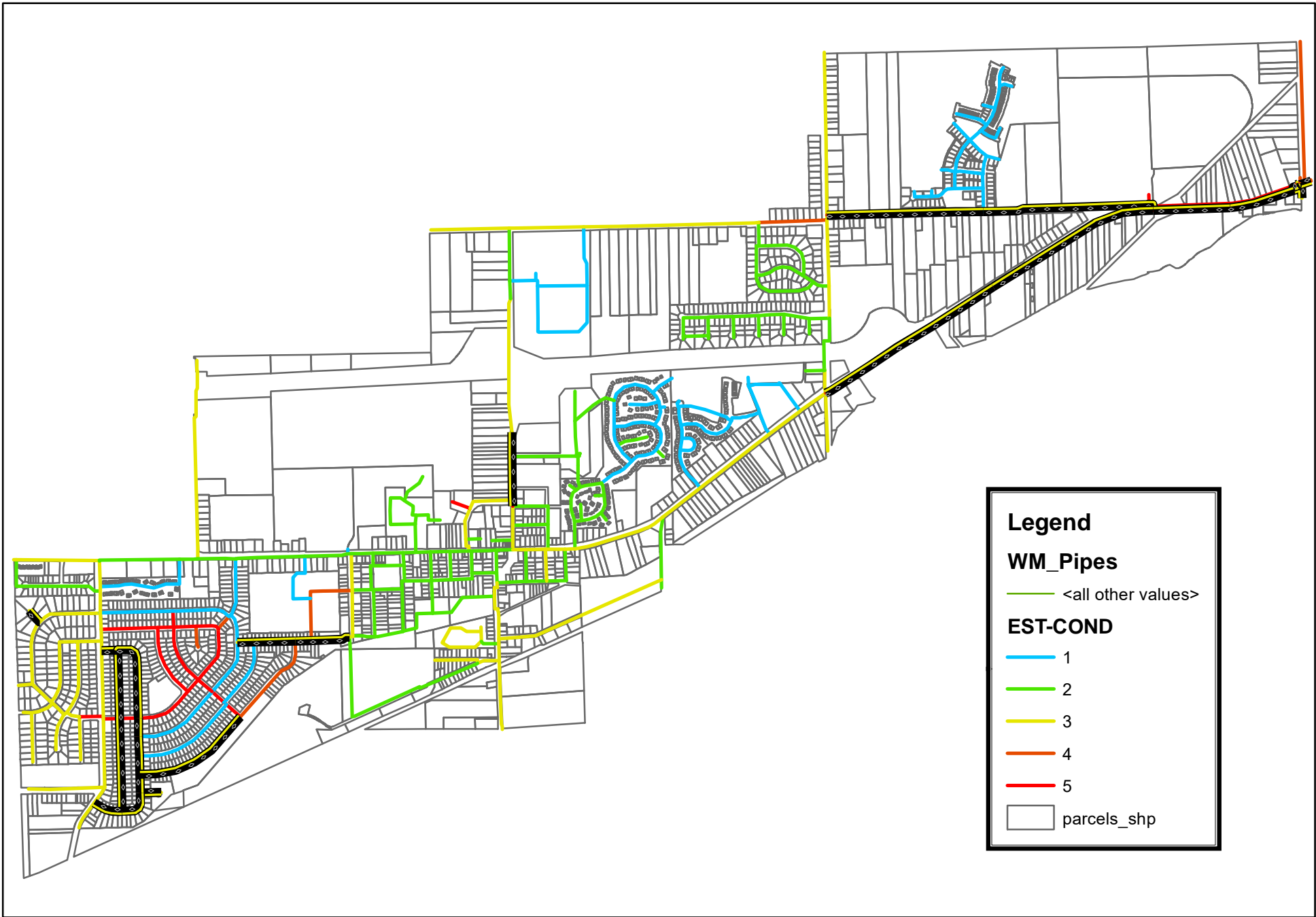
*Costs derived from engineer estimates

**Costs estimated by staff using similar scale project estimates, no inflationary factor included

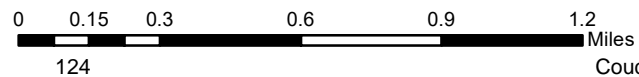


City of Swartz Creek
 Five Year CIP Replacements
 Fiscal Year 2021 Budget Book
 Selected in Yellow/Black





City of Swartz Creek
 Five to Twenty Year CIP Replacements
 Selected in Yellow/Black
 Fiscal Year 2021 Budget Book



City of Swartz Creek 20 Year Paving Program

Streets	Project Type	PASER Rating (10=new; 1=failed)	Cost
Phase I: 2015-2019			
Worcester	Reconstruct	2	\$800,000
Yarmy	Preservation	3	\$200,000
Parkridge	Preventative Maint.	5	\$100,000
Abbey	Preservation	2	\$300,000
Ingalls McLain To Hayes	Preservation	3	\$300,000
Chesterfield (east of Seymour)	Reconstruct	2	\$650,000
Daval	Reconstruct	2	\$700,000
Birchcrest	Preservation	4	\$300,000
N. Seymour	Preventative Maint.	6	\$25,000
1st	Preventative Maint.	5	\$10,000
2nd	Preventative Maint.	5	\$10,000
3rd	Preventative Maint.	5	\$10,000
Holland	Preventative Maint.	6	\$10,000
Hayes	Preventative Maint.	6	\$10,000
Ford	Preventative Maint.	5	\$10,000
N. Brady	Preventative Maint.	6	\$10,000
McLain	Preventative Maint.	6	\$20,000
Wade	Preventative Maint.	5	\$20,000
Jennie	Preventative Maint.	5	\$20,000
Fairchild	Preservation	3	\$400,000
Elms (Swartz Creek to n. city limits)	Preventative Maint.	7	\$48,000
Morrish (Maple to n. city limits)	Preventative Maint.	7	\$130,000
2015-2019 Total			\$4,083,000

City of Swartz Creek 20 Year Paving Program

Streets	Project Type	PASER Rating (10=new; 1=failed)	Cost
Phase II: 2020-2024			
School	Preservation	3	\$357,500
Chelmsford	Reconstruct	2	\$660,000
Oakview (east of Seymour)	Reconstruct	2	\$715,000
Winston	Reconstruct	3	\$204,000
Helmsley	Reconstruct	2	\$440,000
Cappy Lane	Preservation	3	\$352,000
Durwood	Reconstruct	2	\$990,000
Norbury	Reconstruct	2	\$330,000
Bristol Road	Preventative Maint.	6	\$48,000
2020-2024 Total			\$4,096,500

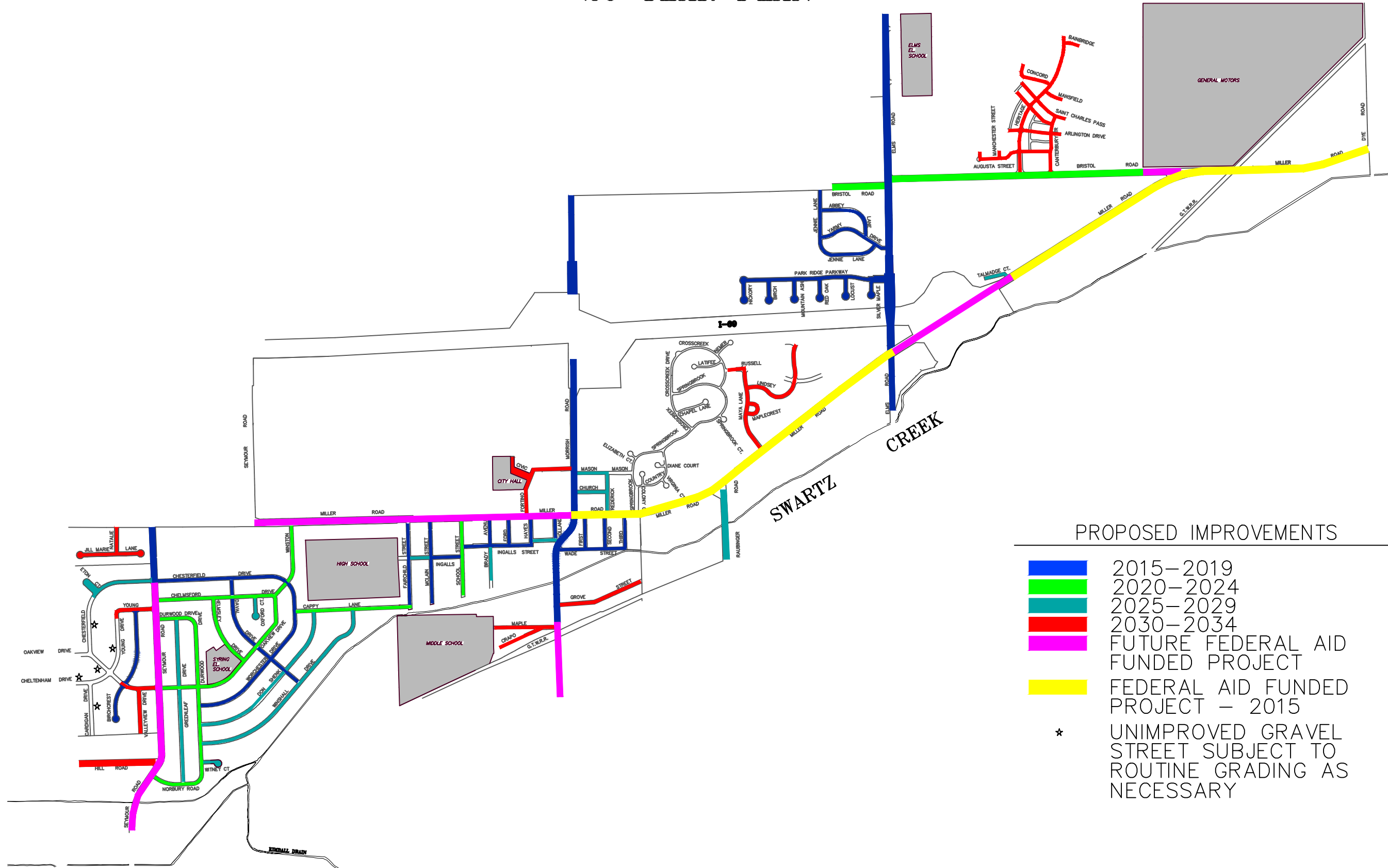
City of Swartz Creek 20 Year Paving Program

Streets	Project Type	PASER Rating (10=new; 1=failed)	Cost
Phase III: 2025-2029			
Mason	Preservation	2	\$172,500
Church	Preservation	5	\$115,000
Frederick	Preservation	5	\$172,500
Ingalls	Preventative Maint./Preservation	2nd Fix/Est. Unknown	\$276,000
Chesterfield (west of Seymour)	Preservation	3	\$172,500
Eton Court	Preservation	3	\$46,000
Oxford Court	Reconstruct	2	\$110,000
Whitney Court	Reconstruct	3	\$66,000
Greenleaf	Reconstruct	3	\$805,000
Don-Shenk	Reconstruct	3	\$575,000
Winshall	Reconstruct	3	\$747,500
Fairchild	Preventative Maint.	2nd Fix/Est. Unknown	\$23,000
School	Preventative Maint.	2nd Fix/Est. Unknown	\$23,000
Worcester	Preventative Maint.	2nd Fix/Est. Unknown	\$57,500
Chesterfield	Preventative Maint.	2nd Fix/Est. Unknown	\$23,000
Daval	Preventative Maint.	2nd Fix/Est. Unknown	\$57,500
Chelmsford	Preventative Maint.	2nd Fix/Est. Unknown	\$34,500
Oakview	Preventative Maint.	2nd Fix/Est. Unknown	\$57,500
Helmsley	Preventative Maint.	2nd Fix/Est. Unknown	\$34,500
S. Brady	Preservation	3	\$86,250
Talmadge Court	Preservation	3	\$86,250
Raubinger	Preservation	2	\$230,000
2025-2029 Total			\$3,971,000

City of Swartz Creek 20 Year Paving Program

Streets	Project Type	PASER Rating (10=new; 1=failed)	Cost
Phase IV: 2030-2034			
Fortino	Reconstruct	3	\$720,000
Civic	Reconstruct	2	\$240,000
Grove	Reconstruct	2	\$600,000
Maple	Reconstruct	3	\$192,000
Crapo	Reconstruct	3	\$192,000
Springbrook East (all streets)	Preservation	2nd Fix/Est. Unknown	\$168,000
Heritage (all streets)	Preservation	2nd Fix/Est. Unknown	\$192,000
Hill	Reconstruct	2	\$420,000
Jill Marie	Preservation	5	\$480,000
Natalie	Preservation	5	\$96,000
Young	Preservation	5	\$300,000
Oakview (west of Seymour)	Preservation	5	\$120,000
Valleyview	Preservation	5	\$120,000
Oxford Court	Preventative Maint.	2nd Fix/Est. Unknown	\$23,000
N. Seymour	Preventative Maint.	2nd Fix/Est. Unknown	\$30,000
1st	Preventative Maint.	2nd Fix/Est. Unknown	\$12,000
2nd	Preventative Maint.	2nd Fix/Est. Unknown	\$12,000
3rd	Preventative Maint.	2nd Fix/Est. Unknown	\$12,000
Holland	Preventative Maint.	2nd Fix/Est. Unknown	\$12,000
Hayes	Preventative Maint.	2nd Fix/Est. Unknown	\$12,000
Ford	Preventative Maint.	2nd Fix/Est. Unknown	\$12,000
N. Brady	Preventative Maint.	2nd Fix/Est. Unknown	\$12,000
McLain	Preventative Maint.	2nd Fix/Est. Unknown	\$24,000
Wade	Preventative Maint.	2nd Fix/Est. Unknown	\$24,000
2030-2034 Total			\$4,025,000.00

SWARTZ CREEK STREET IMPROVEMENTS 20 YEAR PLAN



PROPOSED IMPROVEMENTS

- 2015-2019
- 2020-2024
- 2025-2029
- 2030-2034
- FUTURE FEDERAL AID FUNDED PROJECT
- FEDERAL AID FUNDED PROJECT - 2015
- * UNIMPROVED GRAVEL STREET SUBJECT TO ROUTINE GRADING AS NECESSARY

PLAN DATE: JANUARY 2015
 PROJECT MGR: L.P.F.
 REVIEWER: J.M.B.
 SCALE: NOT TO SCALE

ROWE PROFESSIONAL SERVICES COMPANY
 O: (810) 341-7500
 F: (810) 341-7573
 WWW.ROWEPSC.COM

The ROWE Building
 540 S. Saginaw St., Ste. 200, P. O. Box 3748
 Flint, MI 48502

PREPARED FOR
CITY OF SWARTZ CREEK
 20 YEAR PLAN

REV: _____

SHT# 2 OF 2
 JOB No: 14C0149